

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
December 16, 2021
5:30 PM

The Public Meeting of December 16, 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	Excused
Janet Longo Secretary	Excused
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	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 Transcript of the 2022 Rate Hearing of November 18, 2021

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

Approval of the Minutes of the Open Session Public Meeting of November 18, 2021

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

Present from the public was Mr. Trace Dittenhofer, Ms. Sana Siddiqui and Ms. Lindsay Brown. 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:

The Board was given a brief update on the 2021 HomeServe USA Year in Review. Breaking it down, there were sixty-one (61) covered repairs and customers saved \$87,868.00 in repair costs in 2021. This is in addition to the wonderful donations made to local charities/organizations in the last years. This is interesting information to be shared and the Authority is very happy with this partnership with HomeServe USA.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report:

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 FOR SANITARY SEWER EXTENSION AND PUMP STATION ABANDONMENT, CONTRACT NO. CT-16086, WITH D'ERASMO EXCAVATING, LLC, IN THE DECREASED AMOUNT OF <\$16,869.76> – Final Quantities Change Order No. 1 consists of various item deletions and additions in the project contract. The price decreases and increases are in the amount of <\$16,869.76>. Final Quantities Change Order No. 1 revises Contract No. CT-16086 from an amount not to exceed \$299,556.70 to the decreased amount of \$282,686.94. The Authority is requesting approval this evening to authorize Final Quantities Change Order No. 1 for Sanitary Sewer Extension and Pump Station Abandonment, Contract No. CT-16086, with D'Erasmo Excavating, LLC, in the Decreased Amount of <\$16,869.76>. This has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD FOR THE DESIGN OF THE SUSAN DRIVE SEWER MAIN REPLACEMENT, CONTRACT NO. CT-21216, VIA A FAIR AND OPEN PROCESS, TO T&M ASSOCIATES, IN AN AMOUNT NOT TO EXCEED \$15,250.00 – The Authority is in need of professional engineering services because the Township of Jackson is in the process of having design documents prepared for the New Jersey Department of Transportation (NJDOT) Fiscal Year 2021, Susan Drive Roadway Improvements. There are concerns with the ability of the existing ACP sanitary sewer between Andover Road and Ralph Place to withstand the vibrations of the milling and paving compaction operations due to its shallowness, material and age. The Authority requested a proposal from T&M Associates to provide the professional services to design, remove the ACP sewer main and construct a PVC sewer main since they are already preparing design work for the Township of Jackson. This would also include some survey work. T&M Associates submitted a proposal relative to the Susan Drive Sewer Main Replacement, Contract No. CT-

21216, in an amount not to exceed \$15,250.00. Noted, if in the future, the price is acceptable, the Authority will reimburse the Township of Jackson for their portion of the work for installing the new sewer main. A resolution is being presented this evening requesting approval to award the Design of the Susan Drive Sewer Main Replacement to T&M Associates. 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 THE SHOPPES AT JACKSON, LLC, BLOCK 5601, LOT 63, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, the Shoppes at Jackson, LLC, is proposing to construct a water main extension and sanitary sewer service lateral for a 34,536 square foot commercial development located along North County Line Road. The applicant is applying for preliminary and tentative sewer and water approval at this time. This project was granted final water and sewer approval on August 24, 2006, via Resolution 2006-203. The project was not constructed and the final approval period (two years from the date of the resolution) for the project has lapsed; therefore, requiring the applicant to apply for preliminary, tentative and final approvals. The applicant proposes to construct an on-site 6" gravity sanitary sewer lateral and will connect to an existing manhole located in the southeastern corner of the property. The applicant proposes to provide water to the site through an 8" water main, for domestic and fire use, to be serviced from an existing 8" water main located along the northern property boundary. This approval was recommended in our December 10, 2021 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO DUFREE STREET, BLOCK 6508, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Rosario & Rosa Pollina, is proposing to construct a three (3) unit residential two (2) story townhouse building with basement and finished attic. The applicant is applying for preliminary sewer and water at this time. The applicant is not proposing any sewer or water improvements at this time. We recommended the applicant look into the availability of potable water in this area. This approval was recommended in our December 10, 2021 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO EARLE ASPHALT PARKING LOT, BLOCK 22902, LOT 7, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, The Walter R. Earle Corporation, is proposing to construct a parking lot for use by their employees. The applicant is applying for preliminary sewer and water approval at this time. The applicant is not proposing any sewer or water improvements at this time. This approval was recommended in our December 10, 2021 letter to the Board. The applicant will be required to apply for and receive tentative and final approval.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO HIGHLAND SELF STORAGE, BLOCK 21102, LOTS 1, 2, 3, 18, 19 AND 20 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Highland Development Ventures, LLC, is proposing to construct a 125,516 square foot self-storage facility on the northwest corner of East Veterans Highway and North Hope Chapel Road. The applicant is applying for preliminary sewer and water approval at this time. The applicant proposes to construct an on-site septic disposal system. The applicant proposes to provide water service to the

site by installing potable water as well as a fire water service from the existing main in North Hope Chapel Road to the proposed building. This approval was recommended in our December 10, 2021 letter to the Board. No further action will be required for sewer, however, the applicant will be required to apply for and receive tentative and final water approval.

