

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
February 27, 2020
5:30 PM

The Public Meeting of February 27, 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, Vice-Chairwoman	Present
Clara Glory, Treasurer	Present
Todd Porter, Assistant Secretary/Treasurer	Present
Vicki Rickabaugh, Secretary	Absent
Lewis Wildman, 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 January 23, 2020

Moved:	Commissioner Blake
Second:	Commissioner Glory
Vote:	Unanimous
Abstain:	Commissioner Porter and Commissioner Wildman abstained

Approval of the Minutes of the Open Session Reorganization Meeting of February 6, 2020.

Moved:	Commissioner Glory
Second:	Commissioner Blake
Vote:	Unanimous
Abstain:	Commissioner Porter and Commissioner Wildman abstained

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

NEW JERSEY INFRASTRUCTURE BANK – MANHATTAN STREET PROJECT –

The Authority received the requisite exhibits from the New Jersey Infrastructure Bank (NJIB) today and is still scheduled to close on the thirty (30) year loan with NJIB in May for the Manhattan Street Project. The Authority will be presenting a resolution with the exhibits for consideration in March for the loan closing. As noted, the Authority is expecting a blended interest rate of approximately 0.5% for this loan. This has been reviewed with the Finance Committee.

BOND DEFEASANCE – Discussion continued with regard to the defeasance of the 2004 Bonds. This was reviewed with the Finance Committee and the Authority does have the cash available and would like to pay off the 2004 Bonds and will present a resolution for consideration in March. It was noted the 2004 bonds have an interest rate of up to 4.75% and by paying these bonds off and taking on loans below 1% interest, it will help keep the rates stable.

OCEAN COUNTY UTILITIES AUTHORITY – NPS-6 – The Authority is working with Ocean County Utilities Authority (OCUA) again on flows from NPS-6 which is the pump station by Villanova Drive. The OCUA bill is almost \$3,000,000 a year and the Authority believes it is elevated at this location. The scheduled meeting with OCUA was postponed but we still plan on getting together to discuss in further detail and may result in further flow studies. Chairman Allmann noted that any figures would be backdated to the beginning of the process. The Authority has asked OCUA to revisit the flows from NPS-6 for 2018 and 2019. This has been reviewed with the Finance and Engineering Committees.

RESOLUTION FORMAT – Most entities have already changed from using a legal format to a letter format for resolutions as it is easier when copying and scanning. If there is no objection, the Authority will plan on using the letter format for resolutions going forward. The Board agreed.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF THE DUBLIN ROAD PUMP STATION VARIABLE FREQUENCY DRIVES AND TOUCHSCREEN DISPLAY REPLACEMENTS, CONTRACT NO. CT-18100, WITH PUMPING SERVICES, INC. – Pumping Services, Inc., has fulfilled their contractual obligations and has submitted the required contract closeout documents for the referenced contract. The documents have been reviewed and found to be compliance and the Authority is recommending that the Performance Bond be released and the contract closed in the final contract amount of \$38,350.00. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE WELL 16 MOTOR REPLACEMENT, CONTRACT NO. CT-20039, TO A.C. SCHULTES, INC., IN AN AMOUNT NOT TO EXCEED \$17,760.00 - The Authority advertised and solicited bids for the Well 16 Motor Replacement, Contract No. CT-20039 on January 28, 2020. One bid was received and publically opened on February 7, 2020. The Authority's Legal Counsel and Staff have reviewed the bid documents and are recommending award of the contract to A.C. Schultes, Inc., as the lowest responsive and responsible bidder, in an amount not to exceed \$17,760.00. The Engineering Committee has reviewed 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 TENTATIVE SEWER AND WATER APPROVAL TO WEST COMMODORE WAREHOUSE, BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 340 West Commodore, LLC is proposing to construct three (3) one story warehouse buildings with a total of 322,288 square feet of floor area, between West Commodore Boulevard and Interstate Highway 195. The applicant proposes to provide sanitary sewer service to the warehouses by installing a pump station and extending a force main to discharge to a gravity sewer manhole. The applicant proposes to provide water service by connecting to the western water main extension currently under development. This approval was recommended in our February 10, 2020 letter to the Board.

