

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**August 26, 2021**  
**5:30 PM**

The Public Meeting of August 26, 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	Present
Lewis Wildman, Alternate	Present (via teleconference)

**PROFESSIONALS:**

Attorney – William T. Hierung. Esq., Esq.	Present (via teleconference)
Consulting Engineer – Pam Hilla, 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 2021 Maple Glen Mobile Home Park Rate Hearing of July 22, 2021

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

Approval of the Minutes of the Open Session Public Meeting of July 22, 2021

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

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

Present from the public was Mr. Micheal Janusz 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:

**2021 POTABLE WATER RATE COMPARISON** – The 2021 Potable Water Rate Comparison has been completed and even with all the recent system improvements, the Authority’s rates remain very respectable at 11.6% below the local average. One observation was the growing disparity between public and private rates. In this evaluation, the average public system charges \$94.21 per quarter and the average private system charges \$174.57. Water affordability has become a very important issue with privatization.

**TO FLUSH OR NOT TO FLUSH HANDOUT** - The improper disposal of wipes has become a problem during the pandemic and Mike Janusz, with assistance from Chris Parks and Carolyn Mauro, developed a handout entitled “To Flush or Not to Flush”. Mike did a great job and the Authority would like to post this handout on our website and to have this available for customers.

**ENGINEERING COMMITTEE REPORT:**

There were no action items to discuss this evening from the Engineering report.

**CONSULTING ENGINEER’S REPORT:**

On behalf of Remington & Vernick Engineers, Ms. Pam Hilla reported on the following developer approval this evening:

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO GM EQUITIES WAREHOUSE, BLOCK 4601, LOTS 4 AND 5, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, GM Equities, LLC, is proposing to construct a mixed use 38,285 square foot warehouse building and 3,800 square foot office space on the south side of North County Line Road. The applicant is applying for preliminary and tentative sewer and water approval at this time. The applicant is proposing to install a single six-inch sanitary sewer lateral from the existing sanitary sewer main in North County Line Road. The applicant also proposes to install an on-site six-inch water main extension to service the building. Preliminary approval was recommended in our August 20, 2021 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

It was noted that the Administrative Committee met this month 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 discussed the following from the Assistant Executive Director/Director of Finance report:

**FINANCE COMMITTEE REPORT:**

**RESOLUTION ACCEPTING THE CASH MANAGEMENT REPORT FOR MONTH ENDING JULY 31, 2021** – The July 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 AUGUST 2021** - The August Bill List was presented this month for approval totaling \$1,427,074.42. The Finance Committee has reviewed and is recommending approval this evening.

**PERSONNEL COMMITTEE REPORT:**

The following action items were discussed:

**RESOLUTION AUTHORIZING A LATERAL TITLE CHANGE FOR MICHAEL JANUSZ FROM RISK MANAGER TO INSURANCE MANAGER** - Mr. Michael Janusz has held the New Jersey Civil Service Commission (CSC) title of Risk Manager since September 28, 2020. The CSC notified the Authority on July 7, 2021 that the Risk Manager title is not appropriate and a proposed lateral move to the title of Insurance Manager. As such, Mr. Janusz is being recommended for the lateral move from Risk Manager to Insurance Manager. The resolution on the agenda this evening is requesting approval to memorialize this amended title. The Personnel and Finance Committee have reviewed and are recommending approval this evening.

**RESOLUTION DESIGNATING LISA SIEMANOWICZ AS THE AUTHORITY’S PURCHASING AGENT** – Ms. Lisa Siemanowicz has passed the QPA examination and is awaiting receipt of the QPA certificate issued by the State Division of Local Government through the Department of Community Affairs. Ms. Siemanowicz has been recommended for this appointment by her Supervisor with an effective date of August 30, 2021. Additionally, the Authority will be concurrently approving an increase in the approved bid threshold from \$17,500.00 to \$44,000.00 pursuant to N.J.S.A. 40A11-3 and Local Finance Notice 2020-14 and all future bid threshold increases as amended by the State. The resolution on the agenda this evening is requesting approval to designate Lisa Siemanowicz as the Authority’s Purchasing Agent and concurrently increase the Authority’s bid threshold. The Personnel and Finance Committee have reviewed and are recommending approval this evening.

**CONSENT RESOLUTIONS:**

2021-102 Resolution Accepting the Cash Management Report for Month Ending July 31, 2021

2021-103 Resolution Granting Preliminary Sewer and Water Approval to GM Equities Warehouse, Block 4601, Lots 4 and 5 on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

2021-104 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for August 2021

Moved: Commissioner Porter  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on Check #21-01028, #21-01039 and #28224

2021-105 Resolution Authorizing a Lateral Title Change for Michael Janusz from Risk Manager to Insurance Manager

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

2021-106 Resolution Designating Lisa Siemanowicz as the Authority's Purchasing Agent

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

There was no closed session.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on September 23, 2021 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Porter made a motion to adjourn. Commissioner Longo seconded the motion and it was passed unanimously. Chairman Allmann declared the August 26, 2021 Public Meeting adjourned.