

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**January 24, 2019**  
**5:30 PM**

The Public Meeting of January 24, 2019 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	Excused
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

**PROFESSIONALS:**

Attorney – William Hierung, 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:** At this time, Chairman Allmann closed the public portion of the meeting, noting he would reopen if needed.

Approval of the Transcript of the 2019 Rate Hearing of December 13, 2018

Moved:	Commissioner Glory
Second:	Commissioner Clayton
Vote:	Unanimous
Abstain:	Commissioner Rickabaugh

Approval of the Minutes of the Open Session Public Meeting of December 13, 2018

Moved:	Commissioner Clayton
Second:	Commissioner Porter
Vote:	Unanimous
Abstain:	Commissioner Rickabaugh

## **REPORTS:**

### **EXECUTIVE DIRECTOR'S REPORT:**

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

**RESOLUTION AMENDING THE HOMESERVE USA CHARITABLE DONATION POLICY** – The Administrative Committee met in December to review the HomeServe USA Charitable Donation Policy (Policy). The Authority is presenting an amended Policy for approval this evening.

**2018 POTABLE WATER RATE EVALUATION** - Mr. Harpell discussed the 2018 Potable Water Rate Evaluation and noted that even with a small increase in 2018, the Authority went from 15.0% below the average in 2017 to 15.8% below the average in 2018.

**2019 PROFESSIONAL SUMMARY** - The Board previously received a 2019 Professional Summary for consideration at the Reorganization Meeting on February 7, 2019. It was noted that all of the Authority's current professionals have been responsive and appear to be cost-effective options for 2019.

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reviewed the following item from the Engineering report.

**RESOLUTION AUTHORIZING A PERFORMANCE BOND RELEASE AND CLOSEOUT OF THE SECOND EXTENSION TO THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK, CONTRACT NO. CT-1798A, WITH J.F. KIELY CONSTRUCTION COMPANY, INC.** – J.F. Kiely Construction Company has fulfilled their contractual obligations and has submitted the required contract closeout documents for the above referenced project. The documents have been reviewed and found to be in compliance. The Authority's staff and Engineering Committee are recommending the contract be closed, in the decreased contract amount of \$325,312.29.

Mr. Quijano updated the Board with regard to the Western Water Main Extension noting that the final tie-in at Six Flags Great Adventure was done yesterday. In the next few weeks the Authority will be testing the pipeline and once disinfected, it will go on-line.

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

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

**RESOLUTION GRANTING A SEWER PERFORMANCE GUARANTEE RELEASE FOR ABNET REALTY DENTAL OFFICE, BLOCK 7309, LOTS 15 AND 16, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, Abnet Realty Company, has requested a Performance Guarantee release for the sewer system for the above referenced project. We recommended this approval in our January 17, 2019 letter to the Board.

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO STRATEGIC EQUITY SOLUTIONS OFFICE, BLOCK 6504, LOTS 14, 15 AND 16, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, Strategic Equity Solutions, LLC, is proposing to construct a one-story 25,095 square foot building consisting of

2,000 square feet of office space and 23,095 square feet of warehouse space on the eastern side of Cpl. Luigi Marciante Memorial Drive, north of Solar Avenue. The applicant is applying for Final Approval at this time. The applicant proposes to connect to an existing sanitary sewer main at the intersection of Solar Avenue and Cpl. Luigi Marciante Memorial Drive. The applicant also proposes to connect to the existing water main in Cpl. Luigi Marciante Memorial Drive and install a 1” water service for the building. We recommended this approval in our January 14, 2019 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

None

**ADMINISTRATIVE COMMITTEE REPORT:**

Mr. Harpell noted that the Administrative Committee met in December and reviewed the HomeServe USA Donation Policy. There was no need to meet in January.

**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 RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2018** – A supplemental December Bill List was presented this month for approval totaling \$2,765,891.52. The majority is for the New Jersey Environmental Infrastructure Financing Program (NJEIFP) projects. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JANUARY 2019** - The January Bill List was presented this month for approval totaling \$2,410,299.79. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING NOVEMBER 30, 2018** - The November Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this month.

**RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING DECEMBER 31, 2018** – The December Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this month. It was noted that the Authority is seeing the investment rates increase and continue to work with all the banks to be competitive, and are seeing better rates. The Authority 2018 interest revenues have exceeded 2017’s by almost double based on the increased interest rates on the Authority’s investments.

**RESOLUTION AUTHORIZING AWARD OF THE 2019 iWORQ SYSTEM INTERNET SOFTWARE MANAGEMENT AND SUPPORT AGREEMENT, CONTRACT NO. CT-19026, IN AN AMOUNT NOT TO EXCEED \$7,100.00** – The Authority is in need of the annual iWorQ System Internet Software Management and Support which includes Facility Management, Internet Fleet Management, Water System Management, Work Order

Management and Data Package. This software allows the Authority to track fixed assets, as well. iWorQ is the sole service provider of the software. The Authority obtained one (1) quote for the 2019 iWorQ System Internet Software Management and Support in the amount of \$7,100.00. The Finance Committee has reviewed and is recommending approval this evening.

Mr. Diaz noted that last month the Authority received approval to replace the current phone system. The initial cost that was reported was \$4,640.00. By the efforts of Carolyn Mauro who is overseeing the project, the actual cost ended up being \$1,740.00. A cost savings of \$2,900.00.

**PERSONNEL REPORT:**

**NEW HIRE** – This month’s agenda includes one (1) new hire for the open budgeted position in the Maintenance Department for Mr. Christopher Moriau under the Civil Service title of Laborer 1. The Personnel Committee has reviewed and is recommending approval this evening.

**RESOLUTION AMENDING THE TEMPORARY HIRE OF DANA NIZAMOFF** – The Authority hired Dana Nizamoff, via Resolution 2018-162, to provide temporary assistance in the Accounting Department due to an upcoming leave of absence. Ms. Nizamoff was hired based on temporary part-time hours originally. It has been determined that based on the workload in this department it would be necessary to extend Ms. Nizamoff’s work hours to temporary full-time hours which would make her eligible for Authority medical benefits or medical benefit waiver compensation as required by law. The Personnel Committee has reviewed and is recommending approval this evening.

**CONSENT RESOLUTIONS:**

2019-01 Resolution Accepting the Cash Management for Month Ending November 30, 2018

2019-02 Resolution Accepting the Cash Management for Month Ending December 31, 2018

2019-03 Resolution Granting a Sewer Performance Guarantee Release for Abnet Realty Dental Office, Block 7309, Lots 15 and 16, on the Tax Map of the Township of Jackson

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

2019-04 Resolution Granting Final Sewer and Water Approval to Strategic Equity Solutions Office, Block 6504, Lots 14, 15 and 16, on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

2019-05 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2018

Moved: Commissioner Glory  
Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: Commissioner Rickabaugh abstained on check #25223

2019-06 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for January 2019

Moved: Commissioner Rickabaugh  
Second: Commissioner Glory  
Vote: Unanimous  
Abstain: Commissioner Rickabaugh abstained on check #25299

2019-07 Resolution Authorizing a Performance Bond Release and Closeout of the Second Extension to the Sewer/Water Emergency Repairs and Service Work, Contract No. CT-1798A, with J.F. Kiely Construction Company, Inc.

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

2019-08 Resolution Authorizing Award of the 2019 iWorQ System Internet Software Management and Support Agreement, Contract No. CT-19026, in an Amount Not to Exceed \$7,100.00

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

2019-09 Resolution Amending the HomeServe USA Charitable Donation Policy

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

2019-10 Resolution Authorizing the Permanent Hire of Christopher Moriau Under the Civil Service Title of Laborer 1

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

2019-11 Resolution Amending the Temporary Hire of Dana Nizamoff

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting, which is the annual reorganization meeting, will take place February 7, 2019 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the January 24, 2019 Public Meeting adjourned.

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End of Minutes