

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 24, 2021
4:00 PM

The Public Meeting of June 24, 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.

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	Excused
Lewis Wildman, Alternate	Present

PROFESSIONALS:

Attorney – William T. Hierung, Esq.	Present (via telephonic conference)
Consulting Engineer – Alan Dittenhofer, PE	Excused

AUTHORITY STAFF:

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Excused
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Open Session Public Meeting of May 27, 2021

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

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:

RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS BEYOND THE STATE'S RETENTION PERIOD REQUIREMENT - The Authority has applied to the Department of Treasury, Division of Revenue and Enterprise Services, Records Management Services to dispose of records that exceed the required retention period. One hundred and eleven (111) boxes of documents have been compiled and the Department of Treasury has authorized the disposal of these records. A resolution is being presented this evening to formalize this action and following approval, the Authority will arrange for these documents to be shred. The Finance Committee has reviewed and is recommending approval this evening.

ENGINEERING COMMITTEE REPORT:

Mr. Harpell discussed the following from the Engineering report.

RESOLUTION ACCEPTING THE WATER SYSTEM RISK AND RESILIENCE ASSESSMENT IN COMPLIANCE WITH THE AMERICA'S WATER INFRASTRUCTURE ACT OF 2018 – On May 28, 2020, the Authority awarded the Compliance Planning for the America's Water Infrastructure Act of 2018 (AWIA) via Resolution No. 2020-071, which includes the Water System Risk and Resilience Assessment to Buchart Horn. Buchart Horn has completed the assessment and provided it to the Authority for review. After reviewing the document, the Authority's staff submitted the Assessment Certification to the USEPA and/or the NJDEP. The resolution on the agenda this evening is to memorialize the acceptance of the Water System Risk and Resilience Assessment. The Engineering Committee has reviewed and is recommending approval this evening. Noted, the next step will be an Emergency Response Plan which will be due to the USEPA by December 31, 2021.

RESOLUTION AUTHORIZING TASK ORDER CHANGE NO. 1 , TO SCADATEK, INC., FOR SCADA CONTROL SYSTEM UPGRADES, CONTRACT NO. CT-21206, IN AN AMOUNT NOT TO EXCEED \$5,845.00 – The Authority hired SCADATEK, Inc., the sub-consultant for the Six Flags Great Adventure Water Treatment Plant Replacement Project, to upgrade the SCADA Control System as they are familiar with and have the experience with the Authority's SCADA System, in an amount not to exceed \$8,500.00. SCADA allows the Authority to look at almost any site in town from our water plants. During this process, SCADATEK, Inc. discovered that the firmware was outdated and a new version had to be installed. The Authority requested two (2) quotes with one (1) response in the amount of \$5,845.00. The resolution on the agenda this evening is requesting approval to Authorize Task Order Change No. 1, to SCADATEK, Inc., in an Amount Not to Exceed \$5,845.00, which would bring the total amount of Contract No. CT-21206 to \$14,345.00. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING A WATER SERVICE AGREEMENT WITH JACKSON RC RACING, BLOCK 6508, LOT 1, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - Jackson RC Racing entered into a long-term lease with the Township of Jackson for property owned by the Township located at 7 Cpl. Luigi Marciante Memorial Drive. Jackson RC Racing wishes to connect their premises to the Authority's facilities for the purpose of obtaining water service. The service requested is outside the

normal request for water and Jackson RC Racing has agreed to enter into a Water Service Agreement which outlines terms and conditions specific to this request. The resolution on the agenda this evening is requesting approval to authorize said Water Service Agreement. The Finance and Engineering Committee have reviewed and are recommending approval this evening.