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO HOUSE OF WORSHIP, BLOCK 19703, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Kolel Shas Yiden, is proposing to construct a 7,055 square foot two (2) story house of worship off the west side of East Veterans Highway, south of Grand Boulevard. The site contains a total of 3.75 acres. The applicant proposes to connect to the existing water main in East Veterans Highway and install a service for the building. The applicant also proposes to install a 6" gravity sanitary lateral to an on-site pump station attached to a 1" sewer force main to an on-site manhole which will discharge to Grand Boulevard. This approval was recommended in our February 10, 2020 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None. It was noted that last month as reviewed with the Public Relations Committee, the Authority added a link to the website with questions and within minutes a question was posted. The link is active and if there are any questions or concerns they can be addressed promptly.

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 JANUARY 31, 2020 – The January Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. Noted, the Authority's interest rate average is 2.21% as of January 31, 2020.

RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JANUARY 2020 – The Supplemental Bill List for January 2020 is being presented this month totaling \$52,318.09. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR FEBRUARY 2020 - The February Bill List was presented this month for approval totaling \$1,789,055.66. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A WHITE FORD F-550 CREW CAB WITH HAULER BODY, CONTRACT NO. CT-02020 TO CHAS. S. WINNER, INC., IN AN AMOUNT NOT TO EXCEED \$51,672.00 – The resolution being presented for approval this evening is to purchase a 2020 Ford F-550 4X4 Crew Chassis Cab with Hauler Body, under Contract No. CT-20202. The Authority advertised and received one bid from Chas. S. Winner, Inc., in an amount not to exceed \$51,672.00. This vehicle would be used in the Maintenance Department for the valve exerciser unit which is currently on a trailer and which will be transferred to this new vehicle. Also noted this particular vehicle has been bid several times and is not on State Contract. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A WHITE 2020 FORD F-150 EXTENDED CAB, CONTRACT NO. CT-20205, PURSUANT TO STATE CONTRACT NO. 17-FLEET-00212, TO CHAS. S. WINNER, INC., IN AN AMOUNT NOT TO EXCEED \$24,950.00 – The resolution being presented for approval this evening is to purchase a 2020 Ford F-150 Extended Cab, with listed options, under Contract No. CT-20205 and pursuant to State Contract No. 17-FLEET-00212 from Chas. S. Winner, Inc., in an amount not to exceed \$24,950.00. This vehicle would be used in the Operations Department. The Finance Committee has reviewed and is recommending approval this evening

RESOLUTION AUTHORIZING AWARD OF A WHITE 2020 CHEVROLET SILVERADO 3500HD WORK TRUCK REGULAR CAB, CONTRACT NO. CT-20206, PURSUANT TO STATE CONTRACT NO. A88759 (T2101), TO HERTRICH FLEET SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$35,555.90 – The resolution being presented for approval this evening is to purchase a 2020 Silverado Chevrolet Silverado 3500HD Work Truck Regular Cab, with listed options, under Contract No. CT-20206 and pursuant to State Contract No. A88759 (T2101) from Hertrich Fleet Services, Inc., in an amount not to exceed \$35,555.90. This vehicle would be used in the Maintenance Department. As mentioned in the past, purchasing vehicles under State Contract provides very favorable pricing. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PURCHASE OF A STANLEY HYDRANT SAVER, CONTRACT NO. CT-20204 TO EXETER SUPPLY CO., INC., IN AN AMOUNT NOT TO EXCEED \$11,172.07 – The Authority desires to purchase one (1) Stanley Hydrant Saver to be used in the Maintenance Department for repairing hydrants. This is a cost effective and safer way of repairing the hydrants. The staff will be able to do the repairs as opposed to hiring and paying a contractor. The Authority received two (2) quotes and the Authority is requesting approval to award the contract for this purchase to Exeter Supply Co., Inc., as the lowest and most responsive, Contract No. CT-20204, in an amount not to exceed \$11,172.07. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE TRANSFER AND RESTRICTION OF FUNDS – The resolution on the agenda this evening is requesting authorization to transfer one million dollars (\$1,000,000.00) from the BYN Melon General Fund account to the Parke Bank Capital Reserve account. The transfer will be used to support the Authority’s capital initiatives including 2020. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE APPROVAL OF LINE ITEM ADJUSTMENTS TO THE 2019 SEWER/WATER OPERATING BUDGET – The Authority reviews budget line items annually where there are shortfalls on individual expense line items and entails reclassing budget dollars from one expense line that is projected to come in under budget to cover an expense line item that is projected to come in over budget. It was noted, the line item adjustments would not cause an increase/decrease in the 2019 operating expense but rather clean up the individual line items. The Finance Committee has reviewed and is recommending approval this evening.

