

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**March 25, 2021**  
**5:30 PM**

The Public Meeting of March 25, 2021 was called to order by William Allmann, Chairman. The meeting is being held in-person, including public participation, but 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 is being held in-person but was also advertised as being held via teleconference on the Authority’s website. The meeting is being recorded. If any remote participant is disconnected, please dial back in. For any public participating remotely, 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
Janet Longo Secretary	Present
Todd Porter, Assistant Secretary/Treasurer	Present (via telephonic conference)
Lewis Wildman, Alternate	Present

**PROFESSIONALS:**

Attorney – William T. Hierung, Esq.	Present (via telephonic conference)
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 February 25, 2021

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

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:**

Present from the public was Mr. Cordts and Mr. Christopher Parks. At this time, Chairman Allmann stated that there was no public comment 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.

**REPORTS:**

**EXECUTIVE DIRECTOR’S REPORT:**

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

**NEW JERSEY INFRASTRUCTURE BANK (NJIB) PERMANENT FINANCING**

The Authority will be closing on the Western Water Main Extension and the Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement Projects in May. In speaking with Bond Counsel, the required documents for Board Members to sign will be available for the April 22, 2021 Public Meeting. It was noted that the SFGA Water Treatment Plant Replacement project will be closed out this week and there is no need for a supplemental loan.

**RESOLUTION MEMORIALIZING THE ASSIGNMENT OF WATER AND SEWER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC, TO THE GARDENS AT JACKSON TWENTY-ONE**

– As discussed last month, Jackson Development Company, LLC would like to assign another fifty-two (52) water and sewer connection fee waivers to the Gardens at Jackson Twenty-One, LLC. This assignment is typically done by resolution since both parties have asked the Authority to acknowledge and accept this assignment. The Authority requested and received a verbal approval to accept the assignment in February and the resolution on the agenda this evening is requesting approval to memorialize the assignment. This has been reviewed with the Finance Committee and is recommending approval this evening.

**2021 FINANCIAL DISCLOSURE FORMS** - The Financial Disclosure Forms are due by April 30, 2021, but the forms are not yet available. Joan will forward the link and/or forms when they are ready.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reported the following from the Engineering report:

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 4 IN AN AMOUNT \$21,251.29 BELOW THE ORIGINAL BID AMOUNT, THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-16096, WITH COPPOLA SERVICES, INC.**

– Typically the Authority would present to the Board approval for final quantities change order first and follow up with a formal closeout of the contract and release of retainage. The Authority is fast tracking this project in order to avoid a supplemental loan and is recommending to the Board to approve final quantities change order and contract closeout with release of the retainage simultaneously. The final quantities after various deletions and additions to the contract came to a net total of \$46,422.42. This final quantities change order will bring the original bid amount of \$13,538,890.00 to a final contract amount of \$13,517,638.71 which is \$21,251.29 below the original bid amount. All documents have been reviewed and the Authority staff is

recommending final quantities change order this evening. The contractor also submitted the closeout documents which have been reviewed and found to be in proper order. The only remaining item left is the installation of the fence around Well No. 12 which should be completed April 6, 2021. To insure that all items are completed, the Authority will hold a retainage check in the amount of \$270,352.77. 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 approvals this evening.

**RESOLUTION GRANTING TENTATIVE 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 seven (7) office/warehouse buildings on North County Line Road, west of Harmony Road. The applicant is applying for tentative sewer and water approval at this time. The applicant is proposing to construct an 8-inch polyvinyl chloride (PVC) sanitary sewer main extension on site. The main will tie into an 8-inch sanitary sewer main extension off-site extending to an existing manhole on County Line Road. The applicant is also proposing to install a 12-inch ductile iron pipe (DIP) water main on-site with services provided to each of the buildings. This has been recommended for approval in our March 19, 2021 letter to the Board. The applicant will be required to apply for and receive final approval once all tentative approval requirements have been met.

