

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**April 22, 2021**  
**5:30 PM**

The Public Meeting of April 22, 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	Excused
Clara Glory, Treasurer	Present
Janet Longo Secretary	Present
Todd Porter, Assistant Secretary/Treasurer	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 March 25, 2021

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

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

Present from the public was Mr. Cordts. 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 staff was able to meet the NJIB deadline for the loan reimbursements so the Authority is ready to close on the Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement and Western Water Main Extension loans in May. The Authority’s Bond Counsel, GluckWalrath, LLP was expecting to have the closing documents to us this week so that they could be executed next week but it appears that the NJIB is running a little late. It was noted that initially, the Authority thought the SFGA loan might be considered an AMT Loan with higher interest rates, but it appears we are going to be eligible for the traditional financing. As these loans are 75% interest free, we do expect rates considerably below 1% for 20 years (Six Flags) and 30 years for the Western Water Main Extension. The Authority should have a better idea of the schedule shortly for receiving the closing documents.

**2021 FINANCIAL DISCLOSURE FORMS** - The Local Finance Board has unofficially extended the deadline for the submittal year 2021 Financial Disclosures to May 31, 2021 and this could be further extended to June 30, 2021. Joan will forward the link and/or forms hopefully prior to May 31, 2021.

**SPRING HYDRANT FLUSHING** – The maintenance staff has started the spring flushing and it will continue through May. As usual, we are doing the work from 2:00 am to 6:00 am so not to inconvenience any customers and the schedule is posted on our website.

**ENGINEERING COMMITTEE REPORT:**

There were no action items to report this month from the Engineering report:

Mr. Quijano stated as an update, the Six Flags Water Treatment Plant replacement is fully running and well in time for the season opening.

**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 TO JACKSON TRAILS MAJOR SUBDIVISION, BLOCK 23001, LOTS 22 THROUGH 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Jackson Trails, LLC, is proposing to construct a 459 lot subdivision as well as a house of worship on the North side of South Hope Chapel Road. The applicant is applying for final approval of utility services at this time. The applicant proposes to install a system of 8” gravity sewer mains as

well as a pump station to service the lots. The applicant also proposes to install a system of 12” and 8” DIP water mains throughout the site to service the lots as well as construct an off-site booster station. The water main shall be looped from Manchester Township as per a Sewer and Water Shared Service Agreement between the Authority and Manchester Township. This has been recommended for approval in our April 15, 2021 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY WATER APPROVAL TO GRAND BOULEVARD SUBDIVISION, BLOCK 19701, LOT 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Jackson Grand Redevelopment, LLC, is proposing to construct fourteen (14) single family dwelling units and one (1) three-unit townhouse on the southeast side of Grand Boulevard. The applicant is applying for preliminary sewer and water service at this time. The applicant is proposing to service the subdivision with a 10” PVC sanitary sewer main and an 8” DIP water main extension. The Authority has determined that there is no sewer capacity available to service the project at this time. This approval was recommended in our April 15, 2021 letter to the Board. The applicant will be required to apply and receive preliminary sewer as well as tentative and final water approval.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO CLAYTON PROPERTY RETAIL, BLOCK 13801, LOTS 4.01, 5 AND 6.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, 528, LLC, is proposing to construct two (2) retail/office restaurant buildings and one (1) convenience store/gas station on the north side of East Veterans Highway/New Egypt Road adjacent to Cross Street. The applicant is applying for preliminary sewer and water service at this time. The applicant is proposing to service the site with an 8” PVC sanitary sewer main and an 8” DIP water main extension. This approval was recommended in our April 15, 2021 letter to the Board. The applicant will be required to apply and receive tentative and final sewer and water approval.

**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 MARCH 31, 2021** – The March 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 APRIL 2021** - The April Bill List was presented this month for approval totaling \$605,161.76. The Finance Committee has reviewed and is recommending approval this evening.

**2020 AUDIT** – The Authority’s Auditor, Holman Frenia Allison, PC, (HFA) has been informed that the State has not provided the information to date related to GASB 68 (PERS) and GASB 75 (Postemployment Benefits) which is required to be included in the annual audit. This along with the continued COVID 19 Pandemic has caused some delays in finalizing the 2020 audit. As such, HFA has requested to postpone the presentation of the audit until such time the information is made available. It was noted that the State may be approving an extension but this has not officially happened yet. This has been reviewed with the Finance Committee.

**PERSONNEL COMMITTEE REPORT:**

There is one (1) promotion the agenda this evening as follows:

**RESOLUTION AUTHORIZING THE PROMOTION OF TONYA COCCIO TO THE CIVIL SERVICE TITLE OF CUSTOMER SERVICE REPRESENTATIVE** - Ms. Tonya Coccio has held the Civil Service Commission title of Clerk 1 since December 9, 2019. Ms. Coccio has acquired the requisite education and experience to qualify for a promotion to Customer Service Representative, effective April 26, 2021, and has been recommended by her Supervisor. This has been reviewed with the Personnel Committee and is recommending approval this evening.

**CONSENT RESOLUTIONS:**

2020-57        Resolution Accepting the Cash Management Report for Month Ending March 31, 2021

2021-58        Resolution Granting Preliminary Water Approval to Grand Boulevard Subdivision, Block 19703, Lot 29, on the Tax Map of the Township of Jackson

2021-59        Resolution Granting Preliminary Sewer and Water Approval to Clayton Property Retail, Block 13801, Lots 4.01, 5 and 6.01, on the Tax Map of the Township of Jackson

2021-60        Resolution Granting Final Sewer and Water Approval to Jackson Trails Major Subdivision, Block 23001, Lots 22 through 29, on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

2021-61        Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for April 2021

Moved: Commissioner Wildman  
Second: Commissioner Porter  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on Check #27792 and #21-00506

2021-62 Resolution Authorizing the Promotion of Tonya Coccio to the Civil Service Title of Customer Service Representative

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

There was no closed session.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on May 27, 2021 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Porter seconded the motion and it was passed unanimously. Chairman Allmann declared the April 22, 2021 Public Meeting adjourned.

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End of Minutes