

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 28, 2018
5:30 PM

The Public Meeting of June 28, 2018 was called to order by William Allmann, Chairman

PLEDGE OF ALLEGIANCE – Chairman Allmann led the Commissioners in the Pledge of Allegiance

The Open Public Meetings Act notice was read into the record by Joan Haltigan, Executive Assistant.

ROLL CALL OF THE BOARD OF COMMISSIONERS:

William Allmann, Chairman	Present
Carol Blake, Secretary	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Excused

PROFESSIONALS:

Attorney – William Hierung, Esq.	Present
Consulting Engineer – Alan Dittenhofer, PE	Present

AUTHORITY STAFF:

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Present
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Open Session Public Meeting of May 24, 2018

Moved:	Commissioner Blake
Second:	Commissioner Glory
Vote:	Unanimous
Abstain:	None

QUESTIONS/COMMENTS FROM THE PUBLIC: At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT:

Mr. Harpell reviewed the following items from the Executive Director’s report.

RESOLUTION AUTHORIZING A SEWER SERVICE AGREEMENT WITH 526 ASSOCIATES, LLC, BLOCK 2101, LOTS 13 AND 14, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – 526 Associates, LLC installed 3,960 linear feet of 8” sanitary sewer in North County Line Road in 2009. This system is rated for 580,000 gallons per day

(GPD) of flow and 526 Associates, LLC has asked the Authority to reserve 71,000 GPD for their property and to waive sewer connection fees for the improvements that benefited third parties. The Authority's staff is recommending that we reserve the above referenced capacity for a not to exceed five (5) year period and to waive \$44,275.00 in sewer connection fees for 526 Associates, LLC, after they close out the project. This was a large undertaking for 526 Associates and a nice improvement for the Authority.

RESOLUTION RECOGNIZING JACKSON DEVELOPMENT COMPANY, LLC AS THE OPERATING COMPANY FOR LEIGH CAPITAL, LLC, THE SUCCESSOR TO ALL INTERESTS OF THE ESTATE OF MITCH LEIGH AND ABBY LEIGH - As reported last month, Leigh Realty Company requested that the name of the operating entity for the Developer's Agreement be changed to Jackson Development Company, LLC. Mr. Hering obtained the requisite information from Leigh Realty Company and is recommending that we recognize the name change.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano did not have any capital projects or action items to report this month.

Mr. Quijano provided the Board with an update on the construction of the 2 million gallon water storage tank. Initially the roof was to be lifted tomorrow but the crane was delayed on another project due to weather conditions. The new schedule is to lift the tank roof, which is approximately 30,000 pounds, on Monday. Following the tank roof installation, the next step is to begin painting the tank which hopefully will be completed by mid-September.

CONSULTING ENGINEER'S REPORT:

On behalf of Remington & Vernick Engineers, Mr. Alan Dittenhofer reported on the following developer projects this evening:

RESOLUTION GRANTING FINAL ON-SITE SEWER AND FINAL WATER APPROVAL TO HIGHVIEW LARSEN ROAD, BLOCK 1203, LOT 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Highview Homes, is proposing to construct a 216 unit multi-family residential garden apartment complex consisting of seven (7) apartment buildings and one (1) clubhouse at the intersection of New Prospect Road and Larsen Road in the Southeast corner. The site contains a total of 38.78 acres. The applicant is applying for Final Approval for the water system and Final Sewer Approval for the on-site portion of the sewer system at this time. The applicant proposes to connect to the existing water mains in Larsen Road and New Prospect Road and connect to sewer in Larsen Road. We recommended this approval in our June 18, 2018 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO BMH PROPERTY 1, LLC, BLOCK 19701, LOT 12, 13.01 THROUGH 13.05, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, BMH Property 1, LLC, is proposing to construct a fourteen (14) lot residential subdivision near the intersection of East Veterans Highway and Jefferson Court. The applicant is applying for preliminary utility services at this time. The applicant proposes to provide sanitary sewer service to fourteen (14) lots by installing a pump station in the subdivision, installing a 2,500 linear feet force main from the pump station to East Veterans Highway to a 945 linear feet gravity sewer main to be installed in Grand Blvd. No water improvements are shown on plan. We recommended this approval in our June 18, 2018 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None

ADMINISTRATIVE COMMITTEE REPORT:

The Administrative Committee met this month to discuss proposed updates to the Authority's Personnel Policies and Procedures Manual and Employee Handbook which are required every two years by the New Jersey Joint Insurance Fund (JIF). Updates include any additional required language that needs to be placed in the handbook including the Drug and Alcohol Use Policy which was approved a few months ago. The Administrative Committee will be meeting on a monthly basis until the updates are completed.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

Mr. Diaz reviewed the following from the Assistant Executive Director/Director of Finance report.

