

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**January 23, 2020**  
**5:30 PM**

The Public Meeting of January 23, 2020 was called to order by William Allmann, Chairman.

**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.

**ROLL CALL OF THE BOARD OF COMMISSIONERS:**

William Allmann, Chairman	Present
Carol Blake, Secretary	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – Michael 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

**QUESTIONS/COMMENTS FROM THE PUBLIC:** Present from the public was Mr. Cordts. With no questions from the public, Chairman Allmann closed the public portion of the meeting, noting he would reopen if needed.

Approval of the Minutes of the Open Session Public Meeting of December 19, 2019

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

**REPORTS:**

**EXECUTIVE DIRECTOR’S REPORT:**

Mr. Harpell reviewed the following items from the Executive Director’s report:

**SUPPLEMENTAL BOND RESOLUTION AUTHORIZING THE ISSUANCE OF NOT TO EXCEED \$7,100,000 WATER REVENUE BONDS, SERIES 2020 OF THE**

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY THROUGH THE NEW JERSEY INFRASTRUCTURE BANK FINANCING PROGRAM** – The Authority was notified by the New Jersey Infrastructure Bank (NJIB) that they would like the Authority to close on the permanent financing for the Manhattan Street project in May. It was noted that NJIB closings are in May and November, so the Manhattan Street project would close in May, the Western Water Main Extension project will probably close in November and the Six Flags Great Adventure Water Treatment Plant Replacement project will probably close in May 2021. The only downside to closing now is there will be multiple closings which will include more professional fees, however, interest rates are incredibly low. This closing should have a blended interest rate in the 0.5% range for thirty (30) years. The resolution on the agenda this evening is to authorize the permanent loan financing, which would take the construction loan issued in 2016 in the amount of \$6,978,160.00 and make it a thirty (30) year loan. It was noted, there would most likely be another resolution for February because some of the exhibits were not ready yet and there could be a few more resolutions over the next two or three months. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF A POWER PURCHASE AGREEMENT AT THE LONDON DRIVE AND THE PERRINEVILLE ROAD WATER TREATMENT PLANTS TO EZENERGY NJ, LLC AND GREENSKIES RENEWABLE ENERGY, LLC** – As reported last month, the Authority received solar bids for London Drive and Perrineville Road. It was noted that Chairman Allmann always encourages solar initiatives which is appreciated and the Authority received very good pricing from Eznergy NJ, LLC and Greenskies Renewable Energy, LLC for solar at the London Drive and Perrineville Water Treatment Plants. Initially, the Authority went out to bid with the intent of doing something for the Hyson Road Water Treatment Plant but this was not found to be feasible. However, the bidders had a great proposal for the London Drive Water Treatment Plant, which includes a car port with sides, so essentially it is a pole barn, at \$0.0294 per kWh. Secondly, they bid on the Perrineville Water Treatment Plant. The only issue with this project is the Authority is waiting on the new pump station which is to be constructed by Lennar. If this job is held up too long, the Authority will have to cancel that location and rebid this project in the future. For now, Eznergy will try to honor that pricing until the end of the year which is a PPA Rate of \$0.0189 per kWh for Perrineville. Carolyn Mauro handled the specs for this project so there were no engineering fees. In addition Remington & Vernick Engineers will review the design and the solar companies are also required to post \$25,000.00 in escrow to pay for Remington & Vernick’s efforts. This has been discussed and reviewed with the Engineering and Finance Committees and are recommending approval this evening.

**PROPOSED 2020-2021 MEETING SCHEDULE** – The Board received a proposed 2020-2021 Public Meeting Schedule for consideration at the February 6, 2020 Reorganization Meeting.

**2020 PROFESSIONAL SUMMARY** – The Board received a 2020 Professional Summary for consideration at the February 6, 2020 Reorganization Meeting. It was noted that all the current professionals have been responsive and appear to be cost-effective options for 2020. Also noted, Joan will continue to work with Morgan Engineering, LLC regarding their insurance certificate and it is anticipated that this will be resolved prior to the Reorganization Meeting.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reported the following from the Engineering report:

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 2 FOR THE MANHATTAN STREET COMPLEX WATER STORAGE IMPROVEMENT AND WAREHOUSE, CONTRACT CT-17069, WITH EAGLE CONSTRUCTION SERVICES, INC., IN THE INCREASED AMOUNT OF \$5,950.00** – The Final Quantities Change Order (FQCO) No. 2 with Eagle Construction Services, Inc., consists of additions in the contract. The net amount for the FQCO No. 2 is in the increased amount of \$5,950.00, which will revise the final total contract amount from \$6,552,224.77 to \$6,558,174.77. It was noted, the Authority may request approval to closeout this contract at the March Public Meeting. The Engineering Committee has reviewed and is recommending approval this evening. Chairman Allmann thanked Mr. Quijano for his excellent work on this project.

