

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
November 21, 2019
5:30 PM

The Public Meeting of November 21, 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 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	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

PROFESSIONALS:

Attorney – William T. 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

QUESTIONS/COMMENTS FROM THE PUBLIC: Present from the public was Mr. Cordts. With no questions from the public, Chairman Allmann closed the public portion of the meeting, noting he would reopen if needed.

2020 RATE HEARING – Chairman Allmann called the 2020 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2019-148 Resolution Adopting the 2020 Rate Schedule

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

Approval of the Minutes of the Open Session Public Meeting of October 17, 2019

Moved: Commissioner Clayton
Second: Commissioner Porter
Vote: Unanimous

Abstain: Commissioner Rickabaugh

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

OCEAN COUNTY UTILITIES AUTHORITY – NORTH PUMP STATION NO. 6 – The Ocean County Utilities Authority (OCUA) has identified the problem with the metering at NPS-6 which was reported last month. However, the Authority decided to proceed with the flow study since we already obtained pricing and the results look very promising so far. It was also noted, there was a problem today on Villanova Drive where it appears that a sewer main may have collapsed. The Authority is currently addressing the situation and may have to dig up the road.

The Authority has been very proactive and fortunate over the years and we have been able to address issues before they fail and as a result, we almost never have emergency situations. Unfortunately, this is an area where we were under contract to line the pipe and it appears that we were a few weeks too late.

RESOLUTION DESIGNATING VARIOUS ORGANIZATIONS TO RECEIVE A CHARITABLE CONTRIBUTION FROM HOMESERVE USA – The Public Relations Committee met last month and there are two options being considered. First, we would like to replenish the bill assistance program as this was successful in 2019 in assisting five (5) customers with financial hardships. In addition, there are five (5) or six (6) charities being considered for the balance of the \$10,160.04 donation. After discussion, it was decided that Adopt A Senior Organization, Bread From Heaven Café, Veteran's Memorial Garden, Jackson Women of Today Food Pantry, James Volpe Foundation and Inches of Hope Children's Cancer Fund will each receive \$1,300.00 and \$2,360.04 will be set aside for bill assistance. These are all very good charities, the references were impressive and the Authority is pleased with this group.

RESOLUTION CONSENTING TO THE PROPOSED OCEAN COUNTY WATER QUALITY MANAGEMENT PLAN AMENDMENT, BLOCK 3001, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The Adventure Crossing project was not originally in the approved sewer service area (SSA). The New Jersey Department of Environmental Protection (NJDEP) issued a letter proposing to incorporate Adventure Crossing into the approved SSA and asked the Authority to consent to this amendment. The Authority has no objection to this change and a resolution is being presented as requested by the NJDEP. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION ADOPTING THE 2020 HOLIDAY SCHEDULE - There is a resolution on the agenda this evening to adopt the Authority's 2020 Holiday Schedule

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION ADOPTING THE UPDATED WATER SYSTEM MASTER PLAN/ASSET MANAGEMENT PLAN – The Authority's current Water System Master Plan was prepared by O'Brien & Gere Engineers (OBG) and adopted in June 2009. In April 2017,

an Asset Management Plan for the Brookwood Water System, which is one of the oldest sections in our water distribution system, was also prepared by OBG. The Water Quality Accountability Act N.J.S.A. 58:31, et seq. included new requirements for Asset Management planning. In order to comply, it was necessary to update and produce a comprehensive Water System Master Plan/Asset Management Plan. OBG was again retained to prepare these plans which were completed in September 2019. The water system is very robust. In ten (10) years we had projected that we have the facilities and infrastructure to be serving 12 million gallons per day. The Asset Management Plan is also focused on the water main renewal replacement of ACP piping in the Brookwood section of Jackson. Both plans have been reviewed by the Engineering Committee and are recommending approval this evening.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APROVAL TO SAFSTOR SELF STORAGE, BLOCK 6501, LOT 42.03, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Safstor Land Company, LLC, is proposing to construct a three (3) story, 104,211 square foot self-storage facility on the north side of County Line Road and west of Cpl. Luigi Marciante Memorial Drive. The applicant proposes to construct a 585 foot water main extension along the frontage of the site and install an 8” fire service as well as 2-1/4” domestic water service to serve the site. The applicant also proposes to construct a 122 LF sanitary sewer main extension to service the property. We recommended this approval in our November 11, 2019 letter to the Board. Chairman Allmann noted for the Board’s information, this proposed project is the old movie theater site.

