

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
October 22, 2020
5:30 PM

The Public Meeting of October 22, 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. Any public comments submitted through electronic mail or written letter format forty-eight (48) hours prior to the start of this remote public meeting, shall be read aloud from the beginning of the remote public portion of the meeting.

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.	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

Approval of the Minutes of the Open Session Public Meeting of September 24, 2020

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

Approval of the Minutes of the Closed Session Public Meeting of September 24, 2020

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

At this time, Chairman Allmann stated that there was no public participation or written correspondence 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. Present from the public was Mr. William Cordts.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

2020 HOMESERVE USA CHARITABLE DONATION – The Authority received three (3) applications for the 2020 HomeServe USA Charitable Donation and they are Adopt A Senior Organization, the Veterans Memorial Garden and the Jackson Women of Today Food Pantry. These are all worthy charities and they are all eligible for funding. The Authority will meet with the Public Relations Committee later this evening to discuss the applications.

POTENTIAL GRAVITY SEWER ON SAMS ROAD – After a request at the September meeting, the Authority evaluated the feasibility of installing a gravity sewer on Sams Road and the estimated cost would be in excess of \$1,000,000.00. The Authority does not believe there is any possible way to make this cost-effective and have started notifying those residents who had expressed interest.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING A REVISED SEWER AND WATER SERVICE AGREEMENT WITH WHITESVILLE COMMONS, BLOCK 22301, LOTS 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The Authority wishes to revise the Sewer and Water Service Agreement executed on June 25, 2020, via Resolution No. 2020-078. The proposed revised agreement would include language that the developer is solely responsible for all permits, construction costs, maintenance and replacement costs now and in the future, in connection with the construction of a sanitary sewer force main located in the right-of-way on Whitesville Road. This matter has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING THE EXECUTION OF A SEWER SERVICE AGREEMENT TO WEST COMMODORE WAREHOUSE, BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – In addition to their request for final sewer and water approval on the agenda this evening, 340 West Commodore, LLC, is required to execute a

sewer service agreement, which outlines their responsibilities in installing and maintaining a sanitary sewer force main located in the West Commodore Boulevard right-of-way to service the project as approved by the Authority. This Agreement has been discussed with the Engineering Committee and is recommending approval this evening.

Commissioner Wildman raised the question is the developer required to put money in escrow if in the future there is a break. Mr. Harpell responded no but that the Authority has the ability to lien the property if they do not address a repair.

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING THE EXECUTION OF A SEWER SERVICE AGREEMENT TO WEST COMMODORE WAREHOUSE, BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 340 West Commodore, LLC, is proposing to construct three (3) one-story warehouse buildings with a total of 322,888 square foot of floor area, between West Commodore Blvd and Interstate Highway 195. The applicant proposes to provide sanitary sewer service to the warehouses by installing a pump station and extending a force main to the discharge gravity sewer manhole. The applicant proposes to provide water service by connecting to the Authority’s water system and looping the water main through the site. This approval was recommended in our October 5, 2020 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO SAFSTOR SELF STORAGE, BLOCK 6501, LOT 42.03, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Safstor Land Company, LLC, is proposing to construct a three-story, 104,211 square foot self-storage facility on the north side of County Line Road, west of Cpl. Luigi Marciante Memorial Drive. The applicant proposes to construct a 585 linear foot water main extension along the frontage of the site and install two (2) fire services as well as a 2-1/4” domestic water service to serve the site. The applicant also proposes to construct a 121 linear foot sanitary sewer main extension to be terminated at a manhole on County Line Road and install a sanitary sewer lateral to the proposed sanitary sewer main. This approval was recommended in our October 5, 2020 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER APPROVAL TO SWANBORNE MAJOR SUBDIVISION REGIONAL PUMP STATION, BLOCK 20801, LOTS 8-12, 15-18 & 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 (Ocean County Route 528 and Whitlock Avenue). The applicant is applying for tentative regional sewer pump station approval at this time. 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. This approval was recommended in our October 5, 2020 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO DREAMVIEW COMMERCIAL, LLC, BLOCK 4201, LOTS 1 AND 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Dreamview Commercial, LLC, is proposing to construct three (3) commercial buildings south of Commodore Blvd and west of Cedar Swamp Road. The applicant has applied for preliminary, tentative and final approval however, the recommendation this evening is for preliminary approval only at this time. The

applicant is proposing to install individual sewer services to each of the three (3) buildings connecting to the existing main. The applicant is also proposing to construct an on-site 6” water main extension to service the site. This approval was recommended in our October 5, 2020 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO COUNTY LINE ROAD WAREHOUSE, BLOCK 4801, LOT 24, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 440 North County Line Road, LLC, is proposing to construct three (3) commercial buildings on the North side of County Line Road, west of Harmony Road. The applicant is proposing to construct an 8-inch polyvinyl chloride (PVC) sanitary sewer main extension on-site, extending to an 8-inch sanitary sewer main extension off-site. The applicant is also proposing to construct a 12-inch ductile iron pipe (DIP) water main on-site with services provided to each of the buildings. This approval was recommended in our October 5, 2020 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

The Public Relations Committee will meet later this evening to discuss the 2020 HomeServe USA Charitable Contribution.