CONSULTING ENGINEER’S REPORT:

Mr. Harpell discussed the following developer approvals this evening.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO GRANDE HARMONY MULTI-FAMILY RESIDENTIAL DEVELOPMENT, BLOCK 4801, LOTS 5, 6, 8, 9 AND 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Hyson Estates, LLC, is proposing to construct a 202 unit multi-family residential development on the west side of Harmony Road adjacent to Carlson Court. 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. The applicant is also proposing an off-site water main extension on Harmony Road. This approval was recommended in Remington & Vernick Engineers’ June 18, 2021 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER APPROVAL TO WRIGHT DEBOW ROAD WAREHOUSE COMPLEX, BLOCK 401, LOT 9, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Wright Debow, LLC, is proposing to construct seven (7) 100,000 square foot warehouse buildings on the east side of Wright Debow Road north side of Kolendorski Road. The applicant is applying for preliminary sewer and water approval at this time. The applicant is proposing to service the site with a septic system. The applicant is also proposing to service the site with an 8” and 10” DIP fire main extension which connects to a fire pump on the east side of the property. The Authority will address the fire suppression to the site next month prior to granting further water approval. The applicant also proposes a well for the on-site domestic water. This approval was recommended in Remington & Vernick Engineers’ June 18, 2021 letter to the Board.

RESOLUTION AMENDING TENTATIVE SEWER AND WATER APPROVAL AND GRANTING FINAL SEWER AND WATER APPROVAL TO JACKSON WOODS SOUTHEAST, BLOCK 4101, LOT 20.02, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Jackson Development Company, is proposing to construct 465 single family dwellings as well as a clubhouse along Freehold Road. The applicant is applying for final sewer and water approval at this time. This project was granted tentative sewer and water approval on August 27, 2020 via resolution 2020-093. The applicant is proposing to service the subdivision with 8” and 12” DIP water main, 8” and 10” PVC sewer main, and the temporary use of an existing pump station and force main. The applicant also proposes to construct a new pump station and sanitary sewer force main to permanently service the development. This has been recommended for approval in Remington & Vernick Engineers’ June 18, 2021 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None.

ADMINISTRATIVE COMMITTEE REPORT:

None. It was noted that the Administrative Committee will be meeting July or August to review the updates that will be incorporated into the Authority's "Personnel Policies and Procedures Manual and Employee Handbook", noting that some of the changes are required and/or recommended by the New Jersey Utility Authorities Joint Insurance Fund.

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 MAY 31, 2021 – The May 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 JUNE 2021 - The June Bill List was presented this month for approval totaling \$594,551.62. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE CANCELLATION OF UNEXPENDED CAPITAL BALANCE FOR YEARS 2011-2012 IN THE AMOUNT OF \$98,250.03 – Each month the water/sewer capital budget is reviewed for project completion and availability of funds. A review of the monthly Abbreviated Capital report and the related budgeted projects indicates that it would be appropriate at this time to close out capital years 2011 and 2012, in for total cancellation of unexpended capital balance of \$98,250.03. These funds will be released and applied for use of the 2021 adopted capital projects. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AMENDING THE AUTHORIZATION TO REFRAIN FROM REFERRING DELINQUENT USER FEES TO THE TOWNSHIP OF JACKSON FOR THE 2020 TAX SALE FOR YEAR ENDED 2019 - The Authority received approval via Resolution 2021-071 on May 27, 2021 ratifying the authorization to refrain from referring delinquent user fees to the Township of Jackson for the 2019 Tax Sale. By request of the Township's Tax Collector, the resolution on the agenda this evening is to clarify that the Authority is refraining from referring delinquent user fees for the 2020 Tax Sale for the year ended 2019. The Authority will keep the Board updated with any information received with regard to the 2021 Tax Sale for the year ended 2020 and if this may be refrained as well. This has been discussed with the Finance Committee and is recommending approval this evening.

