

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
August 23, 2018
5:30 PM

The Public Meeting of August 23, 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	Excused
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

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 July 26, 2018

Moved:	Commissioner Rickabaugh
Second:	Commissioner Blake
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 noted that the 2018 hydrant/water system flushing will begin on Monday, September 24, 2018. Flushing will take place Monday through Friday between the hours of 2:00 a.m. and 6:00 a.m. in order to minimize any inconvenience to residents.

ENGINEERING COMMITTEE REPORT:

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

Mr. Quijano updated the Board on current projects including the Six Flags Great Adventure Water Treatment Plant Replacement project, noting that the site has been cleared and the two detention pond basins have been built. With regard to the Western Water Main Extension project, approximately 1,200 feet of pipe has been installed. Mr. Quijano updated the Board on the construction of the 2 million gallon water storage tank, noting that the scaffolding has been completed and the contractor will begin to install the containment system in preparation for painting. It was noted that the first prime coat applied to the inside seams of the tank has been completed. The Authority is anticipating the painting of the tank to be completed in approximately six (6) weeks.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY WATER APPROVAL TO WEST COMMODORE WAREHOUSE, BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 340 West Commodore, LLC, is proposing to construct three (3) one-story warehouse buildings with a total of 276,000 SF area between West Commodore Blvd and Interstate Highway 195. The applicant is applying for preliminary utility services at this time. The applicant proposes to provide sanitary sewer service to the warehouses by installing a pump station and connecting to the existing 16” force main located in Commodore Blvd. Water services shall be provided to the lot by connecting to the Western Water Main Extension currently under construction. The applicant is applying for Preliminary, Tentative and Final Water approval at this time. The Authority does not permit direct connections to the force main, therefore, the approval will require the applicant to investigate alternative methods for providing sewer service to the site. This evening, we recommend that only Preliminary Water Approval be granted to this project at this time. We recommended this approval in our August 13, 2018 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO MAZ PROPERTIES, BLOCK 4601, LOTS 9, 10 AND 11, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – the applicant, MAZ Properties, LLC, is proposing to construct a mixed usage office/retail/warehouse center on North County Line Road consisting of one (1) retail/warehouse building containing 30,000 SF of retail space and 81,000 SF of warehouse space and two (2) two-story, 11,200 SF office buildings. The applicant is applying for Preliminary Sewer and Water Approval at this time. The applicant proposes to connect to an existing water main in North County Line Road and with a 6” wet tap and install approximately 1,130 LF of 6” DIP water main looped on the site with services to each building on the site. The applicant proposes to provide sewer service to the site by constructing a doghouse manhole in North County Line Road and installing approximately 1,619 LF of 6” PVC gravity sewer main on the site with laterals to service all the buildings on the site. It has been determined that a sanitary lateral is already run to this particular site so it is recommended rather than installing a doghouse manhole for the sewer that they investigate utilizing the existing lateral to the property. We recommended this approval in our August 13, 2018 letter to the Board.

Mr. Harpell noted the 526 Associates, LLC Agreement approved last month included waivers for improvements that benefited third-parties and the lateral in question is one of these improvements. If this lateral can be used, it will avoid impacting the pavement on County Line Road for the sewer extension.

PUBLIC RELATIONS COMMITTEE REPORT:

The Public Relations Committee will meet this evening to discuss Jackson Day 2018.

ADMINISTRATIVE COMMITTEE REPORT:

Mr. Diaz discussed the resolution on the agenda this evening requesting approval to adopt the Personnel Policies and Procedures and Employee Handbook (Handbook) which is revised every two (2) years in conjunction with the Municipal Excess Liability Joint Insurance Fund (MEL). The Administrative Committee has reviewed and a copy has been sent to the Board with a list of changes as well as a copy sent to the Authority's Labor Counsel, Mr. Thomas Gannon. Mr. Gannon had a few comments to add to the Handbook. The first comment under Personnel Files, particularly medical files, a statement as follows should be added "these files are also subject to the rules and regulations under HIPPA (Health Insurance Portability and Accountability Act). This is important language to be included in the Handbook. The next comment is dealing with language placed on the RICE Notice, adding the following statement with regard to an employee attending a meeting, "you may be present at the discussion but may not participate in the discussion unless invited by the Chairman, or his/her designee". The Personnel Committee has also reviewed and along with the Administrative Committee, is recommending approval this evening.

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 AUGUST 2018 – The August Bill List presented this month for approval totals \$871,036.47. The total amount includes \$225,000.00 for funding the payroll account.

The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AMENDING CLEANING SERVICES AGREEMENT, CONTRACT NO. CT-18088, TO ACCSES NEW JERSEY, INC., PURSUANT TO STATE CONTRACT NO. 77110, IN AN AMOUNT NOT TO EXCEED \$19,017.56 – The Authority awarded a seventeen (17) month cleaning services agreement to ACCSES New Jersey, Inc., pursuant to State Contract No. 77110, under Resolution No. 2018-104 in an amount not to exceed \$13,424.20, effective August 1, 2018. The information provided reflected a twelve (12) month quote including a monthly rate rather than total pricing for a seventeen (17) month contract. The Authority has since received a quote reflecting seventeen (17) months. The resolution being presented this evening is to amend the total contract amount from \$13,424.20 to an amount not to exceed \$19,017.56 (\$1,118.68/month). The terms and conditions would remain the same. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION ADOPTING UPDATED PERSONNEL POLICIES AND PROCEDURES MANUAL AND EMPLOYEE HANDBOOK– This was discussed earlier this evening under the Administrative Committee Report.

PERSONNEL REPORT:

RESOLUTION AUTHORIZING THE APPOINTMENT OF MICHAEL RIZZO AS ACTING PURCHASING AGENT – This resolution would designate Michael Rizzo as the Authority’s Qualified Purchasing Agent (QPA). Mr. Rizzo has been attending school for the past two years and has given the Authority notice that he passed the examination and is awaiting receipt of the QPA certificate issued by the Division of Local Government Services in the Department of Community Affairs. The resolution will afford Mr. Rizzo to be designated as the Authority’s QPA and will also approve the Authority’s maximum bid threshold increase from \$17,500.00 to \$40,000.00. The resolution also identifies that this would be effective upon Mr. Rizzo obtaining his actual certificate. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2018-108 Resolution Accepting Cash Management Report for July 2018
 - 2018-109 Resolution Granting Preliminary Water Approval to West Commodore Warehouse, Block 2501, Lot 3, on the Tax Map of the Township of Jackson
 - 2018-110 Resolution Granting Preliminary Sewer and Water Approval to MAZ Properties, Block 4601, Lots 9, 10 and 11, on the Tax Map of the Township of Jackson
- Moved: Commissioner Blake
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

- 2018-111 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for August 2018
- Moved: Commissioner Clayton
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None
- 2018-112 Resolution Amending Cleaning Services Agreement, Contract No. CT-18088, to ACCSES New Jersey, Inc., Pursuant to State Contract No. 77110, in an Amount Not to Exceed \$19,017.56
- Moved: Commissioner Blake
Second: Commissioner Porter
Vote: Unanimous
Abstain: None

2018-113 Resolution Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook

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

2018-114 Resolution Authorizing the Appointment of Michael Rizzo as Acting Purchasing Agent

Moved: Commissioner Clayton
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place September 27, 2018 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the August 23, 2018 Public Meeting adjourned.

End of Minutes