

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 27, 2019
5:30 PM

The Public Meeting of June 27, 2019 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 Carolyn Mauro, Supervising Administrative Analyst.

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	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
Carolyn Mauro, Supervising Administrative Analyst	Present

QUESTIONS/COMMENTS FROM THE PUBLIC: Present from the public was Ms. Lindsay Brown, Mr. Michael Janusz, Mr. Cordts, Mr. James Mitchell as well as Mr. Mitchell's associate. With no questions from the public, Chairman Allmann closed the public portion of the meeting, noting he would reopen if needed.

Approval of the Minutes of the Open Session Public Meeting of May 23, 2019

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

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION AUTHORIZING THE PURCHASE OF ELECTRICITY SUPPLY SERVICES, CONTRACT NO. CT-19062, TO AMBIT NORTHEAST, LLC,

EFFECTIVE DECEMBER 1, 2019- As reported previously, the Authority is looking to purchase electricity supply services for six (6) months and then switch to the NJ Sustainable Energy Joint Meeting (NJSEM) in June 2020. The Authority received bids today at \$0.08120 per kWh and JCP&L is currently at approximately \$0.09500 per kWh. The only issue with the EMEX process is that the auction is undertaken on the day of the meeting so we still have some issues to finalize. As such, the Authority would like to recommend this contract, subject to Mr. Hierung's final review, for the purchase of electricity supply services to Ambit Northeast, LLC, effective December 1, 2019.

RESOLUTION AUTHORIZING PAYMENT OF THE WATER ALLOCATION PERMIT APPLICATION FEE TO THE TREASURER, STATE OF NEW JERSEY IN AN AMOUNT NOT TO EXCEED \$21,790.00 – Future Well No. 18, located on Bennetts Mills Road, is ready to be permitted and the Water Allocation Permit Application Fee will be \$21,790.00. A Developer is going to build the future well, and this may not happen for a few years but the permitting will take approximately one (1) year so the Authority would like to submit the application now. The Engineering and Finance Committees have reviewed and are recommending approval this evening.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 FOR THE WESTERN WATER MAIN EXTENSION, CONTRACT NO. CT-16096, WITH P & A CONSTRUCTION, INC., IN THE DECREASED AMOUNT OF <\$202,170.72> - Change Order No. 1 consists of various item deletions and additions in the project contract. A decrease in the contract price, in the amount of <\$350,000.00>, is attributed to the elimination of Bid Item No. 18, which is the installation of a 16-inch HDPE water main via Horizontal Directional Drilling on the Six Flags Great Adventure (SFGA) easement. Additions to the contract price, in the total amount of \$147,829.28 are mainly attributed to conflicts with unknown utility locations, necessary field order changes directed by our staff and repair of third party utilities. The asbuilts were not good at SFGA. The various price decrease and increases bring Change Order No. 1 to an overall decreased amount of <\$202,170.72>. The revised contract total amount will be decreased from \$5,497,343.35 to \$5,295,172.63. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF THE 2019 WATER TANK SPOT REPAIRS, CONTRACT NO. CT-19040, WITH US TANK PAINTING, IN THE DECREASED AMOUNT OF <\$30,000.00> - The Authority's staff reviewed the Final Quantities Change Order No. 1 document, relative to Contract No. CT-19040, calling for various deductions of contract quantities. Changes resulted in the decreased amount of <\$30,000.00>, the result of not utilizing two bid items, \$15,00.00 each, revising the contract amount from \$93,000.00 to \$63,000.00. US Tank Painting has submitted the required contract closeout documents for this project which have been reviewed and found to be in compliance. The Authority's staff is recommending that this contract be closed, the performance bond released and the project closed in the decreased amount of \$63,000.00. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE RELEASE OF ESCROW IN THE AMOUNT OF \$37,946.30, TO HIGHVIEW HOMES, LLC, BLOCK 1203, LOT 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The Authority was notified that Highview Homes,

LLC is not moving forward with the Highview Larsen Road project, Block 1203, Lot 29. The Escrow Account, 360-001 has a current balance of \$37,946.30. The Authority's staff is recommending the release of escrow in the amount of \$37,946.30, plus any accumulated interest, for the project known as Highview Larsen Road and to close the project. The Engineering Committee has reviewed and is recommending approval this evening. It was noted this project is located by Larsen Road Fire House and that the project is still supposed to proceed just not with Highview Homes.

