

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**May 28, 2020**  
**5:30 PM**

The Public Meeting of May 28, 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
Lewis Wildman, Alternate	Present (by telephonic conference)

**PROFESSIONALS:**

Attorney – William T. Hiering, 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 April 23, 2020

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

## **REPORTS:**

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

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

**NEW JERSEY INFRASTRUCTURE BANK** – The New Jersey Infrastructure Bank (NJIB) bonds for the Manhattan Street project closed on May 13, 2020 at a blended interest rate of approximately 0.8% for thirty (30) years. It was noted that when the NJIB financed the project, the principal was reduced by \$32,267.00. It was also noted that these types of loans have extensive engineering requirements but are incredibly cost-effective. This has been reviewed with the Finance Committee.

**2004 BOND DEFEASANCE**– The 2004 Bond Defeasance escrow balance was retired on May 1, 2020, eliminating these bonds with interest rates as high as 4.75%. In addition, retiring this debt will make the new loans much easier to manage. This has been reviewed with the Finance Committee.

**RESOLUTION AUTHORIZING HARDSHIP CONSIDERING DURING THE COVID-19 PANDEMIC** – As discussed last month, the staff has prepared a resolution to address hardship consideration for customers affected by the COVID-19 Pandemic. Basically, the staff is recommending that customers who demonstrate hardship, and can provide some documentation, whether unemployment or medical evidence, be given more time to pay and/or to waive interest on a case-by-case basis. The Authority believes this is the best way to handle this situation. Also noted, the HomeServe USA Bill Assistance Program can also assist those who qualify. This has been reviewed with the Finance Committee and is recommending approval this evening.

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reported the following from the Engineering report:

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE BROOKWOOD PARKWAY SANITARY SEWER EVALUATION AND SPOT REPAIRS, CONTRACT NO. CT-19075, WITH NORTH AMERICAN PIPELINE SERVICES, LLC** – North American Pipeline Services, LLC has fulfilled their contractual obligations and has submitted the required contract closeout documents for this project. The documents have been reviewed and found to be in compliance with the Contract Specifications. The Authority's staff is recommending that the Performance Bond be released and the contract closed in the amount of \$130,280.54. This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE COMPLIANCE PLANNING FOR AMERICA'S WATER INFRASTRUCTURE ACT OF 2018, CONTRACT NO. CT-20213, VIA A FAIR AND OPEN PROCESS TO BUCHART HORN, IN AN AMOUNT NOT TO EXCEED \$57,805.37** – The Act requires that any public entity with a water system serving more than 3,300 customers are required to undertake the risk and resiliency assessment and emergency response planning for compliance with America's Water Infrastructure Act of 2018 (AWIA), which is due to the United States Environmental Protection Agency (USEPA) on or before December 31, 2020. The Risk and Resilience Assessment (RRA) of the Authority's water system would utilize quantitative American Water Works Association (AWWA) and USEPA protocols where possible, as outlined in the 2018 Act. The assessment

shall include at a minimum, cybersecurity and monitoring, financial infrastructure, use, storage and/or handling of various chemicals used by the Authority, operations and maintenance of the system, coordination with local emergency planning committees, as required, resilience enhancement and risk mitigation, considering an all-hazard approach both natural as well as malevolent threats and a final Risk/Resilience Assessment Report with risk reduction strategies and costs associated with moving forward with the strategy as well as consequences. Also required is a new and updated Emergency Response Plan (ERP) using AWWA, National Incident Management Systems (NIMS) and New Jersey Department of Environmental Protection (NJDEP) protocols where possible. This is a regulatory requirement and a great tool for the Authority and will assist with any future capital projects.

The Authority solicited proposals from four (4) Special Projects Engineers, approved via Resolution No. 2020-029 on February 6, 2020. Four (4) proposals were received and opened publicly on May 14, 2020 at 1:00 pm, ranging from a low of \$49,855.37 to a high of \$88,500.00. The lowest proposer was asked to revise their response to include formatting according to AWWA Standards, which they provided on May 20, 2020, resulting in an amended proposal amount of \$57,805.37, which still remains as the lowest proposal. The Authority's staff is recommending award of the Authority's Compliance Planning for America's Water Infrastructure Act of 2018 to Buchart Horn in an amount not to exceed \$57,805.37, in accordance with their revised proposal. This has been reviewed with the Engineering Committee and is recommending approval this evening.

