

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
October 18, 2018
5:30 PM

The Public Meeting of October 18, 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	Excused
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Excused
Vicki Rickabaugh, Vice-Chairwoman	Excused
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 September 27, 2018

Moved:	Commissioner Clayton
Second:	Commissioner Porter
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 AMENDMENT NO. 1 TO THE WHITESVILLE SEWER SERVICE AGREEMENT WITH JRJ PROPERTIES – The Authority and JRJ Properties (JRJ) entered into a Sewer Service Agreement in 2005 to extend a sewer main into Toms River. The Authority would like to recommend Amendment No. 1 to Whitesville Sewer

Service Agreement to clarify a few open issues. More specifically, the Authority has the right to charge Operation and Maintenance fees for non-regional pump stations which are very expensive to maintain and JRJ has requested we reduce their connection fee waivers for the Royal Grove Pump Station. In addition, JRJ's capacity extension in the sewer system expired in 2017 and would like to recommend extending this reservation for five (5) additional years. This Amendment has been reviewed with the Engineering and Finance Committees and both are recommending approval this evening.

RESOLUTION AUTHORIZING A SEWER SERVICE AGREEMENT WITH SIX FLAGS THEME PARK, INC., AND EL AT JACKSON, LLC, BLOCK 3101, LOT 11, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON -

As previously discussed, the Six Flags water and sewer infrastructure needed significant capital improvement. Fortunately, the joint Six Flags Water Treatment Plant and the associated Western Water Main Extension projects are addressing these needs for the potable water system and will also serve the Township's Master Plan goals. The next most significant risk for Six Flags Great Adventure (SFGA) is the forty-five (45) year old Main Sewer Pump Station and Remington & Vernick Engineers recommended in a 2015 report that this facility be replaced within 2-3 years. The Authority believes there is a mutually agreeable solution which we have been working on for several years. EL at Jackson, LLC (EL) is the Developer who is planning to construct 1,100 units in Cassville. EL will replace the Main Sewer Pump Station at no cost to SFGA and the Authority will waive any costs to upsize this facility from 0.8 million gallons per day (MGD) to 1.5 MGD. SFGA owns the capacity from their property to Dublin Road Pump Station and after the new Main Sewer Pump Station is completed, the Authority will assume full control over the capacity in the Metedeconk Interceptor for any development in the Route 537 region. The staff is of the opinion that these agreements will greatly benefit all parties involved.

RESOLUTION AUTHORIZING A SEWER SERVICE AGREEMENT WITH SIX FLAGS THEME PARK, INC., BLOCK 3101, LOT 11, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON -

To effectuate the pump station replacement discussed above, Six Flags and the Authority have to address the existing sewer agreements and this agreement will largely supersede the older agreements. In short, Six Flags will become a standard water and sewer customer once these improvements are completed.

RESOLUTION AUTHORIZING A SEWER AND WATER SHARED SERVICES AGREEMENT WITH MANCHESTER TOWNSHIP - The Developer and the Miele Farms property in Jackson Township is proposing to extend an 8,450 linear foot gravity sewer main in Manchester Township which will assist them in attracting commercial ratables. The Developer is also proposing to interconnect the Authority's water system with Manchester Township as they need additional potable water supply. The Developer of the Miele Farms property has not formally applied to the Authority but the proposed Sewer and Water Shared Services Agreement outlines the terms between Manchester Township and the Authority if it is so constructed. It was noted, in addition to assisting Manchester Township, there are two very positive benefits for the Authority. The sewer extension would relieve the potential capacity issues associated with the Toms River MUA sewer interconnection at very favorable terms and the Authority has an abundant supply of potable water and selling water to Manchester Township would help to offset the upcoming debt service to the benefit of our ratepayers.

RESOLUTION AUTHORIZING AN ON-LINE PUBLIC AUCTION FOR THE DISPOSITION OF SURPLUS PROPERTY - The Authority would like to surplus equipment no longer being utilized including a 2005 Ford Ranger which is in need of repair. The rest of the items include office equipment from the old field office, including lockers, cabinets and chairs.

If there is no objection, the Authority would like to advertise these items on GovDeals.