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 SEPTEMBER 30, 2020 – The September Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rates remain stable.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR OCTOBER 2020 - The October Bill List was presented this month for approval totaling \$676,404.08. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2020 WEBSITE REDESIGN, CONTRACT NO. CT-20070, TO CIVICPLUS, INC., IN AN AMOUNT NOT TO EXCEED \$16,305.00. – There is a resolution on the agenda this evening requesting approval to authorize the award of the 2020 Website Redesign, Contract No. CT-20070 to CivicPlus, Inc., in an amount not to exceed \$16,305.00 through Competitive Contracting. The Authority advertised and solicited proposals on August 25, 2020. Four (4) proposals were received and publicly opened on September 16, 2020, ranging in pricing from a low of \$16,305.00 to a high of \$43,895.00. The Authority’s Evaluation Committee evaluated the proposals and are recommending award to CivicPlus, Inc. for the 2020 Website Redesign in the amount of \$8,000.00 and a four (4) year Maintenance Agreement, in an aggregate amount not to exceed

\$16,305.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING APPROVAL OF THE 2021 JTMUA SEWER/WATER OPERATING CAPITAL BUDGET – STATE VERSION - The Authority provided the Board with a copy of the 2021 JTMUA Sewer/Water Operating Capital Budget for review. If there are no questions, the Authority is requesting approval this evening. This has been reviewed with the Finance Committee and is recommending approval this evening.

In addition, the Authority is further requesting the Board’s permission to advertise for a rate hearing in November. The proposed rate schedule for 2021 has also been provided to the Board for review. With no objection from the Board, the Authority will advertise for a rate hearing to be held at the November 19, 2020 Public Meeting. Following the rate hearing, the Authority will request approval to adopt the 2021 JTMUA Sewer/Water Operating Capital Budget – State Form assuming it is received back from the State prior.

PERSONNEL COMMITTEE REPORT:

There were no action items to report this month.

CONSENT RESOLUTIONS:

- 2020-121 Resolution Accepting the Cash Management Report for Month Ending September 30, 2020
- 2020-122 Resolution Granting Preliminary Sewer and Water Approval to Dreamview Commercial, LLC, Block 4201, Lots 1 and 2, on the Tax Map of the Township of Jackson
- 2020-123 Resolution Granting Final Sewer and Water Approval and Authorizing the Execution of a Sewer Service Agreement to West Commodore Warehouse, Block 2501, Lot 3, on the Tax Map of the Township of Jackson
- 2020-124 Resolution Granting Tentative Sewer and Water Approval to Safstor Self Storage, Block 6501, Lot 42.03, on the Tax Map of the Township of Jackson
- 2020-125 Resolution Granting Preliminary Sewer and Water Approval to County Line Road Warehouse, Block 4801, Lot 24, on the Tax Map of the Township of Jackson
- 2020-126 Resolution Granting Tentative Sewer Approval to Swanborne Major Subdivision Regional Pump Station, Block 20801, Lots 8-12, 15-18 & 28 and Block 20701, Lot 3, on the Tax Map of the Township of Jackson

Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Glory abstained on Resolution No. 2020-122 and Commissioner Porter abstained on Resolution No. 2020-126

RESOLUTIONS OFFERED:

2020-127 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for October 2020

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

2020-128 Resolution Authorizing a Revised Sewer and Water Service Agreement with Whitesville Commons, Block 22301, Lots 3 and 4, on the Tax Map of the Township of Jackson

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

2020-129 Resolution Authorizing Award of the 2020 Website Redesign, Contract No. CT-20070, to CivicPlus, Inc., in an Amount Not to Exceed \$16,305.00

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

2020-130 Resolution Authorizing Approval of the 2021 JTMUA Sewer/Water Operating Capital Budget – State Version

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place November 19, 2020 at 5:30 PM.

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 October 22, 2020 Public Meeting adjourned.

End of Minutes