Lastly, as a reminder, the Elected Officials Training is scheduled for 5:00 PM, prior to the March 26, 2020 Public Meeting. Chairman Allmann noted that the Personnel Committee will meet at 4:30 PM.

PERSONNEL COMMITTEE REPORT:

There were no action items to report for Personnel.

CONSENT RESOLUTIONS:

- 2020-036 Resolution Accepting the Cash Management Report for Month Ending January 31, 2020
- 2020-037 Resolution Granting Final Sewer and Water Approval to House of Worship, Block 19703, Lot 2, on the Tax Map of the Township of Jackson
- 2020-038 Resolution Granting Tentative Sewer and Water Approval to West Commodore Warehouse, Block 2501, Lot 3, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

- 2020-039 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for January 2020
- Moved: Commissioner Porter
Second: Commissioner Glory
Vote: Unanimous
Abstain: Commissioner Wildman abstained
- 2020-040 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for February 2020
- Moved: Commissioner Blake
Second: Commissioner Porter
Vote: Unanimous
Abstain: None
- 2020-041 Resolution Authorizing the Release of the Performance Bond and the Closeout of the Dublin Road Pump Station Variable Frequency Drives and Touchscreen Display Replacements, Contract No. CT-18100, with Pumping Services, Inc.
- Moved: Commissioner Porter
Second: Commissioner Blake
Vote: Unanimous
Abstain: None
- 2020-042 Resolution Authorizing Award of a White Ford F-550 Crew Cab with Hauler Body, Contract No. CT-20202 to Chas. S. Winner, Inc., in an Amount Not to Exceed \$51,672.00
- Moved: Commissioner Blake
Second: Commissioner Porter
Vote: Unanimous
Abstain: None
- 2020-043 Resolution Authorizing Award of a White 2020 Ford F-150 Extended Cab, Contract No. CT-20205, Pursuant to State Contract No. 17-Fleet-00212, to Chas. S. Winner, Inc., in an Amount Not to Exceed \$24,950.00
- Moved: Commissioner Glory
Second: Commissioner Porter
Vote: Unanimous
Abstain: None
- 2020-044 Resolution Authorizing Award of a White 2020 Chevrolet Silverado 3500HD Work Truck Regular Cab, Contract No. CT-20206, Pursuant to State Contract No. A88759 (T2101), to Hertrich Fleet Services, Inc., in an Amount Not to Exceed \$35,555.90
- Moved: Commissioner Porter
Second: Commissioner Blake

Vote: Unanimous
Abstain: None

2020-045 Resolution Authorizing Award of the Well 16 Motor Replacement, Contract No. CT-20039, to A.C. Schultes, Inc., in an Amount Not to Exceed \$17,760.00

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

2020-046 Resolution Authorizing the Purchase of a Stanley Hydrant Saver, Contract No. CT-20204 to Exeter Supply Co., Inc., in an Amount Not to Exceed \$11,172.07

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

2020-047 Resolution Authorizing the Transfer and Restriction of Funds

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

2020-048 Resolution Authorizing the Approval of Line Item Adjustments to the 2019 Sewer/Water Operating Budget

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place March 26, 2020 at 5:30 PM. There will a training session at 5:00 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 February 27, 2020 Public Meeting adjourned.

End of Minutes