

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
April 23, 2020
5:30 PM

The Public Meeting of April 23, 2020 was called to order by William Allmann, Chairman. For the record, this meeting is also being conducted by telephonic conference due to the COVID-19 issue.

The Open Public Meetings Act notice was read into the record by Joan Haltigan, Executive Assistant. It was noted that for the record that this Public Meeting was advertised as being held via teleconference on the website and in the Asbury Park Press. The meeting is being recorded. If any participant is disconnected, please dial back in. For any public participation, you will be muted until the Chairman opens this meeting for any public comment. All participants will be asked to identify themselves.

ROLL CALL OF THE BOARD OF COMMISSIONERS:

William Allmann, Chairman	Present
Carol Blake, Vice-Chairwoman	Present (by telephonic conference)
Clara Glory, Treasurer	Present
Todd Porter, Assistant Secretary/Treasurer	Present (by telephonic conference)
Vicki Rickabaugh, Secretary	Present (by telephonic conference)
Lewis Wildman, Alternate	Present (by telephonic conference)

PROFESSIONALS:

Attorney – William T. Hering, Esq.	On-call if needed
Consulting Engineer – Alan Dittenhofer, PE	Present (by telephonic conference)

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: At this time, Chairman Allmann stated that there was no public participation at this point but will leave the meeting open for the balance of the meeting. Please hold off on any questions or comments until recognized and you will be asked to state your name.

Approval of the Minutes of the Open Session Public Meeting of March 26, 2020

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

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION AMENDING THE AUTHORIZATION FOR PAYMENT OF THE WATER ALLOCATION PERMIT APPLICATION FEE TO THE TREASURER, STATE OF NEW JERSEY IN AN AMOUNT NOT TO EXCEED \$22,180.00 – The Authority previously authorized the Water Allocation Permit application fee of \$21,790.00 to incorporate proposed Well 18 into our permit. However, the New Jersey Department of Environmental Protection (NJDEP) returned this application, with a request for additional groundwater modeling, and the 2020 permit application fee is now \$22,180.00. The resolution on the agenda this evening is to request authorization to amend Resolution 2019-090 with the revised 2020 application fee. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF THE DELAWARE RIVER BASIN COMMISSION APPLICATION FEE IN AN AMOUNT NOT TO EXCEED \$11,014.30– A very limited portion of the Jackson Township is in the Delaware River Basin. More specifically, the only properties are in the immediate vicinity of Six Flags Great Adventure (SFGA) and we have two (2) dockets with Delaware River Basin Commission (DRBC) which limit the amount of water and wastewater that can be imported to or exported from the Delaware River Basin. These dockets need to be updated to better address SFGA's initiatives, and the adjacent properties. The DRBC appears amendable to making changes and directed us to submit an application to consolidate the two (2) dockets. The DRBC application fee is \$11,014.30 and there is a resolution on the agenda this evening requesting authorization for this application fee. This has been reviewed with the Finance Committee and is recommending approval this evening.

HYDRANT FLUSHING – The Authority typically flushes hydrants in the spring and the plan was to start flushing on March 30, 2020, however the Authority postponed the project due to the state of emergency. Annual flushing and inspecting of hydrants is now required by the State and the Authority is planning to start this project in May. A notice will be posted on the website and the flushing will take place between 2:00 am and 6:00 am. It was noted that if flushing cannot be completed this summer it will continue into the fall. This has been reviewed with the Finance and Engineering Committees.

2020 FINANCIAL DISCLOSURE FORMS – The Authority thanked everyone for completing and submitting the 2020 Financial Disclosure Forms.

ENGINEERING COMMITTEE REPORT:

There were no action items to report this month.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APROVAL TO RG2 ASSOCIATES MAJOR SUBDIVISION, BLOCK 19403, LOTS 2, 6, 7, 10, 12, 19, 20

AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, RG2 Associates, LLC is proposing to construct 186 single family units adjacent to the intersection of East Veterans Highway and Grawtown Road. The applicant is proposing to install a 12” water main and 3” force main off-site as well as an 8” water main, fire hydrants, and an 8” sewer main on-site. The applicant proposes to service the site with the construction of two (2) pump stations, where one will serve the Authority’s system as a regional pump station for that area. The applicant will be required to submit for tentative and final approval. This approval was recommended in our April 6, 2020 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None.

ADMINISTRATIVE COMMITTEE REPORT:

None. The Authority is planning to submit a draft policy for hardship consideration to customers who are affected by the COVID-19 issue. The Authority will send the draft to the Board for review sometime next week for possible approval in May.

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 MARCH 31, 2020 – The March 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 APRIL 2020 - The April Bill List was presented this month for approval totaling \$888,419.47. The Finance Committee has reviewed and is recommending approval this evening. Noted, the Authority discussed with the Finance Committee, transferring \$2,000,000.00 from Lakeland Bank to Ocean First Bank. The funds were originally established to be used for the New Jersey Infrastructure Bank (F/K/A New Jersey Environmental Infrastructure Fund Program) projects. With the projects nearing completion the funds will be used for Authority budgeted capital. No resolution is required and with approval, this transfer will be completed tomorrow.