#### **CONSULTING ENGINEER'S REPORT:**

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

**RESOLUTION GRANTING TENTATIVE APPROVAL TO SIX FLAGS GREAT ADVENTURE PUMP STATION REPLACEMENT, BLOCK 3101, LOT 28.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, EL at Jackson, LLC is proposing to replace the existing pump station at the Six Flags Great Adventure Site. This review covers the pump station replacement portion of the construction of a 551 unit subdivision along Perrineville Road. The applicant will be required to apply for and receive final pump station approval from the Authority. This approval was recommended in our May 11, 2020 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER ON-SITE APPROVAL TO PINEROCK WALK AT JACKSON SUBDIVISION, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

**RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER OFF-SITE APPROVAL TO PINEROCK WALK AT JACKSON SUBDIVISION, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

**RESOLUTION GRANTING PRELIMINARY AND TENTATIVE REGIONAL PUMP STATION APPROVAL TO PINEROCK WALK AT JACKSON SUBDIVISION, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

The applicant, Yerek Jackson 46, LLC, is proposing to construct a forty-six (46) lot subdivision on the western side of Whitesville Road, north of Grawtown Road. The site contains a total of 26.27 acres. The applicant is applying for tentative approval at this time for the on-site, the off-site and the regional pump station. The applicant proposes to connect to an existing 12” stub located in Whitesville Road and extend approximately 6,500 L.F. of 12” DIP water main to the intersection of Hope Chapel Road and Whitesville Road. The subdivision will be serviced by approximately 2,800 L.F. of 8” DIP water main that is looped through the subdivision. The applicant also proposes to install approximately 3,000 L.F. of 8” PVC gravity sewer main within the subdivision that that will convey wastewater to an on-site pump station. The proposed pump station shall serve the Authority’s system as a Regional Pump Station. A 4” PVC force main shall be extended along Whitesville Road approximately 5,500 L.F. from the station to an existing gravity manhole southeast of Denton Avenue. These approvals were recommended in our May 11, 2020 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 ACCEPTING THE CASH MANAGEMENT REPORT FOR MONTH ENDING APRIL 30, 2020** – The April Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. Noted, the rates continue to decrease with an average of 1.88%.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR MAY 2020** - The May Bill List was presented this month for approval totaling \$1,538,294.14. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF A “COST PER COPY” SERVICE AGREEMENT, CONTRACT NO. CT-20067, PURSUANT TO STATE CONTRACT NO. G2075/A40467, TO TGI OFFICE AUTOMATION, IN THE AMOUNT OF \$1,744.32 PER YEAR** – The resolution being presented this evening is to award a “Cost Per Copy” Service Agreement for the Administration Mailroom Photocopier replacement, under State Contract No. G2075/A40467 and utilizing Request for Quote (RFQ). Even though the award is through State Contract, the Authority utilized the RFQ process for the best copier and pricing. It was noted there are a number of vendors approved under State Contract for photocopiers. The Authority requested and received five (5) quotes and is requesting approval this evening to award to TGI Office Automation, under Contract No. CT-20067, in the amount of \$1,744.32 per year, with a total amount of \$8,721.60 for the term of 08/1/2020 through 07/31/2025, plus applicable overage charges of \$.005 per copy. This has been reviewed with the Finance Committee and is recommending approval this evening.

**ELECTRIC SUPPLY SERVICES THROUGH THE NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING (NJSEM)** – The Authority’s current third party electric supply service contract with Ambit Northeast, LLC through the online auction of EMEX, LLC will end May 31, 2020. The Authority evaluated the choice between utilizing the online auction process once again or the NJSEM, which essentially is a statewide co-op, for a new electric supply service contract. The decision was to use the NJSEM as the Authority will be adding additional high usage electric meters related to the Six Flags Great Adventure Water Treatment Plant replacement project that will become active after the start date of a new electric supply contract that is allowable by the NJSEM but generally not allowable with online auction contracts. The NJSEM advertised and issued a Request for Bid (RFB) on March 13, 2020 accepting electronic bids for Electric Power Supply Service on April 7, 2020. The strike price for JCP&L General Service accounts was set at \$0.08415/kWh. The Authority was notified by NJSEM that a twenty-four (24) contract was awarded to Direct Energy Business beginning June 1, 2020 to June 1, 2022 at a rate of \$0.073760/kWh. This is an excellent electric rate that will continue to help the Authority with its initiative to save on electric expenses for the next two years. This has been reviewed with the Finance Committee.