**RESOLUTION GRANTING PRELIMINARY WATER APPROVAL TO WHITESVILLE COMMONS II, BLOCK 22301, LOTS 17 AND 20 THROUGH 24, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Hope Chapel Business Park, LLC, is proposing to construct an office park consisting of four (4) 80,000 square foot, four (4) story buildings on the east side of South Hope Chapel Road and south side of Whitesville Road. The applicant is applying for Preliminary Sewer and Water Approval at this time. The applicant is proposing an expansion of the Whitesville Commons projects on lots along South Hope Chapel Road. Sanitary Sewer will be provided by the pump station located in Phase 1 and water will be provided by extension of the water main in Phase 1, looping to the existing water main stub in South Hope Chapel Road. The Authority has determined that there is no sewer capacity available to service the project at this time. This approval was recommended in our March 19, 2021 letter to the Board. Chairman Allmann noted that the Authority is currently looking at other options with regard to available sewer capacity.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO SAMS ROAD SUBDIVISION, BLOCK 20201, LOT 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, County Line Construction Company, is proposing to construct five (5) single family dwelling units and a new roadway at the terminus of Sams Road. The applicant is applying for preliminary sewer and water service at this time. The applicant is proposing to service the subdivision with an SDR-11 HDPE common sanitary sewer force main system and connect to the existing 8-inch PVC sanitary sewer main on Fairway Drive and to service the subdivision with individual potable water wells. This approval was recommended in our March 19, 2021 letter to the Board. The applicant will be required to apply and receive tentative and final approval.

**RESOLUTION GRANTING PRELIMINARY WATER APPROVAL TO WHITESVILLE BUSINESS PARK, BLOCK 22301, LOTS 5, 6 AND 16, ON THE TAX**

**MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Whitesville Business Park Company, LLC, is proposing to construct two (2) warehouse buildings consisting of a total of 93,240 SF on the south side of Whitesville Road. The applicant is applying for Preliminary Sewer and Water Approval at this time. The applicant is proposing to install a sanitary sewer and a water main extension to service the proposed warehouse buildings. The proposed sanitary sewer main extension consists of gravity sanitary sewer main to an on-site pump station, thereafter, a sanitary sewer force main is proposed to connect to the existing sewer main on Whitesville Road. The proposed water main extension will connect to existing water main in Whitesville Road. The Authority has determined that there is no sewer capacity available to service the project at this time. This approval was recommended in our March 19, 2021 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 FEBRUARY 28, 2021** - The February Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rates remain stable at 1.67%.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR MARCH 2021** - The March Bill List was presented this month for approval totaling \$1,218,963.17. There were two (2) bill lists included in this month's report. The reason being that the Authority needed to issue two separate checks to Coppola for the Six Flags Great Adventure Water Treatment Replacement in preparation of closing out the project with the New Jersey Infrastructure Bank (NJIB). The first bill list includes the construction portion and the second includes the aggregate retainage due upon completion. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE GROUND PENETRATION RADAR SYSTEM, CONTRACT NO. CT-21204, TO US RADAR, INC., IN AN AMOUNT NOT TO EXCEED \$19,795.00** – The resolution on the agenda this evening is requesting award of the Ground Penetration Radar System for the Maintenance Department which locates the Authority's below ground infrastructure. The Authority solicited bids and received one (1) response in the amount of \$19,795.00. The Authority is requesting approval to award the Ground Penetration Radar System to US Radar, Inc., Contract No. CT-21204, in an amount not to exceed \$19,795.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2021 LAWN MAINTENANCE, CONTRACT NO. CT-21035 TO ZENGEL INDUSTRIES, LLC, IN AN AMOUNT NOT TO EXCEED \$10,260.00** - The resolution on the agenda this evening is requesting award for a lawn maintenance contract for the Buildings & Grounds Department. The locations include the Administration Building, London Drive Water Treatment Plant and Hyson Road Water Treatment Plant. The Authority, in accordance with the Local Public Contracts Law, obtained two (2) quotes in an amount ranging from \$10,260.00 to \$10,530.00. The Authority will request approval this evening to award the Authority's 2021 Lawn Maintenance contract to Zengel Industries, LLC, Contract No. CT-21035, in an amount not to exceed \$10,260.00, for the period of May 2, 2021 to October 30, 2021. This has been reviewed with the Finance Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PURCHASE/INSTALLATION OF THE MECHANICS BODY WITH ELECTRIC TELESCOPIC CRANE, CONTRACT NO. CT-21202, TO INTERCON TRUCK EQUIPMENT, INC., IN AN AMOUNT NOT TO EXCEED \$64,923.00** - The resolution on the agenda this evening is requesting award of the purchase/installation of the Authority's Mechanics Body and Electric Telescopic Crane. The Authority solicited bids and received one (1) response in an amount of \$64,923.00. The Authority is requesting approval to award the Purchase/Installation of the Authority's Mechanics Body and Electric Telescopic Crane to Intercon Truck Equipment, Inc., Contract No. CT-21202, in an amount not to exceed \$64,923.00. The purchase/installation of a Mechanics Body (Utility Body) with Electric Telescopic Crane will be placed on the Authority 2021 Ford F-450 XL Crew Cab Chassis DRW, 60" Cab to Axel, 4WD vehicle (Crane Truck). The Crane Truck is used in servicing the Authority's wet wells at the pump stations. This has been reviewed with the Finance Committee and is recommending approval this evening.