**RESOLUTION AUTHORIZING CHANGE ORDER NO. 2 TO COPPOLA SERVICES, INC., FOR THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-16096, IN THE DECREASED AMOUNT OF <\$249.76>** - The Change Order No. 2 consists of various additions and deletions to the contract, which included some field changes and work that was eliminated from the project. These changes resulted in an overall decreased amount of <\$249.76>. The Engineering Committee has reviewed and is recommending approval this evening. Chairman Allmann noted that the reason for the change orders being done in stages is the State requests the Authority submit changes as we go along instead of one large change order at the end of the contract.

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, PERFORMANCE BOND RELEASE AND CLOSEOUT OF THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK, CONTRACT NO. CT-18092 WITH J.F. KIELY CONSTRUCTION COMPANY, INC.** – J.F. Kiely has fulfilled their contractual obligations and has submitted the required contract closeout documents for this contract. The documents have been reviewed and found to be in compliance with Contract Specifications. The Engineering Committee has reviewed and is recommending that the Final Quantities Change Order No. 1, in the decreased amount of <\$81,353.82> be approved, the Performance Bond released and the contract closed in the total final amount of \$307,176.18. This is the first year of the contract which has recently been extended for an additional two (2) years.

**CONSULTING ENGINEER’S REPORT:**

On behalf of Remington & Vernick Engineers, Mr. Alan Dittenhofer reported there were no developer approvals to report this evening.

**PUBLIC RELATIONS COMMITTEE REPORT:**

The Public Relations will meet later this evening to discuss the Authority’s website.

**ADMINISTRATIVE COMMITTEE REPORT:**

None

**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 NOVEMBER 30, 2019** - The November Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening.

**RESOLUTION ACCEPTING THE CASH MANAGEMENT REPORT FOR MONTH ENDING DECEMBER 31, 2019** – The December Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening.

**RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2019** – The Supplemental Bill List for December 2019 is being presented this month totaling \$73,096.64. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JANUARY 2020** - The January Bill List was presented this month for approval totaling \$1,352,944.57. The Finance Committee has reviewed and is recommending approval this evening. The Authority requested permission from the Board this evening to ratify a supplemental bill list for January 2020 by resolution at the February Public Meeting in order to close out the 2019 Purchase Orders in preparation of the 2019 Audit.

**RESOLUTION AUTHORIZING AWARD OF THE 2020 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-20009, TO RIO SUPPLY INC., IN AN AMOUNT NOT TO EXCEED \$275,710.00** – The Authority advertised for the 2020 Neptune Water Meter Acquisition and received one bid which was opened on January 10, 2020. The Authority is requesting approval this evening to award to Rio Supply, Inc., under Contract No. CT-20009, in an amount not to exceed \$275,710.00. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING COMPETITIVE CONTRACTING FOR VARIOUS PROPRIETARY SOFTWARE PRODUCTS AND PAYROLL SERVICES** – The Authority has a need for acquiring and renewing various proprietary software products including, but not limited to, Edmunds and iWorQ. The Authority has a further need to procure payroll services, including the associated software. The Authority would like to utilize the Competitive Contracting for such acquisitions and services. The State requires that in order to initiate Competitive Contracting, the governing body shall pass a resolution authorizing the use of Competitive Contracting for the specialized goods or services. The resolution being presented this evening is to authorize the use of Competitive Contracting for the above-mentioned acquisitions and services. Once approved the Authority will have the ability to bid through the Competitive Contract process which would require a resolution as well for awarding the respective contracts. It was noted that one of the benefits of competitive contracts is that the Authority has the ability to award five (5) year contracts. The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING THE PURCHASE OF SEVEN (7) SPARE SEWER PUMPS, CONTRACT NO. CT-20044, PURSUANT TO NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM, CONTRACT B-195-2, TO PUMPING SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$64,595.01** – The Authority desires to purchase seven (7) spare sewer pumps. These pumps are Flygt submersible pumps. This purchase is to minimize down time in the event of a single or multiple pump failure, as the lead time is up to twelve (12) weeks. Pricing was obtained by utilizing the North Jersey Wastewater Cooperative Pricing System, Contract No. B-195-2. The Authority is