RESOLUTION GRANTING PRELIMINARY SEWER APPROVAL TO PRIVATE SCHOOLS AT LEESVILLE ROAD, BLOCK 3902, LOT 58, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Bellevue Estates, LLC, is proposing to construct four (4) private schools at 443 Leesville Road. Three (3) of the schools will be elementary schools and one (1) will be a high school. The applicant is applying for preliminary sewer and water approval this time. The applicant proposes to construct on-site septic treatment systems for the proposed facilities which will dispose to an on-site septic disposal field. The applicant proposes to provide domestic and fire water services on-site supplied by four (4) wells and proposes on-site fire supply storage with (2) two 40,000 gallon subsurface fiberglass tanks. We recommended the applicant look into the availability of potable water in this area. This approval was recommended in our December 10, 2021 letter to the Board. The applicant will be required to apply and receive preliminary water approval.

RESOLUTION GRANTING FINAL SEWER APPROVAL TO ADVENTURE CROSSING PHASE 2, BLOCK 3001, LOTS 5, 6, 19 AND 20, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Cardinale & Jackson Crossing 2, is proposing to construct two (2) warehouses and one (1) recreation building adjacent to Interstate Route 195 and Anderson Road. The applicant is proposing to install an 8” PVC sanitary sewer main. The applicant received tentative approval for this project on January 28, 2021, via Resolution No. 2021-008. The applicant is applying for final sewer approval at this time. This approval was recommended in our December 10, 2021 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO DUBIN OFFICE BUILDING, BLOCK 6501, LOT 42.04, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Dubin Contracting, LLC, is proposing to construct a 6,000 square foot office building along West County Line Road west of Lehigh Blvd. The applicant is applying for tentative and final sewer and water approval at this time. This project was granted preliminary approval on September 24, 2020, via Resolution No. 2020-108. The applicant is proposing to provide a 6” PVC sanitary sewer lateral connected to the existing 10” PVC sanitary sewer main. The applicant is proposing to provide a 6” water main that will service two hydrants and the domestic 1 ½” water service. This approval was recommended in our December 10, 2021 letter to the Board. The applicant will be required to apply for and receive final approval.

PUBLIC RELATIONS COMMITTEE REPORT:

None. The Public Relations Committee met last month to discuss possible amendments to the current HomeServe USA Bill Assistance Program. A resolution is being presented this evening for approval.

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:

RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING OCTOBER 31, 2021 – The October 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%.

It was noted that the Authority's November Cash Management Report has not been completed as we have not received all the bank statements. The November Cash Management Report will be presented for review and approval at the January 27, 2022 Public Meeting.

RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2021 - The November Supplemental Bill List was presented this month for approval totaling \$227,315.13. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2021 - The December Bill List was presented this month for approval totaling \$702,674.60. 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 December will be prepared and sent out to the Finance Committee for their review. The December supplemental bill list will be presented for ratification at the January 27, 2022 Public Meeting.

