

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

The Public Meeting of July 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.

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
Lewis Wildman, Alternate	Present

PROFESSIONALS:

Attorney – Michael J. McKenna, 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

MAPLE GLEN RATE HEARING – Chairman Allmann called the 2021 Maple Glen Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2021-087 Resolution Adopting the 2021 Maple Glen Mobile Home Park Sewer Service Charges

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

Approval of the Minutes of the Open Session Public Meeting of June 24, 2021

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

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:

There were no action items to discuss this evening from the Executive Director's report.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1. RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF WELL NO. 13 REHABILITATION, CONTRACT NO. CT-20219, WITH A.C. SCHULTES, INC., IN THE DECREASED AMOUNT OF \$22,681.70 – A.C. Schultes has fulfilled their contractual obligations and has submitted the required contract closeout documents for the above referenced project. The documents have been reviewed and found to be in compliance with contract specifications and general conditions. The Authority staff is recommending the performance bond be released, the contract closed and the final quantities change order be approved in the decreased amount of \$22,681.70. The revised final amount for Contract CT-20219 will be \$115,618.30. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING A SEWER SERVICE AGREEMENT WITH 2 POINTE CIRCLE, BLOCK 6801, LOT 34, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The property owner at 2 Pointe Circle, Block 6801, Lot 34 wishes to install a twenty (20) foot gate across the Authority's twenty (20) foot sewer easement in order to curtail foot traffic through his property. The property owner has agreed to enter into a Sewer Service Agreement that outlines the terms and conditions specific to this request. The Authority staff is recommending that the Sewer Service Agreement be executed. The Finance and Engineering Committee have reviewed and are recommending approval this evening.

RESOLUTION AUTHORIZING A WATER SERVICE AGREEMENT WITH 470 WEST COMMODORE BOULEVARD, BLOCK 2603, LOT 18, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - Miles II, LLC, is the titleholder of the property known as 470 West Commodore Boulevard, Block 2603, Lot 18. The Township of Jackson Code, Chapter 437-1, adopted August 27, 2001 via Ordinance 37-01, requires that buildings for commercial use connect to the Authority's water system within 180 days' notice of when water

to the property becomes available. This property will become a used car lot. Due to financial hardship, the property owner wishes to extend the mandatory connection requirement to three (3) months after receiving approval by the Planning & Zoning Board, but no later than May 10, 2022. The property owner has agreed to enter into a Water Service Agreement that outlines terms and conditions specific to this request. The Authority's staff is recommending that the Water Service Agreement be executed with Miles II, LLC. The Finance and Engineering Committee have reviewed and are 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 PRELIMINARY SEWER APPROVAL TO 211 NORTH COUNTY LINE ROAD, BLOCK 5001, LOT 5, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, DMS Equities, LLC, is proposing to construct a sanitary sewer main extension to service an existing structure located at 211 North County Line Road. The applicant is applying for preliminary sewer approval at this time. The applicant is proposing to service the project with a sanitary sewer force main extension which will be connected to a gravity sewer main extension. An on-site lift station is also proposed to service the site. This approval was recommended in our July 16, 2021 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER APPROVAL TO MEGAN COMMERCIAL OFFICE BUILDING, BLOCK 5601, LOTS 61 AND 74, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Megan Associates, c/o Adam Pfeffer, is proposing to construct a three (3) story, 31,500 SF office building north of North County Line Road. The applicant is applying for preliminary sewer approval at this time. This project was granted preliminary and tentative water approval on May 27, 2021, via Resolution 2021-065. The applicant is proposing to service the project with a sanitary sewer force main extension and on-site pump station. This approval was recommended in our July 16, 2021 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO HERMAN WAREHOUSE, BLOCK 2301, LOT 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, 498 Herman Jackson, LLC, is proposing to construct a sanitary sewer and water main extension within Herman Road. This project was granted preliminary sewer and water approval on May 27, 2021 via Resolution 2021-067. The applicant is proposing to install a gravity sewer and water main extension from the existing mains within East Commodore Boulevard to the frontage of Block 2301, Lot 10 on Herman Road. This approval was recommended in our July 16, 2021 letter to the Board.

RESOLUTION GRANTING FINAL SEWER APPROVAL TO ADVENTURE CROSSING, PHASE 1, BLOCK 3001, LOTS 2, 3, AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Cardinale & Jackson Crossing #2, is proposing to construct a commercial, recreational, and hotel facility consisting of fifteen (15) separate structures comprising of a total of 329,875 SF on the south side of Ocean County Route 537. The applicant is applying for final sewer approval at this time for Phase 1 of the project. This portion of the project received amended tentative approval on January 28, 2021 via Resolution 2021-009. The applicant proposes to install a system of on-site gravity sewer mains discharging to a privately owned on-site sanitary sewer pump station. The pump station will discharge to a ten (10) inch sanitary sewer force main which will tie into the existing sanitary

sewer force main in Anderson Road. This approval was recommended in our letter of July 16, 2021 to the Board.