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 THE CASH MANAGEMENT REPORT FOR MONTH ENDING SEPTEMBER 30, 2019 - The September Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening.

RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR OCTOBER 2019 – The Supplemental Bill List for October 2019 is being presented this month totaling \$836,746.87. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2019 - The November Bill List was presented this month for approval totaling \$1,357,996.25. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE ADOPTION OF THE 2020 JTMUA SEWER/WATER OPERATING CAPITAL BUDGET – STATE FORM - The Authority received the approved 2020 budget from the State and they have granted permission for the Authority to proceed with the adoption process. There is a resolution on the agenda this evening to request to adopt the 2020 JTMUA Sewer/Water Operating Capital Budget. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2020 CHEMICAL SUPPLY CONTRACTS, CONTRACT NOS. CT-20002 THROUGH CT-20005, IN AN AMOUNT NOT TO EXCEED \$237,005.75 - The Authority advertised for bids for the Authority's 2020 water/sewer chemical supplies which were opened on November 8, 2019 with six (6) respondents. The resolution on the agenda this evening identifies the various chemical companies under JTMUA Contract Nos. CT-20002 through CT-20005, for a total aggregate contract not to exceed \$237,005.75. This reflects a decrease of \$20,924.85 from 2019 which is primarily due to chemical quantity adjustments based on projected use. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE SHORT-TERM DISABILITY PLAN, CONTRACT NO. CT-20037, TO THE HARTFORD IN AN AMOUNT NOT TO EXCEED \$15,325.00/YR FOR 2020 AND 2021 - This is a contract renewal for the Authority's Short-Term Disability Plan. Working with the Authority's insurance consultant, Conner Strong & Buckelew, the Authority is looking to award a two (2) year contract to The Hartford for an annual amount of \$15,325.00 for years 2020 and 2021, with a total aggregate amount of \$30,650.00. This cost is subject to and reflective of the Authority's staffing requirements for 2020 and 2021. Noted, this rate has been held since January 1, 2017. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION APPOINTING CAROLYN MAURO AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR 2020 – Carolyn Mauro served as the Public Agency Compliance Officer (P.A.C.O.) in 2019 and the Authority is requesting approval this evening to appoint Carolyn Mauro as the Authority's P.A.C.O for 2020. Carolyn is handling several jobs for the Authority successfully and this is an unpaid position. The Finance Committee has reviewed and is recommending approval this evening.

NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND ANNUAL DIVIDEND – The Authority received notification from the NJ Utility Authorities Joint Insurance Fund (JIF) that it will be issuing a dividend to its members in the amount of \$1,000,000.00, along with an Environmental Joint Insurance Fund (EJIF) dividend of \$78,761.00, of which the Authority's portion is \$16,135.00. As in the past, the Authority would like to request approval from the Board to apply the dividend to the following year's premium. It was noted, this does not require approval by resolution.

PERSONNEL COMMITTEE REPORT:

There are three (3) promotions on the agenda this evening as follows:

RESOLUTION AUTHORIZING THE PROMOTION OF DANIEL HOWELL TO THE CIVIL SERVICE TITLE OF WATER REPAIRER 1 - Mr. Howell has held the Civil Service Commission title of Laborer 1 since April 2018. Mr. Howell has acquired the requisite education and experience to qualify for a promotion to Water Repairer 1. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PROMOTION OF CHRISTOPHER PARKS TO THE CIVIL SERVICE TITLE OF SEWER REPAIRER 2/WATER REPAIRER 2 – Mr. Parks has held the Civil Service Commission title of Sewer Repairer 1/Water Repairer 1 since November 19, 2018. Mr. Parks has acquired the requisite education and experience to qualify for a promotion to Sewer Repairer 2/Water Repairer 2. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PROMOTION OF DAVID PRICE TO THE CIVIL SERVICE TITLE OF WATER REPAIRER 1 – Mr. Price has held the Civil Service Commission title of Laborer 1 since March 13, 2017. Mr. Price has acquired the requisite education and experience to qualify for a promotion to Water Repairer 1. The Personnel Committee has reviewed and is recommending approval this evening.