CONSULTING ENGINEER'S REPORT:

On behalf of Remington & Vernick Engineers, Mr. Alan Dittenhofer reported on the following developer projects this evening. Before the report of developer projects, Mr. Dittenhofer reported on the Amendment No. 1 to the sewer master plan.

RESOLUTION ADOPTING AMENDMENT NO. 1 TO THE SEWER SYSTEM MASTER PLAN DATED OCTOBER 2008 – The Sewer Master Plan was adopted on June 2, 2009, via Resolution No. 2009-127 and serves as a flexible resource and guide for the Authority and others having an interest in ensuring an adequate, safe and cost-effective sanitary sewerage collection system within the Authority's service area. In discussions with the Executive Director and the Engineering staff, and due to residential development application trends in the area of the Township along Whitesville Road and Grawtown Road, we performed a topographical and flow analysis to determine if it was feasible to construct larger regional pump stations in the area to avoid having numerous small pump stations constructed throughout Whitesville Road. As a result, Mr. Dittenhofer displayed a map proposing two regional pump stations in the area. The first would be located at the Pinerock Walk Development and the second would be located in the Denton Pines Development. The developments where these pump stations are located do not need pump stations this large, therefore, developer agreements will have to be entered into so they can be compensated for any over design they had to do to accommodate being a regional station. We are recommending this Amendment No. 1 to the Authority's Sewer System Master Plan be approved by the Board this evening. Mr. Harpell noted that due to the size of Jackson and the land being so flat, we already have twenty seven (27) pump stations and we would like to minimize additional facilities.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO CAREONE AT JACKSON, BLOCK 6501, LOTS 42.06, 42.07 AND 43, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 11 History Lane Operating Company, LLC, is proposing to construct a 43,524 square foot Assisted Living and Alzheimer Care Facility on the north side of West County Line Road and east of History Lane. The applicant proposes to provide water service to the site by extending a water main from the existing main in History Lane. The applicant proposes to provide sewer service to the site by installing a gravity sewer lateral from the existing manhole in the intersection of West County Line Road and Hickory Lane to the building. The applicant is applying for preliminary sewer and water approval at this time. We recommended this approval in our June 10, 2019 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO VALLEY ROAD MINOR SUBDIVISION, BLOCK 7001, LOT 23, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Moshe Rozsansky, is proposing to construct a two (2) lot minor residential subdivision on the west side of Valley Road. The applicant proposes to provide water service to the lots by extending domestic water services to the lots from the existing water main in Valley Road. The applicant proposes to provide sewer

service to the site by installing a gravity sewer main from an existing stub in Valley Road approximately 140 L.F. and connect domestic sanitary sewer laterals to the proposed main. The applicant is applying for preliminary sewer and water approval at this time. We recommended this approval in our June 10, 2019 letter to the Board. Noted on the water side, no further action will be required but the applicant will be required to apply for tentative and final approval for sewer service.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO COUNTY LINE BUSINESS CENTER, BLOCK 6501, LOTS 52 AND 53, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, County Line Business Center, LLC, is proposing to construct a 12,772 square foot office building on the north side of West County Line Road, south of Bennetts Mills Road. The applicant proposes to provide water service by extending water services to the building from the existing water main in Bennetts Mills Road. The applicant proposes to provide sewer service to the site by installing a gravity sewer lateral from the existing sanitary sewer main in Bennetts Mills Road. The applicant is applying for preliminary water and sewer approval at this time. We recommended this approval in our June 10, 2019 letter to the Board. No further action is required.

Mr. Harpell added the following as a late change to the agenda:

RESOLUTION AUTHORIZING THE TRANSFER OF THE AUTHORITY'S INTEREST IN BLOCK 3101, LOT 28.02, JACKSON TOWNSHIP TO SIX FLAGS THEME PARKS, INC., IN ACCORDANCE WITH A WATER SERVICE AGREEMENT DATED OCTOBER 24, 2014 - In accordance with the 2014 Water Service Agreement with Six Flags Great Adventure (SFGA) to effectuate construction of the new water treatment plant, there was to be an exchange of properties (Six Flags would receive 1 parcel and JTMUA is to receive 3 parcels of comparable size). SFGA is in the process of refinancing their mortgage and required the deed to be done this week, which has been signed. The additional resolution on the agenda this evening is authorizing Chairman Allmann or Mr. Harpell to execute the deed. The Engineering Committee has reviewed and is recommending approval this evening.