Lastly, the Association of Environmental Authorities Annual Meeting and Conference will be held on November 13th and 14th. Please let Joan know if you plan on attending the Conference.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reviewed the following items from the Engineering report.

RESOLUTION AUTHORIZING THE CLOSEOUT OF WELL NO. 9 REHABILITATION, CONTRACT CT-18080, WITH A.C. SCHULTES, INC. - A.C. Schultes, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents for the referenced project. The documents have been reviewed and found to be in compliance with Contract Specifications, General Conditions, Article 8.7. The Authority's staff and Engineering Committee are recommending that the contract be closed.

RESOLUTION GRANTING A PERFORMANCE BOND RELEASE FOR THE CLASSICS AT ROYAL GROVE PUMP STATION, BLOCK 16005, LOT 51, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - Paramount Properties Group II, LLC has requested a performance bond release for the Classics at Royal Grove Pump Station. The Authority's staff has reviewed and is recommending that Performance Bond No. 5019035, in the amount of \$154,500.00 be released, contingent upon the submittal and acceptance of the required two (2) year maintenance bond for the Classics at Royal Grove Pump Station, in the amount of \$19,312.50. The Engineering Committee is recommending approval this evening.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY AND TENTATIVE APPROVAL FOR OFF-SITE SANITARY SEWER AT ADVENTURE CROSSING, BLOCK 3001, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Cardinale & Jackson Crossing #2, is proposing to construct 2,000 LF of 8" PVC force main connecting the existing 16" force main in Anderson Road to a proposed pump station to service the property. The force main extension is located in a utility easement previously granted to the JTMUA between Anderson Road and Monmouth Road. The applicant is applying for Preliminary and Tentative Sewer Approval for the force main portion of the project at this time. The pump station is not part of this review. We recommended this approval in our October 17, 2018 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None

ADMINISTRATIVE COMMITTEE REPORT:

None

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 OCTOBER 2018 - The October Bill List presented this month for approval totals \$2,227,909.93. The total amount includes the current New Jersey Environmental Fund Projects as well as \$717,750.00 for OCUA's 4th quarter 2018 installment. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE HAMPSHIRE HILLS PUMP STATION FLYGT PUMP REHABILITATION, CONTRACT NO. CT-18097, TO PILOT ELECTRIC COMPANY, INC., IN AN AMOUNT NOT TO EXCEED \$9,865.00 - The 20 HP Flygt submersible pump at the Hampshire Hills Pump Station is in need of rehabilitation. The Authority obtained two (2) quotes for the pump rehabilitation in an amount ranging from \$9,865.00 to \$10,392.60. A third proposal was received but the vendor was not able to bid on the installation of the rehabilitated pump. The resolution being presented this evening is to award the Authority's Flygt Pump Rehabilitation to Pilot Electric Company, Inc., under JTMUA Contact No. CT-18097, in an amount not to exceed \$9,865.00. The Finance Committee has reviewed and is recommending authorization to award this evening.

RESOLUTION AUTHORIZING CUSTOMER BILLING REFUND TO CARE ONE MANAGEMENT, LLC - There is a resolution on the agenda this evening formalizing the refund of the overpayment back to Care One Management, LLC. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING APPROVAL OF THE 2019 JTMUA SEWER/WATER OPERATING CAPITAL BUDGET - STATE VERSION - The 2019 Water/Sewer Operating/Capital Budget along with the annual rate analysis has been reviewed by the Finance Committee. The Board has received a copy of the proposed budget for review. This is a fourteen million dollar budget for Operations and just slightly over one million dollar budget for Capital, which is low because of the three (3) large capital projects in progress. Both the Board and Finance Committee have reviewed and are recommending approval this evening. It was noted there is very little change from 2018 and expenses are slightly down.

PERSONNEL REPORT:

NEW HIRE – There are three (3) new hires on the agenda this evening for the open budgeted positions in Purchasing, Meter Reading and Buildings & Grounds departments. Candidates were interviewed and the following were selected for authorization to hire this month.

Mrs. Lisa Siemanowicz has the experience and education required to fill the open budgeted Purchasing position under the non-competitive Civil Service Commission title of Account Clerk. Mr. Devon Riches has the experience and education required to fill the open budgeted Meter Reading position under the non-competitive Civil Service Commission title of Laborer 1.

