

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

The Public Meeting of July 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.

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
Vicki Rickabaugh, Secretary	Present
Lewis Wildman, Alternate	Present

PROFESSIONALS:

Attorney – William T. Hierung, Esq.	On-call if needed
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: 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 June 25, 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:

2020 POTABLE WATER RATE COMPARISON – The annual potable water rate comparison was conducted for 2020. The Authority is still doing very well with rates at 13.4% below the local average of other Monmouth/Ocean County water purveyors. This is based on our typical customer's usage of 18,000 gallons and a 5/8" meter.

NEW JERSEY INFRASTRUCTURE BANK – The Authority anticipated closing on the Western Water Main Extension loan in November, however, the New Jersey Infrastructure Bank (NJIB) is not expecting us to close until May 2021. This time extension is helpful since it is an easier process for the Authority's Bond Counsel as we should be able to close on the Western Water Main Extension loan concurrently with the Six Flags Great Adventure Water Treatment Plant Replacement loan. It was noted that the current construction loan is interest free so there is no financial benefit to closing early and both of the remaining projects will be 75% interest free as part of the permanent financing. The Authority will start the process in January or February of next year for a May 2021 loan closing. This matter has been discussed with the Finance Committee.

HERMAN ROAD – BLOCK 2201, LOT 54 – A resident is interested in purchasing a parcel owned by the Authority. Mr. Hering, Esq. has provided the Authority guidance on what is required to surplus and/or auction this property, including an appraisal of the property. If there is no objection from the Board, the Authority will begin the process and will continue to update the Board. This matter was also discussed with the Finance and Engineering Committees.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 2 FOR THE WESTERN WATER MAIN EXTENSION, CONTRACT NO. CT-16095, TO P & A CONSTRUCTION, INC., IN THE DECREASED AMOUNT OF <\$291,119.74> – There was a discrepancy in the dollar amount in the Engineering Report which has been adjusted. This change order consists of additions and deletions in the project contract. With additions and deletions of quantities, the net amount for Final Quantities Change Order No. 2 is in the decreased amount of <\$291,119.74> as opposed to the decreased amount of <\$326,169.74> as reflected in the Engineering Report. The original contract amount of \$5,497,343.35 has been reduced by a total of \$493,290.40, via Change Order No. 1 and Final Quantities Change Order No. 2, resulting in a revised final contract amount of \$5,004,052.89. This matter 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 approvals this evening.

RESOLUTION ADOPTING AMENDMENT NO. 2 TO THE SEWER SYSTEM MASTER PLAN DATED OCTOBER 2008 – The Sewer Master Plan was adopted on June 2, 2009 and Amendment No. 1 was adopted on June 27, 2019 due to residential development application trends in the area of the Township along Whitesville Road in order to determine where regional pumps stations should be constructed throughout the Whitesville area, one at Denton Pines and the other at Pinerock Walk. Subsequently, the developer for Swanborne applied for tentative approval and requested that the original pump station No. 2 be relocated to their Subdivision. The proposed Amendment No. 2 relocates a Regional Pump Station, which was to be located in Denton Pines Subdivision to the Swanborne Subdivision. This change will allow neighboring developments to flow by gravity into the pump station and eliminate contributory pump stations from certain developments. Mr. Dittenhofer provided an analysis of the projected contributory flows to the proposed Swanborne Regional Pump Station, which includes proposed development in the proposed service area. It was noted there is not much change to the flows and all sewer can be installed by gravity to these stations without exceeding the Authority’s maximum requirements. The resolution on the agenda this evening is requesting authorization to adopt Amendment No. 2 to the Sewer System Master Plan. This has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO CARDINALE & JACKSON CROSSING #2, BLOCK 3001, LOTS 5, 6, 19 AND 20, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Cardinale & Jackson Crossing #2, is proposing to construct two (2) warehouses and one (1) recreation building adjacent to Interstate Highway Route 195 and Anderson Road. The applicant is proposing to install 8” PVC sanitary sewer mains, 12” PVC water mains and fire hydrants. The applicant proposes to service the site utilizing the existing sanitary sewer main and water mains on the site. This approval was recommended in our July 13, 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 JUNE 30, 2020 – The June Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rate for all accounts for the month is 1.80% with no change from prior month.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JULY 2020 - The July Bill List was presented this month for approval totaling \$694,722.63. The July Revenue General Fund Transfer of \$467,513.84 includes a reduction of \$8,042.80 in an effort to reduce the Operating Expense Fund balance down to

~\$10,000.00. The Finance Committee has reviewed and is recommending approval this evening.

2019 AUDIT – The Authority has received the draft 2019 Audit Report which is currently being reviewed. The Authority will look to present to the Board in August.

PERSONNEL COMMITTEE REPORT:

There is one new hire on the agenda this evening as follows:

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF LISA CHILDS UNDER THE CIVIL SERVICE TITLE OF CLERK 1 - This evening's agenda includes one (1) new hire for the open budgeted position in the Engineering Department. Ms. Childs was hired as temporary employee on December 2, 2019 in the Billing Department for an employee who was out on disability. In the meantime, an open budgeted position became available in the Engineering Department and the Authority interviewed Ms. Childs for the position. Ms. Childs has the experience and education required to fill the position under the Civil Service Commission title of Clerk 1. Ms. Childs' effective start date would be on or about July 27, 2020. This has been reviewed with the Personnel Committee and is recommending approval this evening.

OTHER MATTERS – The Authority is in need of a Mechanic, which is one of the positions which is difficult to fill. Interviews were conducted and the Authority is recommending the permanent hire of Mr. Stephen Kertesz. Mr. Kertesz has about thirty (30) years mechanic experience. The Authority is requesting authorization to hire Mr. Kertesz and ratify by resolution at the August Public Meeting in an effort to fill the position as soon as possible. Mr. Kertesz is not currently working and would be able to start in the next couple of weeks. References have been very positive and the Authority will begin pre-screening testing if approved. This has been reviewed with the Personnel Committee and is recommending approval this evening.

CONSENT RESOLUTIONS:

2020-086 Resolution Accepting the Cash Management Report for Month Ending June 30, 2020

2020-087 Resolution Granting Preliminary Sewer and Water Approval to Cardinale & Jackson Crossing #2, Block 3001, Lots 5, 6, 19 and 20, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2020-088 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for July 2020

Moved: Commissioner Blake
Second: Commissioner Glory

Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #26926

2020-089 Resolution Authorizing Final Quantities Change Order No. 2 for the Western Water Main Extension, Contract No. CT-16095, with P & A Construction, Inc., in the Decreased Amount of <\$291,119.74>.

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

2020-090 Resolution Adopting Amendment No. 2 to the Sewer System Master Plan dated October 2008

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

2020-091 Resolution Authorizing the Permanent Hire of Lisa Childs Under the Civil Service Title of Clerk 1

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place August 27, 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 July 23, 2020 Public Meeting adjourned.

End of Minutes