

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**December 19, 2019**  
**5:30 PM**

The Public Meeting of December 19, 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	Present
Geneva Clayton, Asst. Secretary/Treasurer	Excused
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Excused

**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

Chairman Allmann noted that Commissioner Geneva Clayton is retiring from her position on the Board effective December 31, 2019 and was not able to be present this evening. The Board wishes Commissioner Clayton well in her retirement and thanked her for her many years of service. Commissioner Rickabaugh also noted that Commissioner Clayton wishes all the best and happy holidays to all.

**QUESTIONS/COMMENTS FROM THE PUBLIC:** HomeServe USA continues to make an annual donation to local charities based upon the number of customers who sign up for the water and sewer line insurance. Ms. Monica Vasale was present from HomeServe USA and began the presentation. Mr. Harpell noted that close to \$76,000.00 to date has been given to charities since 2009. All six (6) charities this evening were presented with a \$1,300.00 donation. Present were representatives from Adopt A Senior Organization, Bread from Heaven Café, Inches of Hope Children’s Cancer Foundation, Jackson Women of Today Food Pantry, Jackson Township Veteran’s Memorial Garden and James Volpe Foundation. The Authority thanked all for being here this evening and for all the wonderful things these charities/organizations do for the community.

In addition, present from the public was Mr. Cordts and Ms. Denise Garner. At this time, Ms. Garner had some questions with regard to the Authority’s approval process for sewer service

lines. Ms. Garner questioned the process for obtaining the permits from the New Jersey Department of Environmental Protection (NJDEP). Mr. Harpell briefly explained the application process, when developers come in with an application to serve their property. Our typical review is looking at the upland areas, where they are eligible to build, going through the technical review and tentative approval allows the developer to apply to the NJDEP for permits (Treatment Works Approval for sewer or Bureau of Water Systems Engineering for water). Ms. Garner referred to the Adventure Crossing project and how can they run the sewer service area to this project since the majority of acres are considered wetlands, noting that all have tributaries to Cross Mills Creek which is part of the Delaware River Basin. Ms. Garner voiced concern that even though the applications were revised, they are still looking at a loss of wetlands and when you start to bring in these types of projects, it affects the groundwater. Mr. Harpell, stated that they need be accepted into the sewer service area by the NJDEP prior to Authority approval. Chairman Allmann stated that the Authority does not have any control over land use, environmental studies, etc., for proposed projects, noting that if the project is approved through the State and the Township, then the Authority can evaluate the water and sewer. Mr. Harpell stated that legally we have no jurisdiction over wetlands, threatened or endangered habitat, etc. and we cannot evaluate an application based upon these criteria. Mr. Harpell stated that the Authority can only approve the water or sewer if available. Chairman Allmann noted that the Authority normally does not run the water and sewer lines and the Developer pays for these extensions. Chairman Allmann stated that the Authority does not approve the development, only water and sewer service component, noting that it is unproductive to discuss land use and planning issues at this meeting but we can discuss water and sewer service. With regard to the 208 Sewer Service Area Plan, Mr. Harpell noted that there have been a lot of properties removed, also noting that part of what the Authority does is follow the Township's Master Plan and we try to extend utilities to areas where they want Commercial Development. Chairman Allmann again stated that if we are not discussing water or sewer issues at this point, there should be no further discussion this evening. Mr. Hering agreed with Chairman Allmann, in that the Authority does not have jurisdiction over these issues. At this time Chairman Allmann closed the public portion of the meeting.

Approval of the Transcript of the 2020 Rate Hearing of November 21, 2019

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

Approval of the Minutes of the Open Session Public Meeting of November 21, 2019

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

## **REPORTS:**

### **EXECUTIVE DIRECTOR'S REPORT:**

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

### **RESOLUTION AUTHORIZING AN INTERNET AUCTION FOR THE DISPOSITION OF SURPLUS PROPERTY PURSUANT TO STATE CONTRACT NO. T2581 – The**

Authority has some old equipment to surplus including old meters, a 2005 Ford Ranger and some miscellaneous equipment. If there is no objection from the Board, the Authority would like to conduct an internet auction for the sale of this property. The Board was informed that GovDeals is no longer an approved State Contract vendor and the Authority is recommending utilizing Municibid pursuant to State Contract No. T2581. Municibid's rates are even more competitive and hopefully, the surplus sales will continue to be as effective. The Finance Committee has reviewed and is recommending approval this evening.