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 ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING MAY 31, 2019 – The May Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JUNE 2019 - The June Bill List was presented this month for approval totaling \$2,136,424.39. The majority includes NJEIFP projects and second quarter OCUA payment. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD TO FURNISH A PIPE INSPECTION PUSH CAMERA SYSTEM, CONTRACT NO. CT-19060, TO EAGLE EQUIPMENT, INC., D/B/A PEIRCE EQUIPMENT CO., IN AN AMOUNT NOT TO EXCEED \$10,137.00 – The Authority is in need of purchasing a new pipe inspection push camera system for the purpose of sewer line inspections. The Authority advertised and solicited bids on May 21, 2019 for the purchase. One (1) bid was received and publicly opened on June 19, 2019 at 2:00 pm in the amount of \$10,137.00. The Authority is requesting approval this evening to award the contract to furnish a pipe inspection push camera system, Contract No. CT-19060, to Eagle Equipment, Inc., d/b/a Peirce Equipment Co., in an amount not to exceed \$10,137.00. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING PARTICIPATION IN THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM COOPERATIVE ID NUMBER 88-NJWWCPS - The Passaic Valley Sewerage Commission (PVSC) serves as the lead agency of the New Jersey Wastewater Cooperative Pricing System (NJWCPS). The Authority desires to become a member in the NJWCPS, Cooperative ID Number 88-NJWWCPS, for the purchase of work, materials and supplies. This will afford the Authority an additional opportunity for purchasing through a cooperative pricing system. This particular membership would be effective June 28, 2019 to November 24, 2019. PVSC has advised that they will be offering a permanent membership in the NJWCPS at the end of the term to all its members. The acceptance of the permanent membership would have to be done by resolution which is expected to be presented on or about November 2019. The Finance Committee has reviewed and is recommending approval this evening.

CENTRAL JERSEY HEALTH INSURANCE FUND 2019 DIVIDEND – The Authority’s Delta Dental coverage is through the Central Jersey Health Insurance Fund (CJHIF). Much like the New Jersey Utility Authority Joint Insurance Fund (JIF), the CJHIF may provide its members annual dividends. The CJHIF, informed the Authority by letter dated June 4, 2019, that the Authority’s share of the 2019 dividend is \$3,084.00. The Authority typically recommends applying dividends to the Authority’s premium. However, as this is the first dividend provided to the Authority from CJHIF, the Authority is recommending receiving the check until such time it is determined that the Authority will be afforded the same opportunity annually. This has been reviewed by the Finance Committee and is recommending approval.

PERSONNEL COMMITTEE REPORT:

PROMOTIONS: There are four (4) budgeted promotions on the agenda this evening.

RESOLUTION AUTHORIZING THE PROMOTION OF ANDREAS ASCH TO THE CIVIL SERVICE TITLE OF WATER AND SEWER UTILITIES SUPERINTENDENT - Mr. Andreas Asch who has held the Civil Service Commission title of Assistant Water and Sewer Utilities Superintendent since March 1, 2008. Mr. Asch has been working out-of-title since April 30, 2018 as Acting Water and Sewer Utilities Superintendent. Mr. Asch has acquired the requisite experience and education for a promotion to Water and Sewer Utilities Superintendent. This promotion has been recommended by his Supervisor.

RESOLUTION AUTHORIZING THE PROMOTION OF MEGAN HEISS TO THE CIVIL SERVICE TITLE OF ASSISTANT SUPERVISOR OF BILLING AND COLLECTING - Ms. Megan Heiss has held the Civil Service Commission title of Clerk 3 since November 20, 2017. Ms. Heiss has acquired the requisite experience to qualify for a promotion to Assistant Supervisor of Billing and Collecting. This promotion has been recommended by her Supervisor.

RESOLUTION AUTHORIZING THE PROMOTION OF MICHAEL JANUSZ TO THE CIVIL SERVICE TITLE OF SAFETY AND INSURANCE COORDINATOR - Mr. Michael Janusz has held the Civil Service Commission title of Clerk 3 since April 30, 2018. Mr. Janusz has acquired the requisite experience to qualify for a promotion to Safety and Insurance Coordinator. This promotion has been recommended by his Supervisor.

RESOLUTION AUTHORIZING THE PROMOTION OF MICHELLE McGUIGAN TO THE CIVIL SERVICE TITLE OF METER WORKER 1/WATER METER REPAIRER - Ms. Michelle McGuigan has held the Civil Service Commission title of Meter Worker 1 since February 26, 2018. Mr. Janusz has acquired the requisite experience to qualify for a promotion to Meter Worker 1/Water Meter Repairer. This promotion has been recommended by her Supervisor.