RESOLUTION GRANTING FINAL WATER APPROVAL TO ADVENTURE CROSSING, PHASE 1A, BLOCK 3001, LOTS 2, 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Cardinale & Jackson Crossing #2, is proposing to construct a commercial, recreational, and hotel facility consisting of fifteen (15) separate structures comprising of a total of 329,875 SF on the south side of Ocean County Route 537. The applicant is applying for final water approval at this time for Phase 1A which includes only water service to buildings 6, 7, 8 and 9. This portion of the project received amended tentative approval on January 28, 2021 via Resolution 2021-009. The applicant proposes to install a system of on-site PVC water mains stemming from the existing 16 inch water main existing within the Authority’s utility easement on the site. Various sized domestic water and fire water services are also proposed to service the proposed buildings. This approval was recommended in our letter of July 16, 2021 to the Board.

RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER APPROVAL TO KLEINMAN OFFICE BUILDING, BLOCK 7309, LOTS 12 AND 13, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Jackson Project, LLC is proposing to construct an 11,340 SF office building on the north side of West County Line Road. The applicant is applying for preliminary and tentative sewer and water at this time. The applicant is proposing to reconnect an existing 6 inch sanitary sewer service as well as install a single 1½ inch domestic water service to serve the proposed building. This site is currently serviced by the Authority’s sewer and water systems and therefore this project will be a reconnection of sanitary sewer and water service with a change in usage. This approval was recommended in our letter of July 16, 2021 to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None. It was noted that the Public Relations Committee will be meeting in August to review some ideas for Jackson Day.

ADMINISTRATIVE COMMITTEE REPORT:

None. It was noted that the Administrative Committee will be meeting in August to review the updates that will be incorporated into the Authority’s “Personnel Policies and Procedures Manual and Employee Handbook”.

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, 2021 – The June 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 JULY 2021 - The July Bill List was presented this month for approval

totaling \$641,735.64. Noted and as discussed during this evening's Maple Glen Rate Hearing, the Authority will be transferring \$6,878.01 to the Maple Glen Account. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PURCHASE OF NEW FENCING FOR WENDY COURT PUMP STATION, CONTRACT NO. CT-21205, TO PIZZO CONTRACTING, INC., IN AN AMOUNT NOT TO EXCEED \$11,860.00 – The purchase of new fencing for the Wendy Court Pump Station was authorized on May 27, 2021 via Resolution No. 2021-072 in the amount of \$10,740.00. The original purchase order was declined by the vendor due to a significant cost increase in the materials required to manufacture the fencing. In accordance with Local Public Contracts Law, the Authority obtained two (2) quotes from the previous vendors, ranging from \$11,860.00 to \$14,435.00 for new fencing. The resolution being presented this month is to request authorization to purchase new fencing for the Wendy Court Pump Station, Contract No. CT-21205, to Pizzo Contracting, Inc., in an amount not to exceed \$11,860.00. This is a situation resulting from increased construction costs. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AN EXTENSION TO VERIZON WIRELESS, CONTRACT CT-21054, PURSUANT TO STATE CONTRACT NO. A82583, IN AN AMOUNT OF \$2,200.00 PER MONTH - A resolution is being presented this evening requesting approval to authorize an extension of State Contract No. A82583 for Verizon Wireless from February 28, 2021 through February 28, 2022. This extension would include additional wireless devices effective August 1, 2021 and future State extensions with Verizon Wireless in an amount of \$2,200.00 per month plus additional services required, in accordance with State Contract No. A82583. Noted, the Authority is starting to add some tablets for some Maintenance and Field Staff. The Finance Committee has reviewed and is recommending approval this evening.

EMPOWER RETIREMENT – MASS MUTUAL – On December 31, 2020, Empower Retirement acquired the retirement business of Massachusetts Mutual Life Insurance Company (Mass Mutual). This is the Authority's Deferred Compensation 457 Retirement Plan. The transaction is scheduled to be completed sometime in November 2021. An agreement will be forthcoming which will need to be signed on or about August 13, 2021. The Authority and Authority Counsel will review prior to execution of the agreement. With the Board's approval, the Authority may need to execute such agreement and present a resolution to ratify at the August Public Meeting.

PERSONNEL COMMITTEE REPORT:

The following action item was discussed:

RESOLUTION AUTHORIZING THE PROMOTION OF JASON GOODRICH TO THE CIVIL SERVICE TITLE OF WATER REPAIRER 2 - There is one (1) promotion being presented this month for approval for Mr. Jason Goodrich to the Civil Service Title of Water Repairer 2. Mr. Goodrich has acquired the requisite education and experience to qualify for this promotion effective July 26, 2021. Mr. Goodrich was hired to work on the valve exerciser program to meet the valve exercising requirements of the NJ Water Quality Accountability Act. It was noted that Mr. Goodrich is doing a great job. The Personnel and Finance Committee have reviewed and are recommending approval this evening.