FINANCE COMMITTEE REPORT:

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JUNE 2018 – The June Bill List presented this month for approval totals \$1,215,868.91. The total amount includes \$225,000.00 for funding the payroll account.

As discussed last month, \$15,291.53 will be transferred to the Maple Glen account from the Authority's Parke Bank P & F account in accordance with the annual evaluation.

The Finance Committee has reviewed and is recommending approval.

RESOLUTION AUTHORIZING AN AMENDMENT TO THE RESOLUTION APPOINTING THE AUTHORITY'S ENGINEER FOR 2018 TO REFLECT THE CORRECT NAME OF THE FIRM AS REMINGTON & VERNICK ENGINEERS – The Authority awarded a professional services contract to Remington Vernick & Vena Engineers, under Resolution No. 2018-27 on February 1, 2018 as the Authority's Engineer for 2018. The proposal that was received reflected the name of Remington Vernick Engineers which changed the latter part of 2017. The resolution being presented this evening is to amend Resolution No. 2018-27 to reflect the correct name.

PERSONNEL REPORT:

PROMOTIONS – There are three (3) promotions on the agenda this evening for the following: Lauren Moskal from the Civil Service Commission title of Clerk 1 to Customer Service Representative, Kristen Donato from the Civil Service Commission title of Clerk 1 to Customer Service Representative and Michael Rizzo from the Civil Service Commission title of Account Clerk/Clerk 2 to Senior Purchasing Assistant.

These promotions have been recommended by their respective supervisors. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2018-89 Resolution Accepting Cash Management Report for May 2018
- 2018-90 Resolution Granting Preliminary Sewer and Water Approval to BMH Property 1, LLC, Block 19701, Lot 12, 13.01 through 13.05, on the Tax Map of the Township of Jackson
- 2018-91 Resolution Granting Final On-Site Sewer and Final Water Approval to Highview Larsen Road, Block 1203, Lot 29, on the Tax Map of the Township of Jackson
- Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

- 2018-92 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for June 2018
- Moved: Commissioner Clayton
Second: Commissioner Glory
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #24644
- 2018-93 Resolution Authorizing a Sewer Service Agreement with 526 Associates, LLC, Block 2101, Lots 13 and 14, on the Tax Map of the Township of Jackson
- Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: None
- 2018-94 Resolution Recognizing Jackson Development Company, LLC as the Operating Company for Leigh Capital, LLC, the Successor to All Interests of the Estate of Mitch Leigh and Abby Leigh
- Moved: Commissioner Clayton
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Glory abstained
- 2018-95 Resolution Authorizing an Amendment to the Resolution Appointing the Authority's Engineer for 2018 to Reflect the Correct Name of the Firm as Remington & Vernick Engineers
- Moved: Commissioner Glory
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

- 2018-96 Resolution Authorizing the Promotion of Kristen Donato to the Civil Service Title of Customer Service Representative
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2018-97 Resolution Authorizing the Promotion of Lauren Moskal to the Civil Service Title of Customer Service Representative
- Moved: Commissioner Rickabaugh
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None
- 2018-98 Resolution Authorizing the Promotion of Michael Rizzo to the Civil Service Title of Senior Purchasing Assistant
- Moved: Commissioner Clayton
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None

At this time, present from the public were Mrs. MaryAnn Vinciguerra and Mr. Tony Vinciguerra. Mrs. Vinciguerra wanted to thank the Board and staff for all their hard work in getting water out to Route 537. She appreciates all that has been done to help develop Route 537. Mr. Harpell noted this project benefits everyone in the Township of Jackson.

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place July 26, 2018 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the June 28, 2018 Public Meeting adjourned.

End of Minutes