

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**September 23, 2021**  
**5:30 PM**

The Public Meeting of September 23, 2021 was called to order by Commissioner Clara Glory. 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** – Commissioner Glory 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

**PROFESSIONALS:**

Attorney – William T. Hierung. Esq., Esq.	Excused
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 August 26, 2021

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

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

Present from the public was Mr. Cordts, Mr. Michael Janusz and Ms. Lindsay Brown. At this time, Commissioner Glory 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:

**JACKSON DEVELOPMENT COMPANY, LLC** – The Jackson Development Company, LLC had indicated that they would like to assign another twenty-two (22) sewer and water connection fee waivers to the Gardens at Jackson Twenty-One, LLC and are currently preparing the paperwork that will not be ready for this month's Public Meeting. As in the past, the assignment is done by resolution at the request of both parties in order to have the Authority acknowledge and accept the assignment. The Authority will look to present a resolution for approval in October. This has been reviewed with the Finance Committee.

**LEAD AND COPPER RULE UPDATE/LEAD SERVICE LINES** – After the Flint Michigan issue, there have been numerous initiatives by the USEPA and the NJDEP to reduce lead exposure in public water systems. The Authority has never found a lead service line in our system and our testing indicates that lead is not a problem in Jackson. Even though we do not have a lead problem in our system, the NJDEP and USPA are now requiring that every water service line be characterized as to the material. This is further complicated by the fact that the Authority owns from the water main to the curb and the homeowner owns from the curb to the house and these can be different pipe materials. The Authority does not know definitively what the service line material from the curb to the house is for the 4,883 units constructed prior to 1987, when lead was banned, and we spoke with the Township as they inspect this part of the installation but they do not keep records of the plumbing material. The Authority will have to report the material for these 4,883 services as unknown until these can be further evaluated. This identification can be done via mailings to customers to identify the pipe coming into the house or by inspections by our staff, or both. The Authority's superintendent will be coordinating this effort to identify all these unknown services and will look to have this done in the next year or so.

**RESOLUTION MEMORIALIZING AWARD OF LITIGATION SUPPORT SERVICES, CONTRACT NO. CT-21213, TO JUMP, PERRY AND COMPANY, LLP, IN AN AMOUNT NOT TO EXCEED \$15,000.00**

**RESOLUTION MEMORIALIZING AWARD OF LITIGATION SUPPORT SERVICES, CONTRACT NO. CT-21209, TO F.D. RENDA ENGINEERING AND CONSTRUCTION, INC., IN AN AMOUNT NOT TO EXCEED \$15,000.00**

With regard to the on-going litigation with KM Construction (KM), the Authority recently provided expert reports to KM from Jump, Perry and Company, LLP and F.D. Renda Engineering and Construction, Inc., for this matter. The above resolutions are being presented for approval this evening memorializing their services. This has been reviewed with the Engineering and Finance Committees.

Chairman Allmann continued the meeting with the following reports.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION AUTHORIZING AWARD OF THE HYSOY ROAD WATER TREATMENT PLANT PIPE BOLT REPLACEMENT, CONTRACT NO. CT-19036, TO BR WELDING, INC., IN AN AMOUNT NOT TO EXCEED \$51,830.00** – The original raw water piping in the filter gallery at the Hyson Road Water Treatment Plant had steel nuts and bolts and were found to be rusted and deteriorating. The Authority staff would like to replace the steel nuts and bolts with stainless steel and advertised and solicited bids for the Hyson Road Water Treatment Plant Pipe Bolt Replacement, Contract CT-19036 on July 11, 2021. The work includes furnishing all labor, materials, equipment, transportation and means necessary to remove and replace mechanical joint restraints and bolt assemblies and pipe flange bolt assemblies on all the raw water pipe in the gallery and includes prepping and painting of pipe. Eight (8) bids were received and publically opened on September 8, 2021 ranging from a low of \$51,830.00 to a high of \$285,120.00. The Authority’s Legal Counsel and staff reviewed the bids and are recommending award of the contract to BR Welding, Inc., as the lowest responsible and responsible bidder, in an amount not to exceed \$51,830.00. This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING A SEWER AND WATER SERVICE AGREEMENT WITH PINEROCK WALK, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The Developer is proposing to construct a 46-lot subdivision on the western side of Whitesville Road, north of Grawtown Road and agrees to construct twenty-three (23) off-site water service laterals to existing residential homes during the installation of the projects water main along Whitesville Road. The Authority staff reviewed the cost and found that \$1,650.00 per lateral is a reasonable cost for the installation and recommends the cost be waived through water connection fees to the Developer at the total sum of \$37,950.00. Additionally, at the Authority’s request, the 8-inch water main proposed to service the development was upsized to a 12-inch water main in order to serve future customers and to loop our distribution system along Whitesville Road. This came at an additional cost to be the Developer in the amount of \$61,192.00. In exchange, the Authority Staff recommend waiving water connection fees in the total amount of \$99,142.00. The regional pump station and sewer force main extension is within the scope of the Developer’s project and is required to be completed by the Developer. However, the Developer has investigated the cost to regionalize the pump station and is entitled to sewer connection fee waivers in an amount totaling up to \$87,860.00 upon completion and acceptance of the regional pump station.