RESOLUTION AUTHORIZING AWARD OF THE 2020 LAWN MAINTENANCE, CONTRACT NO. CT-20035, TO ZENGEL INDUSTRIES, LLC, IN AN AMOUNT NOT TO EXCEED \$10,400.00 – The resolution being presented for approval this evening is to award a contract for 2020 Lawn Service for the Maintenance Department utilizing the Request-for-Quote (RFQ) process. The Authority requested and received two (2) quotes. The vendor most responsive was Zengel Industries, LLC, Contract No. CT-20035 in an amount not to exceed \$10,400.00. The term of the contract would be May 4, 2020 to October 31, 2020. This will cover lawn maintenance at three (3) locations including the Administration Office, the London Water Treatment Plant and the Hyson Road Water Treatment Plant. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE COOKS BRIDGE SEWER PUMP STATION COMMINUTOR, CONTRACT NO. CT-20209, PURSUANT TO THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYTEM, CONTRACT NO. B195-2 (EQUIPMENT) AND CONTRACT NO. B200-8 (LABOR ON EQUIPMENT) TO PUMPING SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$30,167.00 –

This contract is for the Maintenance Department through the North Jersey Wastewater Cooperative Pricing System (NJWCPS) for the purchase of one (1) Comminutor for the Cooks Bridge Pump Station, Contract CT-20209. The NJWCPS pricing from Pumping Services, Inc., was in an amount not to exceed \$30,167.00. It was noted that Pumping Services, Inc., could not provide installation through the NJWCPS. As such, the Authority obtained two (2) quotes in an amount ranging from \$3,400.00 to \$4,090.00 for the installation. The Authority will award to Pilot Electric as the lowest responsible quote outside of the NJWCPS Purchasing Agreement, in the approximate amount of \$3,400.00.

2019 AUDIT - Mr. Diaz updated the Board on the 2019 Audit. The State has not provided the information to date related to the GASB 68 (PERS) and GASB 75 (Post Retirement Liability) which is required to be included in the annual audit. This along with the continued COVID 19 Pandemic has caused some delays in finalizing the 2019 audit. The Authority's Auditor has requested to postpone the presentation until such time the information is made available. It is expected that the State will be approving an extension given the current circumstances.

ELECTED OFFICIALS TRAINING - Due to the continued precautionary measures related to the COVID-19 Pandemic, the Authority has still not been able to reschedule Mr. Mike Avalone from Connor Strong & Buckelew for the on-site annual Elected Officials training. The training can be conducted online and anyone needing assistance can reach out to Mr. Diaz to help through the process.

PERSONNEL COMMITTEE REPORT:

There is one (1) action to report for Personnel.

RESOLUTION AUTHORIZING AN UNPAID LEAVE OF ABSENCE FOR SUSAN WEIR - Related to the COVID-19 Pandemic, the Authority has one employee who has requested a leave of absence, Ms. Susan Weir from the Engineering Department. This has been discussed with the Personnel Committee and is recommending approval this evening.

CONSENT RESOLUTIONS:

2020-056 Resolution Accepting the Cash Management Report for Month Ending March 31, 2020

2020-057 Resolution Granting Preliminary Sewer and Water Approval to RG2 Associates Major Subdivision, Block 19403, Lots 2, 6, 7, 10, 12, 19, 20 and 30, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

- 2020-058 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for April 2020
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: Commissioner Rickabaugh abstained on Check #26689 and Commissioner Glory abstained on Check #26732
- 2020-059 Resolution Authorizing Award the Cooks Bridge Sewer Pump Station Comminutor, Contract CT-20209, Pursuant to North Jersey Wastewater Cooperative Pricing System, Contract No. B195-2 (Equipment) and Contract No. B200 (Labor on Equipment) to Pumping Services, Inc., in an Amount Not to Exceed \$30,167.00
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2020-060 Resolution Authorizing Award of the 2020 Lawn Maintenance, Contract No. CT-20035, to Zengel Industries, LLC, in an Amount Not to Exceed \$10,400.00
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2020-061 Resolution Amending the Authorization for Payment of the Water Allocation Permit Application Fee to the Treasurer, State of New Jersey in an Amount Not to Exceed \$22,180.00
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2020-0062 Resolution Authorizing Payment of the Delaware River Basin Commission Application Fee in an Amount Not to Exceed \$11,014.30
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2020-063 Resolution Authorizing an Unpaid Leave of Absence for Susan Weir
- Moved: Commissioner Blake
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place May 28, 2020 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Blake made a motion to adjourn. Commissioner Rickabaugh seconded the motion and it was passed unanimously. Chairman Allmann declared the April 23, 2020 Public Meeting adjourned.

End of Minutes