Mr. Michele Scotto Dabusco has the experience and education required to fill the open budgeted Buildings & Grounds position under the non-competitive Civil Service Commission title of Laborer 1. The Personnel Committee has reviewed and is recommending approval this evening.

PROMOTION – There is one (1) promotion on the agenda this evening for the Mr. Edgardo Panal who has held the Civil Service Commission title of Construction Inspector since September 28, 2015. Mr. Panal has acquired the requisite experience to qualify for a promotion to Construction Management Specialist 1. The Personnel Committee has reviewed and is recommending approval this evening.

EMPLOYEE SALARY ADJUSTMENTS – There are two (2) salary adjustments on this evening’s agenda. Mrs. Karen Bressi has held the Civil Service Commission title of Supervisor of Customer Service since October 3, 2016. Mrs. Bressi has been recommended for a salary adjustment by her Supervisor for exceptional job performance. Mr. Anthony Parrella has held the title of Water Treatment Plant Operator since March 29, 2010. Mr. Parrella has been recommended for a salary adjustment by his Supervisor for exceptional job performance. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

2018-130 Resolution Granting Preliminary and Tentative Approval for Off-Site Sanitary Sewer at Adventure Crossing, Block 3001, Lot 2, on the Tax Map of the Township of Jackson

2018-131 Resolution Granting a Performance Bond Release for the Classics at Royal Grove Pump Station, Block 16005, Lot 51, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2018-132 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for October 2018

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

2018-133 Resolution Authorizing Amendment No. 1 to the Whitesville Sewer Service Agreement with JRJ Properties

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

- 2018-134 Resolution Authorizing a Sewer Service Agreement with Six Flags Theme Park, Inc., Block 3101, Lot 11, on the Tax Map of the Township of Jackson
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-135 Resolution Authorizing a Sewer Service Agreement with Six Flags Theme Park, Inc. and EL at Jackson, LLC, Block 3101, Lot 11, on the Tax Map of the Township of Jackson
- Moved: Commissioner Porter
 Second: Commissioner Clayton
 Vote: Unanimous
 Abstain: None
- 2018-136 Resolution Authorizing a Sewer and Water Shared Services Agreement with Manchester Township
- Moved: Commissioner Porter
 Second: Commissioner Clayton
 Vote: Unanimous
 Abstain: None
- 2018-137 Resolution Authorizing the Closeout of Well No. 9 Rehabilitation, Contract No. CT-18080, with A.C. Schultes, Inc.
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-138 Resolution Authorizing Customer Billing Refund to Care One Management, LLC
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-139 Resolution Authorizing Award of the Hampshire Hills Pump Station Flygt Pump Rehabilitation, Contract No. CT-18097, to Pilot Electric Company, Inc., in an Amount Not to Exceed \$9,865.00
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None

2018-140 Resolution Authorizing an On-Line Public Auction for the Disposition of Surplus Property

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

2018-141 Resolution Authorizing Approval of the 2019 JTMUA Sewer/Water Operating Capital Budget – State Version

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

2018-142 Resolution Authorizing the Permanent Hire of Lisa Siemanowicz under the Civil Service Title of Account Clerk

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

2018-143 Resolution Authorizing the Permanent Hire of Michele Scotto Dabusco under the Civil Service Title of Laborer 1

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

2018-144 Resolution Authorizing the Permanent Hire of Devon Riches under the Civil Service Title of Laborer 1

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

2018-145 Resolution Authorizing the Promotion of Edgardo Panal to the Civil Service Title of Construction Management Specialist 1

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

2018-146 Resolution Authorizing a Salary Adjustment for Karen Bressi under the Civil Service Title of Supervisor of Customer Service

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

2018-147 Resolution Authorizing a Salary Adjustment for Anthony Parrella under the Civil Service Title of Water Treatment Plant Operator

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place November 15, 2018 at 5:30 PM, noting the third Thursday of the month due to the Thanksgiving holiday.

OTHER MATTERS:

With no further matters to discuss, Commissioner Clayton made a motion to adjourn. Commissioner Porter seconded the motion and it was passed unanimously. Chairman Allmann declared the October 18, 2018 Public Meeting adjourned.

End of Minutes