All three of these individuals have been recommended for these promotions by their respective supervisors and we are pleased that all three individuals have gone to school and acquired NJDEP licenses.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF TONYA COCCIO UNDER THE CIVIL SERVICE TITLE OF CLERK 1 – This position is in the Customer Service Department in preparation of Ms. Karen Bressi’s upcoming retirement at the end of this year. Ms. Coccio possesses the requisite experience and education to fill the open budgeted Customer Service position under the Civil Service Commission title of Clerk 1. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE TEMPORARY HIRE OF LISA CHILDS - The resolution on the agenda this evening is to approve the temporary hiring in the Billing Department due to an upcoming leave of absence. Ms. Childs has the requisite experience and education to fill the temporary position. Ms. Childs will be working as a full-time employee and will be afforded benefits in accordance with the “Patient Protection and Affordable Care Act’s Essential Health Benefits” and sick benefits in accordance with “New Jersey’s Earned Sick Leave Law”. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

2019-149 Resolution Accepting the Cash Management Report for Month Ending September 30, 2019

2019-150 Resolution Granting Preliminary Sewer and Water Approval to Safstor Self Storage, Block 6501, Lot 42.03, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2019-151 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for October 2019

Moved: Commissioner Porter
Second: Commissioner Clayton
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #26166

2019-152 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2019

Moved: Commissioner Clayton
Second: Commissioner Porter
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #26222

2019-153 Resolution Authorizing the Adoption of the 2020 JTMUA Sewer/Water Operating Capital Budget – State Form

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

2019-154 Resolution Adopting the Updated Water System Master Plan/Asset Management Plan

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

2019-155 Resolution Consenting to the Proposed Ocean County Water Quality Management Plan Amendment, Block 3001, Lot 2, on the Tax Map of the Township of Jackson

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

2019-156 Resolution Authorizing Award of the 2020 Chemical Supply Contracts, Contract Nos. CT-20002 Through CT-20005, in an Amount Not to Exceed \$237,005.75

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

- 2019-157 Resolution Authorizing Award of the Short-Term Disability Plan, Contract No. CT-20037, to The Hartford in an Amount Not to Exceed \$15,325.00/Yr. for 2020 and 2021
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2019-158 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA
- Moved: Commissioner Rickabaugh
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: Commissioner Glory abstained on Inches of Hope Children’s Cancer Foundation
- 2019-159 Resolution Adopting the 2020 Holiday Schedule
- Moved: Commissioner Porter
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2019-160 Resolution Appointing Carolyn Mauro as the Public Agency Compliance Officer for 2020
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2019-161 Resolution Authorizing the Promotion of David Price to the Civil Service Title of Water Repairer 1
- Moved: Commissioner Clayton
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2019-162 Resolution Authorizing the Promotion of Daniel Howell to the Civil Service Title of Water Repairer 1
- Moved: Commissioner Clayton
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2019-163 Resolution Authorizing the Promotion of Christopher Parks to the Civil Service Title of Sewer Repairer 2/Water Repairer 2

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

2019-164 Resolution Authorizing the Permanent Hire of Tonya Coccio under the Civil Service Title of Clerk 1

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

2019-165 Resolution Authorizing the Temporary Hire of Lisa Childs

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

There was no closed session.

Chairman Allmann thanked the Board and Staff for their condolences for his family. In addition, Commissioner Geneva Clayton will be retiring from her position on the Board effective December 31, 2019.

Chairman Allmann noted that the next Public Meeting will take place December 19, 2019, the third Thursday of the month, at 5:30 P.M.

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 November 21, 2019 Public Meeting adjourned.

End of Minutes