The Developer has agreed to enter into a Sewer and Water Service Agreement that outlines terms and conditions specific to this request. The Authority’s staff is recommending that the Sewer and Water Service Agreement be executed with Pinerock Walk and a resolution is being presented this evening requesting authorization. This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING A SANITARY SEWER AND POTABLE WATER AGREEMENT WITH NEW JERSEY AMERICAN WATER COMPANY, INC., FOR SHINDLER COURT, BLOCK 13601, LOTS 9 AND 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – A portion of Shindler Court, Block 13601, Lots 9 and 10, is located in Jackson Township. Lot 10 is an existing residence and are under the jurisdiction of the Authority for the provision of sanitary sewer and potable water services. Two (2) lots are proposed in Lakewood Township Block 2.01, Lots 14.06 & 14.07. This Service Agreement would allow New Jersey American Water Company, Inc. (NJAWC) to provide for sanitary sewer and potable water services for these properties. NJAWC acknowledges that this Agreement does not affect the franchise area of either NJAWC or the Authority and is being entered into because the Authority does not currently have sanitary sewer or potable water in

the vicinity of Shindler Court. The Authority's staff is recommending that the Sanitary Sewer and Potable Water Service Agreement be executed with NJAWC. This has been reviewed with the Engineering Committee and is recommending approval this evening. It was noted, these properties will pay NJAWC directly.

#### **CONSULTING ENGINEER'S REPORT:**

On behalf of Remington & Vernick Engineers, Mr. Alan Dittenhofer reported on the following developer approvals this evening:

**RESOLUTION GRANTING AMENDED FINAL SEWER AND WATER APPROVAL TO WHITESVILLE COMMONS, BLOCK 22301, LOTS 3 AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, Whitesville Commons Partners, LLC, is proposing to construct an office space located in six (6) buildings on the west side of Whitesville Road, south of South Hope Chapel Road. The applicant is applying for amended final sewer and water approval at this time. The project received final approval on September 27, 2018, via Resolution No. 2018-117. The applicant proposes to increase the square footage of the proposed structures from 96,000 square feet to 100,000 square feet. The increase scope of this project shall now require approval from the NJDEP Bureau of Water System Engineering. This approval was recommended in our September 17, 2021 letter to the Board.

**RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO WEST COUNTY LINE ROAD OFFICE BUILDING, BLOCK 7402, LOTS 2 AND 3, JACKSON TOWNSHIP AND BLOCK 2.02, LOTS 1 AND 2, LAKEWOOD TOWNSHIP, AS SHOWN ON THEIR RESPECTIVE TAX MAPS** – The applicant, Jackson Office Complex, LLC, is proposing to construct a 41,000 square foot two-story office building on the south side of West County Line Road, west of Delaware Trail. The applicant is applying for tentative sewer and water approval at this time. This project was granted preliminary approval on December 17, 2020, via Resolution No. 2020-151. The applicant is proposing to install a sanitary sewer main extension and manhole in West County Line Road and extend a lateral from the water main extension to service the site. The applicant is also proposing to install a single water service to the site from the existing water main in the street. This approval was recommended in our September 17, 2021 letter to the Board.

**RESOLUTION GRANTING AMENDED TENTATIVE SEWER AND WATER APPROVAL TO DENTON PINES SUBDIVISION, BLOCK 20601, LOT 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Denton Pines, LLC, is proposing to construct thirty-five (35) residential lots and eight (8) affordable housing units. The site is located on the north side of Whitesville just west of Denton Avenue. This project received tentative approval on February 28, 2019 via Resolution No. 2019-030, by which sanitary sewer service was to be provided by an on-site regional pump station. The amended tentative application proposes to provide sanitary sewer service by gravity sewer connection to a regional pump station to be constructed within the Swanborne Major Subdivision. Water service is to be provided by extension of the water main located at South Hope Chapel Road. This approval was recommended in our September 17, 2021 letter to the Board.

#### **PUBLIC RELATIONS COMMITTEE REPORT:**

None

## **ADMINISTRATIVE COMMITTEE REPORT:**

It was noted that the Administrative Committee will be meeting next week 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 AUGUST 31, 2021** – The August 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 SEPTEMBER 2021** - The September Bill List was presented this month for approval totaling \$733,921.47. The Finance Committee has reviewed and is recommending approval this evening.

**2020 AUDIT – PENDING** – The Authority continues to be in communication with representatives from Holman Frenia Allison (HFA) regarding the status of the 2020 audit. The State has still not yet provided the information to date related to GASB 68 (PERS) and GASB 75 (Postemployment Liability) which is required to be included in the annual audit. This has caused some delays in finalizing the 2020 audit. The Authority's audit presentation remains postponed until the information is made available. The Authority will continue to update the Board. This has been discussed with the Finance Committee.