**MAPLE GLEN** - The annual Maple Glen Mobile Home Park (MGMHP) rate calculation for 2020 has been completed. The Authority, with the consent of representatives from MGMHP, continues the objective of funding Maple Glen’s capital initiatives up to \$50,000.00 for items such as the leach field improvements. The additional revenues received from the MGMHP’s rates in excess of the expenses are deposited annually into the MGMHP bank account along with their annual depreciation to support such initiatives. The 2019 Excess Revenues over Expenses was \$1,523.33 and depreciation was \$11,421.63 for a total amount of \$12,944.96 to be deposited in the MGMHP bank account. The current quarterly rate of \$18,887.00 is sufficient enough to meet MGMHP 2020 expenses. Based on the evaluation, a rate hearing would not be necessary this year. The projected excess revenues over expenses along with the budgeted depreciation, which is built into the rate, will continue to help fund the capital initiatives. This has been reviewed with the Finance Committee and if there are no objections the Authority would plan to make the fund transfer in June.

**2019 AUDIT** - Mr. Diaz updated the Board on the 2019 Audit. The Authority is waiting on information from the State and 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. Following reviewing this with the Finance Committee, a Local Finance Notice was issued and the deadline has been extended to June 30, 2020.

More specifically, the State has not yet provided the information related to the GASB 68 (PERS) and GASB 75 (Post Retirement Liability) which is required to be included in the annual audit, so there may be a further extension based on the timing of the GASB information. The Authority remains in contact with representatives from Holman Frenia Allison for continued status updates.

**ELECTED OFFICIALS TRAINING** – Lastly, if anyone has not completed the training online you can reach out to Mr. Diaz to help through the process. The deadline is May 31, 2020.

**PERSONNEL COMMITTEE REPORT:**

There were no action items to report for Personnel.

**CONSENT RESOLUTIONS:**

- 2020-064 Resolution Accepting the Cash Management Report for Month Ending April 30, 2020
- 2020-065 Resolution Granting Tentative Approval to Six Flags Great Adventure Pump Station Replacement, Block 3101, Lot 28.01, on the Tax Map of the Township of Jackson
- 2020-066 Resolution Granting Preliminary and Tentative Sewer and Water On-Site Approval to Pinerock Walk at Jackson Subdivision, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson
- 2020-067 Resolution Granting Preliminary and Tentative Sewer and Water Off-Site Approval to Pinerock Walk at Jackson Subdivision, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson
- 2020-068 Resolution Granting Preliminary and Tentative Regional Pump Station Approval to Pinerock Walk at Jackson Subdivision, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson<sup>2</sup>

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

**RESOLUTIONS OFFERED:**

- 2020-069 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for May 2020

Moved: Commissioner Glory  
Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: Commissioner Rickabaugh abstained on Check #26769

- 2020-070 Resolution Authorizing the Release of the Performance Bond and Closeout of the Brookwood Parkway Sanitary Sewer Evaluation and Spot Repairs, Contract No. CT-19075, with North American Pipeline Services, LLC

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

- 2020-071 Resolution Authorizing Award of the Compliance Planning for America's Water Infrastructure Act of 2018, Contract No. CT-20213, Via a Fair and Open Process to Buchart Horn, in an Amount Not to Exceed \$57,805.37

Moved: Commissioner Glory

Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: None

2020-072 Resolution Authorizing Award of a “Cost Per Copy” Service Agreement, Contract No. CT-20067, Pursuant to State Contract No. G2075/A40467, to TGI Office Automation, in the Amount of \$1,744.32 Per Year

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

2020-073 Resolution Authorizing Hardship Consideration During the COVID-19 Pandemic

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place June 25, 2020 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the May 28, 2020 Public Meeting adjourned.

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End of Minutes