CONSENT RESOLUTIONS:

- 2020-088 Resolution Accepting the Cash Management Report for Month Ending June 30, 2021
- 2021-089 Resolution Granting Preliminary Sewer Approval to 211 North County Line Road, Block 5001, Lot 5, on the Tax Map of the Township of Jackson
- 2021-090 Resolution Granting Preliminary Sewer Approval to Megan Commercial Office Building, Block 5601, Lots 61 and 74, on the Tax Map of the Township of Jackson
- 2021-091 Resolution Granting Tentative Sewer and Water Approval to Herman Warehouse, Block 2301, Lot 10, on the Tax Map of the Township of Jackson
- 2021-092 Resolution Granting Final Sewer Approval to Adventure Crossing, Phase 1, Block 3001, Lots 2, 3, and 4, on the Tax Map of the Township of Jackson
- 2021-093 Resolution Granting Final Water Approval to Adventure Crossing Phase 1A, Block 3001, Lots 2, 3, and 4, on the Tax Map of the Township of Jackson
- 2021-094 Resolution Granting Preliminary and Tentative Sewer and Water Approval to Kleinman Office Building, Block 7309, Lots 12 and 13, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

- 2021-095 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for July 2021

Moved: Commissioner Porter
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: Commissioner Glory abstained on Check #28122 and #21-00878

- 2021-096 Resolution Authorizing a Sewer Service Agreement with 2 Pointe Circle, Block 6801, Lot 34, on the Tax Map of the Township of Jackson

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

- 2021-097 Resolution Authorizing a Water Service Agreement with 470 West Commodore Boulevard, Block 2603, Lot 18, on the Tax Map of the Township of Jackson

Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous

Abstain: None

2021-098 Resolution Authorizing Final Quantities Change Order No. 1, Release of the Performance Bond and Closeout of Well No. 13 Rehabilitation, Contract No. CT-20219, with A.C. Schultes, Inc., in the Decreased Amount of \$22,681.70

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

2021-099 Resolution Authorizing the Purchase of New Fencing for Wendy Court Pump Station, Contract No. CT-21205, to Pizzo Contracting, Inc., in an Amount Not to Exceed \$11,860.00

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

2021-100 Resolution Authorizing an Extension to Verizon Wireless, Contract No. CT-21054, Pursuant to State Contract No. A82583, in an Amount of \$2,200.00 Per Month

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

2021-101 Resolution Authorizing the Promotion of Jason Goodrich to the Civil Service Title of Water Repairer 2

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

There was no closed session.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on August 26, 2021 at 5:30 PM.

At this time, Mr. Franklin Haskins, residing at 10 Kitay Court, Block 20101, Lot 23, was present via teleconference. Mr. Haskins wanted to address the Board with regard to a preliminary sewer and water approval granted to Sams Road Subdivision, Block 20101, Lot 30, from the Authority on March 25, 2021. This proposed subdivision consists of approximately five (5) homes. Mr. Haskins noted that he assumes that preliminary approvals are not final and that many of his neighbors are not aware of this project. Mr. Haskins is interested in a connection to sewer with this upcoming project and believes this would be the only chance to do so. Mr. Haskins noted that the developer, Mr. Kitay, suggested that in the original plans, connection to sewer would be an option to neighbors. It is the understanding that there will be a pump station from the development going down Sams Road to connect to the closest facility

access before Cooks Bridge Road. Mr. Haskin's property is located on a cul-de-sac and the only access is through Sams Road, noting that once construction begins, will be quite an inconvenience.

Chairman Allmann noted that the project may include directional drilling which may not cause as much of an inconvenience. Mr. Haskins stated that the developer is willing to do their part and assumes the rest would be up to the Authority and costs could fall on the tax payers. Chairman Allmann stated this would affect rate payers not tax payers. Mr. Haskins believes the pump station would be taken care of by the developer but sometimes these situations end up grandfathered to the Authority. Mr. Haskin stated that if possible, he would rather pay for sewer connection rather than the repair of a failing septic system on his property. It was also noted that two (2) other neighbors may be interested.

Chairman Allmann stated that preliminary approval only means they can connect to our facilities. Until the developer comes in with a plan, the Authority does not know exactly what is being done yet, whether it involves a pump station or back to septic systems. This is up to the developer at this point. Chairman Allmann noted that there will be a resolution presented granting final approval at which time, the Authority can take requests into consideration after seeing the plans and what upgrades can be done to facilitate that. Chairman Allmann suggested Mr. Haskins leave his contact information so he can be notified when there is a resolution on the meeting agenda dealing with the subject. Mr. Haskin is welcome to attend the monthly meetings which are held the fourth Thursday of each month at 5:30 pm, with the exception of holiday months of November and December, when the meeting is held on the third Thursday at 5:30 pm. Mr. Haskins thanked the Board for their time.

OTHER MATTERS:

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

End of Minutes