**EMPOWER RETIREMENT MIGRATION FROM MASS MUTUAL** – On September 9, 2021, the Authority received an update from Empower Retirement regarding the acquisition of Massachusetts Mutual Life Insurance Company (Mass Mutual) stating that the agreement that was originally due to be signed by August 13, 2021 is no longer required. They also indicated that for the type of contract currently with the Authority, a new Administrative Service Agreement is not needed. It was noted that no formal action is required. This has been discussed with the Finance Committee.

**WIPP ENHANCEMENT – CONVERSION OF MERCHANT PROCESSING TO WORLDPAY** – The Authority received an email regarding a WIPP Enhancement that is occurring due to the FIS/WorldPay transition. This transition brings many new features/benefits and broadens the services that WIPP offers. Edmunds has requested an agreement to be signed acknowledging the updated Service Terms Agreement. This document is required in order to ensure there is no lapse in functionality regarding our online payment portal, as the current FIS platform will be retired later this year. It was noted that no formal action is required and there is no cost to the Authority. This has been discussed with the Finance Committee.

**2022 WATER/SEWER OPERATING/CAPITAL BUDGET** – The draft 2022 Water/Sewer Operating/Capital budget has been completed and reviewed with the Finance Committee, along

with the 2022 Rate Analysis. The Authority will have a draft Budget and Rate Analysis to the Board shortly for review and comments. The deadline remains October 31, 2021.

**PERSONNEL COMMITTEE REPORT:**

The following action items were discussed:

**RESOLUTION AUTHORIZING THE PROMOTION OF CHRISTOPHER HERNANDEZ TO THE CIVIL SERVICE TITLE OF BUILDING MAINTENANCE WORKER** – Mr. Christopher Hernandez has held the New Jersey Civil Service Commission (CSC) title of Laborer 1 since August 31, 2020. Mr. Hernandez has acquired the requisite education and experience to qualify for a promotion to Building Maintenance Worker. The Personnel and Finance Committee have reviewed and are recommending approval this evening.

**RESOLUTION AUTHORIZING THE PROMOTION OF LISA CHILDS TO THE CIVIL SERVICE TITLE OF CLERK 2** - Ms. Lisa Childs has held the New Jersey Civil Service Commission (CSC) title of Clerk 1 since July 27, 2020. Ms. Childs has acquired the requisite education and experience to qualify for a promotion to Clerk 2. The Personnel and Finance Committee have reviewed and are recommending approval this evening

Both of these employees have been recommended by their respective Supervisors for these proposed promotions.

**CONSENT RESOLUTIONS:**

2021-107 Resolution Accepting the Cash Management Report for Month Ending August 31, 2021

2021-108 Resolution Granting Tentative Sewer and Water Approval to West County Line Road Office Building, Block 7402, Lots 2 and 3, Jackson Township and Block 2.03, Lots 1 and 2, Lakewood Township, as Shown on Their Respective Tax Maps

2021-109 Resolution Granting Amended Final Sewer and Water Approval to Whitesville Commons, Block 22301, Lots 3 and 4, on the Tax Map of the Township of Jackson

2021-110 Resolution Granting Amended Tentative Sewer and Water Approval to Denton Pines Subdivision, Block 20601, Lot 10, on the Tax Map of the Township of Jackson

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: Commissioner Porter abstained on Resolution No. 2021-110

**RESOLUTIONS OFFERED:**

2021-111 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for September 2021

Moved: Commissioner Porter  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on Check #21-01159, #21-01166 and #28306

2021-112 Resolution Authorizing a Sewer and Water Service Agreement with Pinerock Walk, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson

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

2021-113 Resolution Authorizing a Sanitary Sewer and Potable Water Agreement with New Jersey American Water Company, Inc., for Shindler Court, Block 13601, Lots 9 and 10, on the Tax Map of the Township of Jackson

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

2021-114 Resolution Memorializing Award of Litigation Support Services, Contract No. CT-21213, to Jump, Perry and Company, LLP, in an Amount Not to Exceed \$15,000.00

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

2021-115 Resolution Memorializing Award of Litigation Support Services, Contract No. CT-21209, to F.D. Renda Engineering and Construction, Inc., in an Amount Not to Exceed \$15,000.00

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

2021-116 Resolution Authorizing Award of the Hyson Road Water Treatment Plant Pipe Bolt Replacement, Contract No. CT-19036, to BR Welding, Inc., in an Amount Not to Exceed \$51,830.00

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

2021-117 Resolution Authorizing the Promotion of Lisa Childs to the Civil Service Title of Clerk 2

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

2021-118 Resolution Authorizing the Promotion of Christopher Hernandez to the Civil Service Title of Building Maintenance Worker

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 October 28, 2021 at 5:30 PM.

**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 September 23, 2021 Public Meeting adjourned.

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End of Minutes