RESOLUTION AUTHORIZING AWARD OF THE 2022 CHEMICAL SUPPLY CONTRACTS, CONTRACT NOS. CT-22002 THROUGH CT-22005, IN AN AMOUNT NOT TO EXCEED \$183,374.19 - The Authority advertised and solicited bids on October 23, 2021 for chemical supplies, with six (6) bids received and publicly opened on November 8, 2021. One (1) of the six (6) bidders bid on Sodium Hydroxide and that sole bidder was determined to be non-responsive. None of the six (6) bidders bid on D-Limonene-Citrus Floating Degreaser. The Authority's is requesting approval this evening to award the 2022 Chemical Supply Contracts, Contract Nos. CT-22002 through CT-22005, to the lowest responsible bidders in an amount not to exceed \$183,374.19. The companies being awarded are Shannon Chemical Corporation for Iron Sequestering Agent, George S. Coyne Chemical Co. for Sodium Hypochlorite Drums, Kemira Water Solutions for Ferrous Chloride Bulk Gallon and Miracle Chemical Company for Sodium Hypochlorite Bulk. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2022 SODIUM HYDROXIDE CHEMICAL SUPPLY CONTRACT NO. CT-22006, TO UNIVAR SOLUTIONS, USA, INC., FOR A THREE (3) MONTH TERM, IN AN AMOUNT NOT TO EXCEED \$30,000.00 - The Authority advertised and solicited bids on October 23, 2021 for chemical supplies, with six (6) bids received and publicly opened on November 8, 2021. One (1) of the six (6) bidders bid on Sodium Hydroxide and that sole bidder was determined to be non-responsive. The Authority advertised and solicited bids on November 19, 2021 for Sodium Hydroxide and D-Limonene-Citrus Floating Degreaser. One (1) bid was received for Sodium Hydroxide and publicly opened on November 30, 2021, and the sole bidder was determined to be non-responsive. Pursuant to N.J.S.A. 40A:11-5 (3) et. seq., after two (2) bids are advertised

and both times bids received are non-responsive, the Authority can solicit quotes. The Authority solicited and received three (3) quotes for Sodium Hydroxide ranging in prices of a low of \$1.18 per gallon to a high of \$3.42 per gallon for a three (3) month term. The Authority is requesting approval this evening to award Contract No. CT-22006 for a period of three (3) months to Univar Solutions USA, Inc., as the lowest responsive and responsible quote, in an amount not to exceed \$30,000.00. The Authority will revisit the purchase of this chemical in a few months. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2022 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-22009, TO RIO SUPPLY INC., IN AN AMOUNT NOT TO EXCEED \$294,915.00 – The Authority advertised and solicited bids on November 3, 2021 for the 2022 Neptune Water Meter Acquisition. One (1) bid was received and publicly opened on November 16, 2021. The Authority is requesting approval this evening to award the Authority's 2022 Neptune Water Meter Acquisition to RIO Supply, Inc., as the lowest responsive and responsible bidder, in an amount not to exceed \$294,915.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2022 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-22010, TO CORE & MAIN LP, IN AN AMOUNT NOT TO EXCEED \$14,525.00 – The Authority advertised and solicited bids on November 3, 2021 for the 2022 Sensus Water Meter Acquisition. One (1) bid was received and publicly opened on November 16, 2021. The Authority is requesting approval this evening to award the Authority's 2022 Sensus Water Meter Acquisition to Core & Main LP, as the lowest responsive and responsible bidder, in an amount not to exceed \$14,525.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2022 DENTAL COVERAGE, CONTRACT NO. CT-22023, TO DELTA DENTAL, THROUGH THE CENTRAL JERSEY HEALTH INSURANCE FUND, IN THE AMOUNT OF \$62,340.00 – There is a resolution on the agenda this evening requesting approval to award the 2022 dental 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. It was noted, last month, the Authority was approved to renew its membership with the Central Jersey Health Insurance Fund (CJHIF). The Authority wishes to renew dental coverage, Contract No. CT-22023, with Delta Dental, through CJHIF, effective January 1, 2022 through December 31, 2022 in the amount of \$62,340.00. It was noted, the CJHIF has extended the current dental rate which has been in place since January 1, 2019. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AMENDING THE HOMESERVE USA BILL ASSISTANCE PROGRAM – There is a resolution on the agenda this evening requesting approval to amend the current bill assistance program in order to make it easier for customers to receive assistance from HomeServe USA for any delinquent bills. This has been reviewed with the Finance and Public Relations Committees and are recommending approval this evening.

PERSONNEL COMMITTEE REPORT:

The following action items were discussed.

RESOLUTION AUTHORIZING THE PROMOTION OF KRISTEN DONATO TO THE CIVIL SERVICE TITLE OF SENIOR CUSTOMER SERVICE REPRESENTATIVE –

Ms. Kristen Donato has held the New Jersey Civil Service Commission (CSC) title of Customer Service Representative since July 2, 2018. Ms. Donato has acquired the requisite education and experience to qualify for a promotion to Senior Customer Service Representative. This promotion has been recommended by her Supervisor. This has been reviewed with the Personnel and Finance Committees have and are recommending approval this evening.

RESOLUTION AUTHORIZING EXECUTION OF A NEW COLLECTIVE BARGAINING AGREEMENT WITH THE TRANSPORT WORKERS UNION LOCAL 220 FOR THE PERIOD JANUARY 1, 2022 THROUGH DECEMBER 31, 2024 – The Transport Workers Union (TWU) met and voted on December 9, 2021 to accept the new Collective Bargaining Agreement (CBA). The Authority is presenting a resolution this evening requesting authorization to execute the new CBA with the TWU which will commence January 1, 2022 until December 31, 2024. This has been reviewed with the Personnel and Finance Committees and are recommending approval this evening.