requesting approval to award the contract for the purchase of the seven (7) spare sewer pumps, Contract No. CT-20044, to Pumping Services, Inc. in an amount not to exceed \$64,595.01. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE FIREPROOF STORAGE CABINETS, CONTRACT NO. CT-20056, TO W.B. MASON COMPANY, INC., IN AN AMOUNT NOT TO EXCEED \$8,495.85** – The Authority desires to purchase three (3) FireKing fireproof storage cabinets to store permanent archive records including Authority meeting minutes which will be kept in the new warehouse. The Authority obtained two (2) quotes for the fireproof storage cabinets ranging from \$8,495.85 to \$10,081.95. The Authority is requesting approval to award the contract for the purchase of the three (3) fireproof storage cabinets, Contract No. CT-20056, to W.B. Mason Company, Inc. in an amount not to exceed \$8,495.85. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AMENDING THE APPROVED CONTRACT PRICE FOR GENERAL COUNSEL AND LABOR COUNSEL** – The firm of Hering, Gannon & McKenna was appointed as General Counsel and Labor Counsel, via Resolution 2019-017, on February 7, 2019 at an approved contract price for General Counsel and Labor Counsel services. The Authority was involved in litigation in 2019 and additional expenses were incurred. The additional litigation expenses would result in the Authority exceeding the Approved Contract Price listed in Resolution 2019-017. The Authority is requesting approval to amend the approved contract price in Resolution 2019-017 to state “\$44,150.00 (2019 Budget) plus escrow and litigation fees if applicable” so the Authority has the ability to continue with this process. The Finance Committee has reviewed and is recommending approval this evening.

**PERSONNEL COMMITTEE REPORT:**

There is one new hire and four (4) promotions on the agenda this evening as follows:

**RESOLUTION AUTHORIZING THE PERMANENT HIRE OF MICHAEL MONTULET UNDER THE CIVIL SERVICE TITLE OF LABORER 1** – This evening’s agenda includes one (1) new hire for the open budgeted position under the non-competitive Civil Service Commission title of Laborer 1 to fill the open Meter Reader position. Mr. Michael Montulet has the experience and education required to fill the open budgeted position. The Personnel Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PROMOTION OF DANIEL ERICKSEN TO THE CIVIL SERVICE TITLE OF SEWER REPAIRER 1/WATER REPAIRER 1/WATER TREATMENT PLANT OPERATOR** - Mr. Ericksen has held the Civil Service Commission title of Sewer Repairer 1/Water Repairer 1 since September 27, 2018. Mr. Ericksen has acquired the requisite education and experience to qualify for a promotion to Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator. Mr. Ericksen has obtained the required licenses for this title and has been recommended for this promotion by his Supervisor. The Personnel Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PROMOTION OF RYAN HAVILAND TO THE CIVIL SERVICE TITLE OF SEWER REPAIRER 1/WATER REPAIRER 1/WATER TREATMENT PLANT OPERATOR** – Mr. Haviland has held the Civil Service Commission title of Sewer Repairer 1/Water Repairer 1 since September 27, 2018. Mr. Haviland has acquired the requisite education and experience to qualify for a promotion to Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator. Mr. Haviland has obtained the required

licenses for this title and has been recommended for this promotion by his Supervisor. The Personnel Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PROMOTION OF CAROLYN MAURO TO THE CIVIL SERVICE TITLE OF BUSINESS MANAGER** – Mrs. Mauro has held the Civil Service Commission title of Supervising Administrative Analyst since February 22, 2018. Mrs. Mauro has acquired the requisite education and experience to qualify for a promotion to Business Manager. Mrs. Mauro has been a tremendous help to the Authority over years, specifically serving in a more global role recently interacting with all departments. This promotion has been recommended by her Supervisor. The Personnel Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PROMOTION OF EDGARDO PANAL TO THE CIVIL SERVICE TITLE OF CONSTRUCTION MANAGEMENT SPECIALIST 3** - Mr. Edgardo Panal has held the Civil Service Commission title of Construction Management Specialist 1 since October 18, 2018. Mr. Panal was incorrectly promoted into the title of Construction Management Specialist 1 when the intention was to promote him into the title of Construction Management Specialist 4 in 2018. It was noted that this particular category is listed in reverse order by the State. Mr. Panal has acquired the requisite education and experience to qualify for a promotion to Construction Management Specialist 3. The promotion has been recommended by his Supervisor. The Personnel Committee has reviewed and is recommending approval this evening.

