

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
November 18, 2021
5:30 PM

The Public Meeting of November 18, 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

2022 RATE HEARING – Chairman Allmann called the 2022 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2021-137 Resolution Adopting the 2022 Rate Schedule

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

Approval of the Minutes of the Open Session Public Meeting of October 28, 2021

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

Approval of the Minutes of the Closed Session Public Meeting of October 28, 2021

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

Present from the public was Mr. Cordts, Ms. Sana Siddiqui, Ms. Dana Nizamoff 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:

2022 HOLIDAY SCHEDULE – The resolution on the agenda this evening is requesting approval of the 2022 Holiday Schedule. The proposed schedule is the standard fourteen (14) holidays for 2022 and it was noted that the New Year Holiday is being observed on Monday, January 3, 2022 in order to keep the schedule at fourteen (14) days. This has been reviewed with the Finance Committee and is recommending approval this evening.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report:

RESOLUTION MEMORIALIZING THE AUTHORIZATION OF TASK ORDER CHANGE NO. 1, VIA A FAIR AND OPEN PROCESS, TO COLLIERS ENGINEERING & DESIGN (F/K/A MASER CONSULTING) FOR THE NORTH COOKS BRIDGE ROAD WATER MAIN EXTENSION, CONTRACT NO. C3-00057, IN AN AMOUNT NOT TO EXCEED \$15,763.75 – As discussed at the October 28, 2021 Public Meeting, the Authority is ready to bid the North Cooks Bridge Road Water Main Extension Project. The project was completely designed in 2013 and permitted in October 2017. The design documents are outdated and the Bureau of Water System Engineering (BWSE) Permit is scheduled to expire on October 12, 2022. It was noted that since this project was postponed and the original professional rates from Colliers Engineering & Design are from 2013, the rates need to be updated. The bidding documents also need updating along with reallocating the funds for certain tasks that are no longer needed to cover for the rate increase. Colliers Engineering & Design has submitted Task Order Change No. 1 to provide the updated rates and

additional tasks in the total amount of \$15,763.75. A resolution is being presented this evening to memorialize the authorization of Task Order No. 1, under the appointed professionals through a “Fair and Open” process, to Colliers Engineering & Design in an amount not to exceed \$15,763.75. This has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION AMENDING FINAL WATER APPROVAL TO ADVENTURE CROSSING PHASE 1A, BLOCK 3001, LOTS 2, 3, AND 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Cardinale & Jackson Crossing Associates, LLC (Developer) is proposing to construct a commercial, recreational and hotel facility consisting of fifteen (15) separate structures comprising a total of 329,875 square feet on the south side of Ocean County Route 537. Water service will be provided by the construction of several water main extensions and water services to service Buildings 6, 7, 8 and 9. The Developer is applying for amended final water approval for Phase 1A at this time because they now wish to install water meters inside the buildings rather than in a meter pit outside the buildings. The Authority’s staff is recommending amended final water approval to Adventure Crossing Phase 1A, Block 3001, Lots 2, 3 and 4. A resolution is being presented this evening requesting approval. This has been reviewed with the Engineering Committee and is 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 AND WATER APPROVAL TO ADVENTURE CROSSING PHASE 3, BLOCK 3001, LOT 1, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Cardinale & Jackson Crossing #2, is proposing to construct ten (10) mixed-use residential apartment buildings and commercial buildings containing a total of 481 residential units and 61,700 square feet of commercial space. The project is located on the south side of Monmouth Road, adjacent to the Six Flags Great Adventure site. The applicant is applying for preliminary and tentative sewer and water approval at this time. The preliminary application was found to be complete on October 25, 2021. The applicant is proposing to construct an on-site sanitary sewer gravity system discharging to a privately owned pump station to be constructed under a separate phase of the project. The applicant proposes to provide water to the development by looping an eight-inch water main extension through the site. This approval was recommended in our November 12, 2021 letter to the Board.

RESOLUTION GRANTING TENTATIVE ON-SITE SEWER AND WATER APPROVAL TO JACKSON TOWNE CENTER, BLOCK 12001, LOTS 3, 4, 5 6 AND 7, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicants, Drs. Ira Port and Alan Cohn, are proposing to construct 192 multi-family dwelling units and four (4) commercial buildings and a community center with a pool adjacent to the intersection of West Veterans Highway and Don Connor Blvd. The applicant is applying for tentative sewer and water approval at this time. This project was granted preliminary sewer and water approval on June 25, 2022, via Resolution No. 2020-077. The applicant is proposing to install a water main and a 6” force main off-site and water main, fire hydrants, 6” force main and an 8” sewer main on-site. The applicant proposes to service the site with the construction of one (1) pump station. This approval was recommended in our November 12, 2021 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None. The Public Relations Committee will meet later this evening to discuss possible amendments to the current HomeServe USA Bill Assistance Program.