**SOLAR INITIATIVES AT LONDON DRIVE AND PERRINEVILLE ROAD** – The Authority received bids for several potential solar projects and the staff was pleasantly surprised at the options offered for London Drive and Perrineville Road. The rates came in with a PPA Rate of \$0.0294 per kWh at London Drive and \$0.0189 per kWh and Perrineville Road. The evaluation committee is still finalizing the recommendation for January but these initiatives could save \$100,000.00 per year. This has been discussed and reviewed with the Engineering and Finance Committees.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reported the following from the Engineering report:

**RESOLUTION AUTHORIZING TASK ORDER CHANGE NO. 1, THROUGH A FAIR AND OPEN PROCESS, TO MOTT MACDONALD FOR DESIGN/CONSTRUCTION MANAGEMENT SERVICES TO REPLACE WELL NO. 6, CONTRACT C4-00021, IN AN AMOUNT NOT TO EXCEED \$8,000.00** – The staff is in need of additional field survey work with regard to the Well No. 6 replacement. After further investigation and research of our archives and the Township's records, it was determined that an outbound survey is necessary to verify the original deed description in order to finalize the contract documents. Task Order No. 1 will allow Mott MacDonald to perform the field survey work in order to prepare a boundary survey map with the description for the necessary deed correction so that it can be filed with the Ocean County Clerk's Office. The Engineering Committee has reviewed and is recommending approval this evening.

**CONSULTING ENGINEER'S REPORT:**

On behalf of Remington & Vernick Engineers, Mr. Alan Dittenhofer reported there were no developer approvals to report 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 THE CASH MANAGEMENT REPORT FOR MONTH ENDING OCTOBER 31, 2019** - The October 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 NOVEMBER 2019** – The Supplemental Bill List for November 2019 is being presented this month totaling \$24,585.68. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2019** - The December Bill List was presented this month for approval totaling \$1,053,195.18. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-20010, TO CORE & MAIN LP, IN AN AMOUNT NOT TO EXCEED \$28,990.00** – The Authority advertised for the 2020 Sensus Water Meter Acquisition and received one bid which was opened on November 20, 2019. The Authority is requesting approval this evening to award to Core & Main LP, under Contract No. CT-20010, in an amount not to exceed \$28,990.00. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION APPOINTING THE RISK MANAGEMENT CONSULTANT, CONTRACT NO. CT-20021, TO CONNER STRONG & BUCKELEW COMPANIES, LLC** – The resolution being presented this evening is to appoint Conner Strong & Buckelew Companies, LLC. as the Authority’s Risk Management Consultant for 2020 which was done via a Fair and Open Process. This is a one (1) year contract from January 1, 2020 to December 31, 2020. The Risk Management Consultant is paid by the New Jersey Utility Authorities Joint Insurance Fund (JIF) in an amount equaling 6% of the Authority’s premium to the JIF. Noted, the contract was bid, even though the JIF determines the rate and therefore the compensation does not change. The request for proposal process allows the Authority to evaluate qualifications. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 SOFTWARE SUPPORT AGREEMENT, CONTRACT NO. CT-20015, TO EDMUNDS & ASSOCIATES, INC., IN AN AMOUNT NOT TO EXCEED \$13,540.00** – The resolution being presented this evening is to award the 2020 Software Support Agreement to Edmunds & Associates, Inc. in an amount not to exceed \$13,540.00. This is a one (1) year contract from January 1, 2020 to December 31, 2020. It was noted that Edmunds & Associates, Inc., is the sole service provider of the referenced software. Edmunds is in the process of changing their name to Edmunds GovTech, Inc. and the Authority will accept the name change upon receipt of all the proper documentation. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF A FIVE (5) YEAR CONTRACT FOR IT COMPUTING SERVICES, CONTRACT NO. CT-20022, TO MILES TECHNOLOGIES, INC., IN AN AMOUNT NOT TO EXCEED \$32,000.00 ANNUALLY** – The resolution being presented this evening is a five (5) year contract, by a competitive contracting process, to Miles Technologies, Inc., from January 1, 2020 to December 31, 2024, in an amount not to exceed \$32,000.00 annually. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF UNIFORM SERVICES, CONTRACT NO. CT-20036, TO AMERICAN WEAR, INC., IN AN AMOUNT NOT TO EXCEED \$12,140.96 ANNUALLY FOR 2020 TO 2022 PERIOD** – The Authority advertised for Uniform Services and received one (1) bid which was opened on December 11, 2019. This is a three (3) year contract, from January 1, 2020 to December 31, 2022. The Authority is requesting approval this evening to award to American Wear, Inc., under Contract No. CT-20036, in an amount not to exceed \$12,140.96 annually. It was noted the new uniforms are high visibility for the safety of Authority employees. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR OVERSIZED VEHICLE CLEANING SERVICES, CONTRACT NO. CT-20027, WITH THE COUNTY OF OCEAN, IN AN AMOUNT NOT TO EXCEED \$3,000.00** – The resolution being presented this evening is for an intergovernmental agreement for oversized cleaning services through the County of Ocean for the period of January 1, 2020 through December 31, 2020, in an amount not to exceed \$3,000.00. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 SOFTWARE SUPPORT AGREEMENT, CONTRACT NO. CT-20026, TO IWORQ SYSTEMS, INC., IN AN AMOUNT NOT TO EXCEED \$8,650.00** – The resolution being presented this evening is for our work order system, iWorQ Systems, Inc., for a one (1) year contract, from January 1, 2020 to December 31, 2020, in an amount not to exceed \$8,650.00. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 JANITORIAL SERVICES, CONTRACT NO. CT-20020, TO QUALITY CARE PROFESSIONAL CLEANING SERVICES, IN AN AMOUNT NOT TO EXCEED \$16,124.04** – The resolution being presented this evening is to award the 2020 Janitorial Services. The Authority received three (3) quotes and is requesting approval to award to Quality Care Professional Cleaning Services, in an amount not to exceed \$16,124.04. This is a one (1) year contract from January 1, 2020 to December 31, 2020. The contract scope of work includes the cleaning of the Administration Building and New Warehouse Building, Hyson Water Treatment Plant (WTP), London Drive WTP and the Perrineville WTP. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 DENTAL COVERAGE, CONTRACT NO. CT-20023, TO DELTA DENTAL, THROUGH THE CENTRAL JERSEY HEALTH INSURANCE FUND, IN AN AMOUNT NOT TO EXCEED \$65,000.00** – The contract being presented this evening is the award of the 2020 dental coverage to Delta Dental, through the Central Jersey Health Insurance Fund (CJHIF). This is a one (1) year contract from January 1, 2020 to December 31, 2020, in an amount not to exceed \$65,000.00. The Finance Committee has reviewed and is recommending approval this evening.