PERSONNEL COMMITTEE REPORT:

The following action items were discussed:

RESOLUTION AUTHORIZING AMENDMENTS TO THE SALARY GUIDE – The Authority's Salary Guide and Eligibility Requirements were last adopted in August 2020. The Authority believes it is appropriate to amend the current Salary Guide to include the addition of one (1) new title of Director of Administration and Program Development. This has been

reviewed with the Personnel and Finance Committees and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PROMOTION OF CAROLYN MAURO TO THE CIVIL SERVICE TITLE OF DIRECTOR OF ADMINISTRATION AND PROGRAM DEVELOPMENT - Ms. Carolyn Mauro has held the Civil Service Commission title of Business Manager since January 27, 2020. Ms. Mauro has acquired the requisite education and experience to qualify for a promotion to Director of Administration and Program Development, effective June 28, 2021, and has been recommended by her Supervisor. This has been reviewed with the Personnel and Finance Committees and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF DANIEL MCLAUGHLIN UNDER THE CIVIL SERVICE TITLE OF LABORER 1 - Mr. Daniel McLaughlin has the experience and education required to fill the open budgeted laborer position in the Maintenance Department under the non-competitive Civil Service title of Laborer 1. Mr. McLaughlin's start date is on or about June 28, 2021. This has been reviewed with the Personnel and Finance Committees and is recommending approval this evening.

CONSENT RESOLUTIONS:

2020-073 Resolution Accepting the Cash Management Report for Month Ending May 31, 2021

2021-074 Resolution Granting Preliminary Sewer and Water Approval to Grande Harmony Multi-Family Residential Development, Block 4801, Lots 5, 6, 8, 9 and 10, on the Tax Map of the Township of Jackson

2021-075 Resolution Granting Preliminary Sewer Approval to Wright Debow Road Warehouse Complex, Block 401, Lot 9, on the Tax Map of the Township of Jackson

2021-076 Resolution Amending Tentative Sewer and Water Approval and Granting Final Sewer and Water Approval to Jackson Woods Southeast, Block 4101, Lot 20.02, on the Tax Map of the Township of Jackson

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: Commissioner Glory abstained on Resolution No. 2021-076

RESOLUTIONS OFFERED:

2021-77 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for June 2021

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: Commissioner Glory abstained on Check #21-00757 and #28041

- 2021-78 Resolution Authorizing a Water Service Agreement with Jackson RC Racing, Block 6508, Lot 1, on the Tax Map of the Township of Jackson
- Moved: Commissioner Glory
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: None
- 2021-79 Resolution Accepting the Water System Risk and Resilience Assessment in Compliance with the America’s Water Infrastructure Act of 2018
- Moved: Commissioner Glory
 Second: Commissioner Wildman
 Vote: Unanimous
 Abstain: None
- 2021-80 Resolution Authorizing Task Order Change No. 1 to SCADATEK, Inc., for SCADA Control System Upgrades, Contract No. CT-21206, in an Amount Not to Exceed \$5,845.00
- Moved: Commissioner Wildman
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: None
- 2021-081 Resolution Authorizing the Cancellation of the Unexpended Capital Balance from Year 2011-2012, in the Amount of \$98,250.03
- Moved: Commissioner Glory
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: None
- 2021-082 Resolution Amending the Authorization to Refrain from Referring Delinquent User Fees to the Township of Jackson for the 2020 Tax Sale for Year Ended 2019
- Moved: Commissioner Glory
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: None
- 2021-083 Resolution Authorizing the Destruction of Records Beyond the State’s Retention Period Requirement
- Moved: Commissioner Wildman
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: None

2021-084 Resolution Authorizing the Permanent Hire of Daniel McLaughlin Under the Civil Service Title of Laborer 1

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

2021-085 Resolution Authorizing the Promotion of Carolyn Mauro to the Civil Service Title of Director of Administration and Program Development

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

2021-086 Resolution Authorizing Amendments to the Salary Guide

Moved: Commissioner Wildman
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 July 22, 2021 at 5:30 PM. Also noted, the meeting will begin with the Maple Glen Mobile Home Park Rate Hearing.

OTHER MATTERS:

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Longo seconded the motion and it was passed unanimously. Chairman Allmann declared the June 24, 2021 Public Meeting adjourned.

End of Minutes