ADMINISTRATIVE COMMITTEE REPORT:

None.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

Mr. Diaz discussed the following from the Assistant Executive Director/Director of Finance report:

FINANCE COMMITTEE REPORT:

It was noted that the Authority's October Cash Management Report has not been completed as we have not received all the bank statements. The Cash Management Report will be presented for review and approval in December.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2021 - The November Bill List was presented this month for approval totaling \$1,384,891.28. The Finance Committee has reviewed and is recommending approval this evening.

Noted, once again due to the timing of this meeting, a supplemental bill list for November will be prepared and sent out to the Finance Committee for their review. The November supplemental bill list will be presented for ratification at the December 2021 Public Meeting.

RESOLUTION AUTHORIZING THE ADOPTION OF THE 2022 JTMUA SEWER/WATER OPERATING/CAPITAL BUDGET – The Authority received the approved 2022 budget from the State and they have granted permission for the Authority to proceed with the adoption process. There is a resolution on the agenda this evening requesting approval to adopt the 2022 JTMUA Sewer/Water Operating Capital Budget. Mr. Diaz thanked Ms. Siddiqui and her team for a job well done in preparing the budget. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION DESIGNATING VARIOUS ORGANIZATIONS TO RECEIVE A CHARITABLE CONTRIBUTION FROM HOMESERVE USA - The Authority has received three (3) applications for the 2021 HomeServe USA Charitable Donation and they are Adopt A Senior Organization, the Veteran's Memorial Garden and the Jackson Women of Today Food Pantry. These are all worthy charities and are eligible for funding. HomeServe USA has indicated that \$9,755.21 is available for 2021 and the Authority's staff and the Public Relations Committee have established a maximum of \$3,000.00 per charity. The Authority will reserve an additional \$755.21 for the bill assistance program, which will bring this program to an aggregate total of \$6,573.75, for customers facing financial hardship. There is a resolution being presented this evening requesting approval. This has been reviewed with the Finance Committee and Public Relations Committee and are recommending approval this evening.

As mentioned earlier this evening, the Public Relations Committee will meet later to discuss possible amendments to the current program to hopefully assist more customers in need of assistance.

RESOLUTION AUTHORIZING AN INTERNET AUCTION FOR THE DISPOSITION OF SURPLUS PROPERTY PURSUANT TO STATE CONTRACT NO. T2581 – There is a resolution on the agenda this evening requesting authorization to hold an internet auction for surplus property no longer needed for Authority use and in accordance with State Contract No. T2581. The primary items to surplus are meters, two (2) trucks and an engine hoist among several other miscellaneous items. The vehicles listed include a Ford F-250 Truck and a Ford E-250 Cargo Van. This is been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION RENEWING MEMBERSHIP IN THE CENTRAL JERSEY HEALTH INSURANCE FUND – A resolution is being presented this evening requesting approval to renew the membership with the Central Jersey Health Insurance Fund (CJHIF). Several public entities in the State of New Jersey joined together to form the CJHIF which has been operational since April 1, 1992. The Authority joined the CJHIF on March 24, 2016, to switch from Horizon Dental to Delta Dental. The current membership is due to expire on December 31, 2021 and the CJHIF has offered to extend membership to the Authority for the January 1, 2022 through December 31, 2024 period. It was noted, this membership will allow the Authority to request approval in December for renewal of the current dental plan with Delta Dental. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION APPOINTING THE RISK MANAGEMENT CONSULTANT, VIA A FAIR AND OPEN PROCESS, CONTRACT NO. CT-22021, TO CONNER STRONG & BUCKELEW COMPANIES, LLC – There is a resolution on the agenda this evening requesting approval to appoint the Risk Management Consultant, under a request for proposal, via a “Fair and Open” process for 2022. The Authority’s staff is recommending the appointment of Conner Strong & Buckelew Companies as the Risk Management Consultant for 2022. It was noted, the fees for said Risk Management Consultant services are established and paid by the annual New Jersey Utility Authorities Joint Insurance Fund (JIF) premiums. The price established by the JIF is 6% of the 2022 JIF Premium. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE SHORT-TERM DISABILITY PLAN, CONTRACT NO. CT-22037, TO THE HARTFORD IN THE AMOUNT OF \$14,735.40, PER YEAR, FOR THE YEARS 2022 AND 2023 – There is a resolution on the agenda this evening requesting approval to award the short-term disability plan, as an Extraordinary Unspecifiable Service (EUS) which allows the Authority to renew such insurance coverage without the need for the solicitation of public bids. The Authority wishes to renew the short-term disability plan to the Hartford, in the amount of \$14,735.40, per year, for the years 2022 and 2023. It was noted, there has been no increase from 2021 and that these rates are very cost-effective. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2022 SOFTWARE SUPPORT AGREEMENT WITH EDMUNDS GOVTECH, CONTRACT NO. CT-22015, IN AN AMOUNT NOT TO EXCEED \$13,946.20 – There is a resolution on the agenda this evening requesting approval to award the 2022 software support agreement with Edmunds GovTech, Contract CT-22015, in an amount not to exceed \$13,946.20. One proposal was requested and received through a Request for Quote/Proprietary process for the 2022 Accounting/Billing Software Support Agreement. The term of this proposed contract is January 1, 2022 through December 31, 2022, in an amount not to exceed \$13,946.20. This allows for unlimited calls to

