

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 25, 2020
5:30 PM

The Public Meeting of June 25, 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.

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. It was noted that for the record that this Public Meeting was advertised as being held via teleconference on the Authority’s website. 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
Clara Glory, Treasurer	Present
Todd Porter, Assistant Secretary/Treasurer	Present (by telephonic conference)
Vicki Rickabaugh, Secretary	Present
Lewis Wildman, 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	Excused
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 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 May 28, 2020

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

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

There were no action items to report this month.

Mr. Harpell discussed the following:

As to a recent development, a resident's well failed on Bennetts Mills Road and it has been found to be very expensive to connect to the Authority's water system. The Authority has been in contact with the resident to try to assist with this situation. It was noted that when a well fails, by ordinance, it is mandatory to connect to the water system. The well pump can be replaced but the well cannot be redrilled. In this particular case, installing the water service would involve crossing a gas main and this has been estimated to cost as much as \$20,000.00 just for the work in Bennetts Mills Road. The Authority is requesting authorization from the Board this evening to work with the contractor and the resident to try to reduce some of the costs, and to advise the Board what was found to be feasible. Chairman Allmann stated that if necessary, any solution can be memorialized next month. The Authority will keep the Board informed. Chairman Allmann stated that this is an old water main and the Authority now installs water services to existing homes with new water mains in an effort to eliminate this type of situation.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE MANHATTAN STREET COMPLEX WATER STORAGE IMPROVEMENTS AND WAREHOUSE, CONTRACT CT-17069, WITH EAGLE CONSTRUCTION SERVICES, INC. – Eagle Construction Services, Inc. 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 final amount of \$6,558,174.77. This has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING A SEWER AND WATER SERVICE AGREEMENT WITH WHITESVILLE COMMONS PARTNERS, LLC, BLOCK 22301, LOTS 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – This project is located on Whitesville Road, south of Hope Chapel Road. They are proposing to construct six (6) buildings consisting of approximately 96,000 square feet. Whitesville Commons is subject to the Southeast Quadrant 1 MG Elevated Water Tank contribution in the amount of \$44,678.40 and the Whitesville Regional Pump Station contribution in the amount of \$39,552.00. This has been reviewed with the Engineering Committee and is recommending approval to execute the agreement this evening with Whitesville Commons Partners, LLC.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING PRELIMINARY FINAL SEWER AND WATER APPROVAL AND AUTHORIZING THE EXECUTION OF A SEWER AND WATER SERVICE AGREEMENT TO SOLOMON ZOLTY MAJOR SUBDIVISION, BLOCK 21702, LOT 32 AND BLOCK 21801, LOTS 57, 58, 59 AND 61, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Solomon Zolty Investments, LLC, is proposing to construct a twelve (12) lot residential subdivision on the east side of South Hope Chapel Road, north of Whitesville Road. The applicant proposes to install 3,163 linear feet of 8” PVC gravity sewer main extending from the existing sanitary sewer manhole in Whitesville Road North along South Hope Chapel Road to the project location. The applicant also proposes to connect to the existing 12” water main in South Hope Chapel Road and install approximately 1,900 linear feet of 8” DIP water main to service the subdivision. In addition, the applicant has executed a sewer and water service agreement in which they have requested that these payments be paid concurrently with the connection fee payments. This approval was recommended in our June 8, 2020 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO SWANBORNE MAJOR SUBDIVISION, BLOCK 20801, LOTS 1, 8-12, 15-18 AND 28 AND BLOCK 20701, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Swanborne, LLC, is proposing to construct 254 single family and multi-family dwelling units adjacent to the intersection of East Veterans Highway and Whitlock Avenue. The applicant is proposing to service the subdivision with an 8” water main extension and the installation of an on-site pump station and force main. The applicant is required to apply for and receive tentative and final sewer and water approval from the Authority. This approval was recommended in our June 8, 2020 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO JACKSON TOWNE CENTER MAJOR SUBDIVISION, BLOCK 12001, LOTS 3, 6, AND 7, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicants, Drs. Ira Port and Alan Cohn, are proposing to construct 192 multi-family dwelling units, four commercial buildings, and a community center with pool adjacent of the intersection of West Veterans Highway and Don Connor Boulevard. The applicant is proposing to install a water main and 6” force main off-site and water main, fire hydrants, 6” force main, and 8” sewer main on-site. The applicant proposes to service the site with the construction of one (1) pump station. The applicant will be required to apply for and receive tentative and final sewer and water approval from the Authority. This approval was recommended in our June 8, 2020 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None.

ADMINISTRATIVE COMMITTEE REPORT:

None.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

Ms. Sana Siddiqui, on behalf of James 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 MAY 31, 2020 – The May Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. Noted, the average rate for all accounts for the month is 1.80% which reflects a decrease of .08% from prior month

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JUNE 2020 - The June Bill List was presented this month for approval totaling \$854,247.20. The Finance Committee has reviewed and is recommending approval this evening.

MAPLE GLEN - As discussed last month, the annual Maple Glen Mobile Home Park rate calculation for 2020 has been completed. It was noted that a net amount of \$9,622.76 will be transferred this month into the Maple Glen (MG) account from the Authority's Operating Expense Fund. The amount being transferred represents the \$12,944.96 in accordance with the annual evaluation that was discussed with the Finance Committee last month, less \$3,322.20 for a MG capital initiative in 2019 that was previously transferred to cover the expense.