**CONSENT RESOLUTIONS:**

2020-001 Resolution Accepting the Cash Management Report for Month Ending November 30, 2019

2020-002 Resolution Accepting the Cash Management Report for Month Ending December 31, 2019

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

**RESOLUTIONS OFFERED:**

2020-003 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2019

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

2020-004 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for January 2020

Moved: Commissioner Blake  
Second: Commissioner Porter  
Vote: Unanimous

Abstain: Commissioner Rickabaugh abstained on Check #26426 and Commissioner Glory abstained on Check #26433

2020-005 Supplemental Bond Resolution Authorizing the Issuance of Not to Exceed \$7,100,000 Water Revenue Bonds, Series 2020 of the Jackson Township Municipal Utilities Authority Through the New Jersey Infrastructure Bank Financing Program

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

2020-006 Resolution Authorizing Change Order No. 2 to Coppola Services, Inc., for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16096, in the Decreased Amount of <\$249.76>.

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

2020-007 Resolution Authorizing Final Quantities Change Order No. 2 for the Manhattan Street Complex Water Storage Improvement and Warehouse, Contract No. CT-17069, with Eagle Construction Services, Inc., in the Increased Amount of \$5,950.00

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

2020-008 Resolution Authorizing Final Quantities Change Order No. 1, Performance Bond Release and Closeout of the Sewer/Water Emergency Repairs and Service Work, Contract No. CT-18092 with J.F. Kiely Construction Company, Inc.

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

2020-009 Resolution Authorizing Award of the 2020 Neptune Water Meter Acquisition, Contract No. CT-20009, to Rio Supply Inc., in an Amount Not to Exceed \$275,710.00

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

2020-010 Resolution Authorizing Award of a Power Purchase Agreement at the London Drive and the Perrineville Road Water Treatment Plants to Ezenergy NJ, LLC and Greenskies Renewable Energy, LLC

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

2020-011 Resolution Authorizing Competitive Contracting for Various Proprietary Software Products and Payroll Services

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

2020-012 Resolution Authorizing the Purchase of Seven (7) Spare Sewer Pumps, Contract No. CT-20044, Pursuant to North Jersey Wastewater Cooperative Pricing System, Contract B-195-2, to Pumping Services, Inc., in an Amount Not to Exceed \$64,595.01

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

2020-013 Resolution Authorizing Award of the Fireproof Storage Cabinets, Contract No. CT-20056, to W.B. Mason Company, Inc., in an Amount Not to Exceed \$8,495.85

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

2020-014 Resolution Amending the Approved Contract Price for General Counsel and Labor Counsel

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

2020-015 Resolution Authorizing the Permanent Hire of Michael Montulet Under the Civil Service Title of Laborer 1

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



2020-016 Resolution Authorizing the Promotion of Daniel Ericksen to the Civil Service Title of Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator

Moved: Commissioner Blake  
Seconded: Commissioner Porter  
Ayes: Unanimous  
Abstain: None

2020-017 Resolution Authorizing the Promotion of Ryan Haviland to the Civil Service Title of Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator

Moved: Commissioner Rickabaugh  
Seconded: Commissioner Blake  
Ayes: Unanimous  
Abstain: None

2020-018 Resolution Authorizing the Promotion of Carolyn Mauro to the Civil Service Title of Business Manager

Moved: Commissioner Rickabaugh  
Seconded: Commissioner Blake  
Ayes: Unanimous  
Abstain: None

2020-019 Resolution Authorizing the Promotion of Edgardo Panal to the Civil Service Title of Construction Management Specialist 3

Moved: Commissioner Glory  
Seconded: Commissioner Porter  
Ayes: Unanimous  
Abstain: None

There was no closed session.

At this time, Mr. Cordts had a question with regard to the purchase of seven (7) spare sewer pumps discussed earlier this evening. Mr. Cordts questioned how many pump stations these spare pumps will fit. Mr. Harpell stated that they are generally specific to the pump station but in an emergency, they may be able to be used in another station. Mr. Diaz noted that these spare sewer pumps will be stored and ready if needed and seven (7) locations have been identified. Since the recession, companies do not keep these pumps in stock and it now takes approximately twelve (12) weeks for delivery. Chairman Allmann noted that the Authority tries to standardize whatever we can, however, it's difficult with different pump stations and flows.

Chairman Allmann noted that the next Public Meeting, which is the annual reorganization meeting, will take place February 6, 2020 at 5:30 PM. There will be no subcommittee meetings prior and Formal Action may be taken.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the January 23, 2020 Public Meeting adjourned.

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End of Minutes