**RESOLUTION MEMORIALIZING THE SALE OF BLOCK 2201, LOT 54, HERMAN ROAD, SURPLUS PROPERTY** – The resolution on the agenda this evening is acknowledging the Municibid auction of the Authority's property located on Herman Road, Block 2201, Lot 54. The property was no longer needed for public purposes and the Authority received one (1) bid from Michael Schwimmer (Buyer) in the amount of \$235,000.00. The Buyer assumed all closing costs including the auction fee in the amount of \$13,750.00 which was paid directly to Municibid. The resolution furthermore authorizes transfer of said property to Mr. Schwimmer's LLC in the name of Herman Jackson, LLC. This has been reviewed with the Finance Committee and is recommending approval this evening.

**PERSONNEL COMMITTEE REPORT:**

There were no action items to report this month

It was noted that the Authority completed the 2021 Salary Guide. The upper-level salary ranges have been updated utilizing the December 2020 CPI. No formal action is required. The updated Salary Guide will be posted in various locations throughout the Authority. This was also discussed with the Personnel Committee.

**CONSENT RESOLUTIONS:**

- 2020-045      Resolution Accepting the Cash Management Report for Month Ending February 28, 2021
  
- 2021-046      Resolution Granting Tentative Sewer and Water Approval to County Line Road Warehouse, Block 4801, Lot 24, on the Tax Map of the Township of Jackson.

- 2021-047 Resolution Granting Preliminary Sewer and Water Approval to Sams Road Subdivision, Block 20101, Lot 30, on the Tax Map of the Township of Jackson
- 2021-048 Resolution Granting Preliminary Water Approval to Whitesville Business Park, Block 22301, Lots 5, 6, and 16, on the Tax Map of the Township of Jackson
- 2021-049 Resolution Granting Preliminary Water Approval to Whitesville Commons II, Block 22301, Lots 17 and 20 through 24, on the Tax Map of the Township of Jackson
- Moved: Commissioner Blake  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: Chairman Allmann abstained on Resolution 2021-047

**RESOLUTIONS OFFERED:**

- 2021-050 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for March 2021
- Moved: Commissioner Blake  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: Commissioner Glory abstained on Check #21-00330 and #21-00335
- 2021-051 Resolution Authorizing Final Quantities Change Order No. 4 in an Amount \$21,251.29 Below the Original Bid Amount, the Release of the Performance Bond and the Closeout of the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16096, with Coppola Services, Inc.
- Moved: Commissioner Glory  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: None
- 2021-052 Resolution Memorializing the Assignment of Water and Sewer Connection Fee Waivers from Jackson Development Company, LLC, to the Gardens at Jackson Twenty-One
- Moved: Commissioner Blake  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: Commissioner Glory abstained
- 2021-053 Resolution Authorizing Purchase/Installation of the Mechanics Body with Electric Telescopic Crane, Contract No. CT-21202, to Intercon Truck Equipment, Inc., in an Amount Not to Exceed \$64,923.00
- Moved: Commissioner Glory

Second: Commissioner Longo  
Vote: Unanimous  
Abstain: None

2021-054 Resolution Authorizing Award of the Ground Penetration Radar System, Contract No. CT-21204, to US Radar, Inc., in an Amount Not to Exceed \$19,795.00

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

2021-055 Resolution Authorizing Award of the 2021 Lawn Maintenance, Contract No. CT-21035 to Zengel Industries, LLC, in an Amount Not to Exceed \$10,260.00

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

2021-056 Resolution Memorializing the Sale of Block 2201, Lot 54, Herman Road, Surplus Property

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

There was no closed session.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on April 22, 2021 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Glory made a motion to adjourn. Commissioner Longo seconded the motion and it was passed unanimously. Chairman Allmann declared the March 25, 2021 Public Meeting adjourned.

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End of Minutes