RESOLUTION AUTHORIZING AWARD OF A LARGE FORMAT MULTIFUNCTION POSTSCRIPT PRINTER, CONTRACT NO. CT-20216, PURSUANT TO STATE CONTRACT NO. M0483/89974, TO MRA INTERNATIONAL, INC., IN AN AMOUNT NOT TO EXCEED \$7,405.00 – The resolution being presented this evening is to award the purchase of a large format multifunction postscript replacement printer for the Engineering Department, under State Contract No. M0483/89974 and utilizing Request for Quote (RFQ). Even though the award is through State Contract, the Authority utilized the RFQ process for the best printer and pricing for the department's needs. The Authority requested and received three (3) quotes and is requesting approval this evening to award to MRA International, Inc., under Contract No. CT-20216, in an amount not to exceed \$7,405.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

PERSONNEL COMMITTEE REPORT:

There is one new hire and three (3) promotions on the agenda this evening as follows:

RESOLUTION AUTHORIZING THE PROMOTION OF WILLIAM GAJDZISZ TO THE CIVIL SERVICE TITLE OF BUILDING MAINTENANCE WORKER - Mr. William Gajdzisz has held the Civil Service Commission title of Laborer 1 since March 18, 2019. Mr. Gajdzisz has acquired the requisite education and experience to qualify for a promotion to Building Maintenance Worker, effective June 29, 2020. This promotion has been recommended by his Supervisor.

RESOLUTION AUTHORIZING THE PROMOTION OF JASON GOODRICH TO THE CIVIL SERVICE TITLE OF SEWER REPAIRER 1/WATER REPAIRER 1 - Mr. Jason Goodrich has held the Civil Service Commission title of Water Repairer 1 since May 27, 2019. Mr. Goodrich has acquired the requisite education and experience to qualify for a promotion to Sewer Repairer 1/Water Repairer 1, effective June 29, 2020. This promotion has been recommended by his Supervisor.

RESOLUTION AUTHORIZING THE PROMOTION OF CHRISTOPHER MORIAU TO THE CIVIL SERVICE TITLE OF SEWER REPAIRER 1 - Mr. Christopher Moriau has held the Civil Service Commission title of Laborer 1 since March 4, 2019. Mr. Moriau has acquired the requisite education and experience to qualify for a promotion to Sewer Repairer 1, effective June 29, 2020. This promotion has been recommended by his Supervisor.

These promotions have been reviewed with the Personnel Committee and are recommending approval this evening.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF CHRISTOPHER RILEY UNDER THE CIVIL SERVICE TITLE OF LABORER 1 - This evening's agenda includes one (1) new hire for the open budgeted position in the Meter Reading Department. Candidates were interviewed and Mr. Christopher Riley has the experience and education required to fill the position of Meter Reader under the non-competitive Civil Service Commission title of Laborer 1. Mr. Riley's effective start date would be on or about June 29, 2020. This has been reviewed with the Personnel Committee and is recommending approval this evening.

CONSENT RESOLUTIONS:

2020-074 Resolution Accepting the Cash Management Report for Month Ending May 31, 2020

2020-075 Resolution Granting Preliminary Sewer and Water Approval to Swanborne Major Subdivision, Block 20801, Lots 1, 8-12, 15-18 and 28 and Block 20701, Lot 3, on the Tax Map of the Township of Jackson

2020-076 Resolution Granting Final Sewer and Water Approval and Authorizing the Execution of a Sewer and Water Service Agreement to Solomon Zolty Major Subdivision, Block 21702, Lot 32 and Block 21801, Lots 57, 58, 59 and 61, on the Tax Map of the Township of Jackson

2020-077 Resolution Granting Preliminary Sewer and Water Approval to Jackson Towne Center Major Subdivision, Block 12001, Lots 3, 6 and 7, on the Tax Map of the Township of Jackson

2020-078 Resolution Authorizing a Sewer and Water Service Agreement with Whitesville Commons Partners, LLC, Block 22301, Lots 3 and 4, on the Tax Map of the Township of Jackson

Moved: Commissioner Blake

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: Commissioner Porter abstained on Resolution No. 2020-075

RESOLUTIONS OFFERED:

2020-079 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for June 2020

Moved: Commissioner Blake

Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #26854

2020-080 Resolution Authorizing the Release of the Performance Bond and the Closeout of the Manhattan Street Complex Water Storage Improvements and Warehouse, Contract CT-17069, with Eagle Construction Services, Inc.

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

2020-081 Resolution Authorizing Award of a Large Format Multifunction Postscript Printer, Contract No. CT-20216, Pursuant to State Contract No. M0483/89974, to MRA International, Inc., in an Amount Not to Exceed \$7,405.00

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

2020-082 Resolution Authorizing the Promotion of William Gajdzisz to the Civil Service Title of Building Maintenance Worker

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

2020-083 Resolution Authorizing the Promotion of Jason Goodrich to the Civil Service Title of Sewer Repairer 1/Water Repairer 1

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

2020-084 Resolution Authorizing the Promotion of Christopher Moriau to the Civil Service Title of Sewer Repairer 1

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

2020-085 Resolution Authorizing the Permanent Hire of Christopher Riley Under the Civil Service Title of Laborer 1

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 July 23, 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 June 25, 2020 Public Meeting adjourned.

End of Minutes