The Personnel Committee has reviewed all four promotions and is recommending approval this evening.

RESOLUTION AUTHORIZING THE TEMPORARY, SUMMER HIRE OF JOE DEMATEIS – The Engineering Department is in need of a part-time temporary summer help employee to assist with the archives. Mr. Demateis worked in the Authority’s Engineering Department in 2018 as summer help. Mr. Demateis is currently attending Stevens Institute of Technology where is he pursuing an Engineering degree. The Authority would like to rehire Mr. Demateis as a part-time temporary summer help under the Civil Service Commission title of Clerk 1, effective on or about July 1, 2019. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AMENDMENTS TO THE SALARY GUIDE AND ELIGIBILITY REQUIREMENTS – Each year the Authority requests approval to update the Salary Guide which is based on the consumer price index (CPI) and some changes made to some of the titles. We also revisit Eligibility Requirements for both Maintenance and Operations. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2019-079 Resolution Accepting the Cash Management for Month Ending May 31, 2019
- 2019-080 Resolution Granting Preliminary Sewer and Water Approval to County Line Business Center, Block 6501, Lots 52 and 53, on the Tax Map of the Township of Jackson
- 2019-081 Resolution Granting Preliminary Sewer and Water Approval to Valley Road Minor Subdivision, Block 7001, Lot 23, on the Tax Map of the Township of Jackson

2019-082 Resolution Granting Preliminary Sewer and Water Approval to CareOne at Jackson, Block 6501, Lots 42.06, 42.07 and 43, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2019-083 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for June 2019

Moved: Commissioner Glory
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #25755

2019-084 Resolution Authorizing the Release of Escrow in the Amount of \$37,946.30, to Highview Homes, LLC, Block 1203, Lot 29, on the Tax Map of the Township of Jackson

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

2019-085 Resolution Authorizing Change Order No. 1 for the Western Water Main Extension, Contract No. CT-16095, with P & A Construction, Inc., in the Decreased Amount of <\$202,170.72>.

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

2019-086 Resolution Authorizing Final Quantities Change Order No. 1, the Release of the Performance Bond and the Closeout of the 2019 Water Tank Spot Repairs, Contract No. CT-19040, with US Tank Painting, in the Decreased Amount of <\$30,000.00>

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

2019-087 Resolution Adopting Amendment No. 1 to the Sewer System Master Plan Dated October 2008

Moved: Commissioner Blake
Second: Commissioner Rickabaugh

Vote: Unanimous
Abstain: None

2019-088 Resolution Authorizing Award to Furnish a Pipe Inspection Push Camera System, Contract No. CT-19060, to Eagle Equipment, Inc., d/b/a Peirce Equipment Co., in an Amount Not to Exceed \$10,137.00

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

2019-089 Resolution Authorizing Participation in the North Jersey Wastewater Cooperative Pricing System, Cooperative ID Number 88-NJWWCPS

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

2019-090 Resolution Authorizing Payment of the Water Allocation Permit Application Fee to the Treasurer, State of New Jersey in an Amount Not to Exceed \$21,790.00

Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Glory

2019-091 Resolution Authorizing Amendments to the Salary Guide and Eligibility Requirements

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

2019-092 Resolution Authorizing the Promotion of Andreas Asch to the Civil Service Title of Water and Sewer Utilities Superintendent

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

2019-093 Resolution Authorizing the Promotion of Megan Heiss to the Civil Service Title of Assistant Supervisor of Billing and Collecting

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

2019-094 Resolution Authorizing the Promotion of Michael Janusz to the Civil Service Title of Safety and Insurance Coordinator

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

2019-095 Resolution Authorizing the Promotion of Michelle McGuigan to the Civil Service Title of Meter Worker 1/Water Meter Repairer

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

2019-096 Resolution Authorizing the Temporary, Summer Hire of Joe Demateis

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

2019-097 Resolution Authorizing the Transfer of the Authority's Interest in Block 3101, Lot 28.02, Jackson Township to Six Flags Theme Parks, Inc., in Accordance with a Water Service Agreement Dated October 24, 2014

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

2019-098 Resolution Authorizing the Purchase of Electricity Supply Services, Contract No. CT-19062, to Ambit Energy, Effective December 1, 2019

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 July 25, 2019 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the June 27, 2019 Public Meeting adjourned.

End of Minutes