CONSENT RESOLUTIONS:

- 2021-151 Resolution Accepting Cash Management Report for Month Ending October 31, 2021
- 2021-152 Resolution Granting Preliminary Sewer and Water Approval to The Shoppes at Jackson, LLC, Block 5601, Lot 63, on the Tax Map of the Township of Jackson
- 2021-153 Resolution Granting Preliminary Sewer Approval to Private Schools at Leesville Road, Block 3902, Lot 58, on the Tax Map of the Township of Jackson
- 2021-154 Resolution Granting Preliminary Sewer and Water Approval to Highland Self Storage, Block 21102, Lots 1, 2, 3, 18, 19 and 20, on the Tax Map of the Township of Jackson
- 2021-155 Resolution Granting Preliminary Sewer and Water Approval to Earle Asphalt Parking Lot, Block 22902, Lot 7, on the Tax Map of the Township of Jackson
- 2021-156 Resolution Granting Preliminary Sewer and Water Approval to Dufree Street, Block 6508, Lot 2, on the Tax Map of the Township of Jackson
- 2021-157 Resolution Granting Tentative Sewer and Water Approval to Dubin Office Building, Block 6501, Lot 42.04, on the Tax Map of the Township of Jackson
- 2021-158 Resolution Granting Final Sewer Approval to Adventure Crossing Phase 2, Block 3001, Lots 5, 6, 19 and 20, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

- 2021-159 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2021

Moved:	Commissioner Blake
Second:	Commissioner Wildman
Vote:	Unanimous
Abstain:	Commissioner Wildman abstained on Check #21-01556
2021-160	Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for December 2021
Moved:	Commissioner Blake
Second:	Commissioner Wildman
Vote:	Unanimous
Abstain:	None
2021-161	Resolution Authorizing Final Quantities Change Order No. 1 for the Sanitary Sewer Extension and Pump Station Abandonment, Contract No. CT-16086, with D’Erasmus Excavating, LLC, in the Decreased Amount of <\$16,869.76>
Moved:	Commissioner Wildman
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	None
2021-162	Resolution Authorizing Award for the Design of the Susan Drive Sewer Main Replacement, Contract No. CT-21216, Via a Fair and Open Process, to T&M Associates, in an Amount Not to Exceed \$15,250.00
Moved:	Commissioner Wildman
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	None
2021-163	Resolution Authorizing Award of the 2022 Chemical Supply Contracts, Contract Nos. CT-22002 through CT-22005, in an Amount Not to Exceed \$183,374.19
Moved:	Commissioner Blake
Second:	Commissioner Wildman
Vote:	Unanimous
Abstain:	None
2021-164	Resolution Authorizing Award of the 2022 Sodium Hydroxide Chemical Supply, Contract No. CT-22006, to Univar Solutions, USA, Inc., for a Three (3) Month Term, in an Amount Not to Exceed \$30,000.00
Moved:	Commissioner Wildman
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	None
2021-165	Resolution Authorizing Award of the 2022 Neptune Water Meter Acquisition, Contract No. CT-22009, to RIO Supply, Inc., in an Amount Not to Exceed \$294,915.00

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

2021-166 Resolution Authorizing Award of the 2022 Sensus Water Meter Acquisition, Contract No. CT-22010, to Core & Main LP, in an Amount Not to Exceed \$14,525.00

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

2021-167 Resolution Authorizing Award of the 2022 Dental Coverage, Contract No. CT-22023, to Delta Dental, through the Central Jersey Health Insurance Fund, in the Amount of \$62,340.00

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

2021-168 Resolution Authorizing Execution of a New Collective Bargaining Agreement with the Transport Workers Union Local 220 for the Period January 1, 2022 through December 31, 2024

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

2021-169 Resolution Authorizing the Promotion of Kristen Donato to the Civil Service Title of Senior Customer Service Representative

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

2021-170 Resolution Amending the HomeServe USA Bill Assistance Program

Moved: Commissioner Wildman
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 Thursday, January 27, 2022 at 5:30 PM. The annual Reorganization Meeting will be held the following Thursday, February 3, 2022 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Blake made a motion to adjourn. Commissioner Wildman seconded the motion and it was passed unanimously. Chairman Allmann declared the December 16, 2021 Public Meeting adjourned.

End of Minutes