**PERSONNEL COMMITTEE REPORT:**

There were no action items for Personnel.

**CONSENT RESOLUTIONS:**

2019-166 Resolution Accepting the Cash Management Report for Month Ending October 31, 2019

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

**RESOLUTIONS OFFERED:**

2019-167 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2019

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

2019-168 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for December 2019

Moved: Commissioner Glory  
Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: Commissioner Rickabaugh abstained on Check #26317

2019-169 Resolution Authorizing Task Order Change No. 1, Through a Fair and Open Process, to Mott MacDonald for Design/Construction Management Services to Replace Well No. 6, Contract C4-00021, in An Amount Not to Exceed \$8,000.00

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

2019-170 Resolution Authorizing Award of the 2020 Sensus Water Meter Acquisition, Contract No. CT-20010, to Core & Main LP, in an Amount Not to Exceed \$28,990.00

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

2019-171 Resolution Appointing the Risk Management Consultant, Contract No. CT-20021, to Conner Strong & Buckelew Companies, LLC

Moved: Commissioner Blake  
Second: Commissioner Glory  
Vote: Unanimous

Abstain: None

2019-172 Resolution Authorizing Award of the 2020 Software Support Agreement, Contract No. CT-20015, to Edmunds & Associates, Inc., in an Amount Not to Exceed \$13,540.00

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

2019-173 Resolution Authorizing Award of a Five (5) Year Contract for IT Computing Services, Contract No. CT-20022, to Miles Technologies, Inc., in an Amount Not to Exceed \$32,000.00 Annually

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

2019-174 Resolution Authorizing Award of Uniform Services, Contract No. CT-20036, to American Wear, Inc., in an Amount Not to Exceed \$12,140.96 Annually for the 2020 to 2022 Period

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

2019-175 Resolution Authorizing an Intergovernmental Agreement for Oversized Vehicle Cleaning Services, Contract No. CT-20027, with the County of Ocean, in an Amount Not to Exceed \$3,000.00

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

2019-176 Resolution Authorizing Award of the 2020 Software Support Agreement, Contract No. CT-20026, to iWorQ Systems, Inc., in an Amount Not to Exceed \$8,650.00

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

2019-177 Resolution Authorizing Award of the 2020 Janitorial Services, Contract No. CT-20020, to Quality Care Professional Cleaning Services, in an Amount Not to Exceed \$16,124.04

Moved: Commissioner Blake  
Second: Commissioner Rickabaugh

Vote: Unanimous  
Abstain: None

2019-178 Resolution Authorizing Award of the 2020 Dental Coverage, Contract No. CT-20023, to Delta Dental, through the Central Jersey Health Insurance Fund, in an Amount Not to Exceed \$65,000.00

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

2019-179 Resolution Authorizing an Internet Auction for the Disposition of Surplus  
Property Pursuant to State Contract No. T2581

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place January 23, 2019, at 5:30 P.M.

**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 December 19, 2019 Public Meeting adjourned.

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End of Minutes