the service and any updates on the software that is required. It was noted, Edmunds GovTech is the sole service provider for this referenced software. This has been reviewed with the Finance Committee and is recommending approval this evening.

HOSE-MOUNTED WATER METERS FOR SPECIAL CIRCUMSTANCES - The Authority received an inquiry about the possibility of a different kind of irrigation meter that can be hooked up to an outside hose bib as opposed to a permanent meter that is currently offered. This would help accommodate special circumstances that do not allow for a regular second meter. The Authority is exploring options and found a company called Assured Automation that may be a potential fit for these circumstances offering meters with lead-free mechanical totalizer that can be mounted on to an outside hose bib. The Authority still needs to work out any particulars but it is an option and will look more into this before the spring months and continue to update the Board.

PERSONNEL COMMITTEE REPORT:

There were no action items to report this month.

CONSENT RESOLUTIONS:

2021-138 Resolution Granting Preliminary Sewer and Water Approval to Adventure Crossing Phase 3, Block 3001, Lot 1, on the Tax Map of the Township of Jackson

2021-139 Resolution Amending Final Water Approval to Adventure Crossing Phase 1A, Block 3001, Lots 2, 3 and 4, on the Tax Map of the Township of Jackson

2021-140 Resolution Granting Tentative On-Site Sewer and Water Approval to Jackson Towne Center, Block 12001, Lots 3, 4, 5, 6 and 7, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2021-141 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2021

Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Glory abstained on Check #21-01476, #28446 and #28482

2021-142 Resolution Authorizing the Adoption of the 2022 JTMUA Sewer/Water Operating Capital Budget – State Form

Moved: Commissioner Glory
Second: Commissioner Porter
Vote: Unanimous

Abstain: None

2021-143 Resolution Memorializing the Authorization of Task Order Change No. 1, Via a Fair and Open Process, to Colliers Engineering & Design, Inc. (f/k/a Maser Consulting) for the North Cooks Bridge Road Water Main Extension, Contract No. C3-00057, in an Amount Not to Exceed \$15,763.75

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

2021-144 Resolution Authorizing Award of the 2022 Software Support Agreement with Edmunds GovTech, Contract No. CT-22015, in an Amount Not to Exceed \$13,946.20

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

2021-145 Resolution Appointing the Risk Management Consultant, Via a Fair and Open Process, Contract No. CT-22021, to Conner Strong & Buckelew Companies, LLC

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

2021-146 Resolution Authorizing Award of the Short-Term Disability Plan, Contract No. CT-22037, to the Hartford in the Amount of \$14,735.40 Per Year, for the Years 2022 and 2023

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

2021-147 Resolution Renewing Membership in the Central Jersey Health Insurance Fund

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

2021-148 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA

Moved: Commissioner Porter
 Second: Commissioner Longo
 Vote: Unanimous

Abstain: None

2021-149 Resolution Adopting the 2022 Holiday Schedule

Moved: Commissioner Porter

Second: Commissioner Glory

Vote: Unanimous

Abstain: None

2021-150 Resolution Authorizing an Internet Auction for the Disposition of Surplus
Property Pursuant to State Contract No. T2581

Moved: Commissioner Blake

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 the third Thursday, December 16, 2021 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Porter made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the November 18, 2021 Public Meeting adjourned.

End of Minutes