

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
March 26, 2020
5:30 PM

The Public Meeting of March 26, 2020 was called to order by William Allmann, Chairman. For the record, this meeting is also being conducted by telephonic conference due to the COVID-19 issues.

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 (by telephonic conference)
Clara Glory, Treasurer	Present (by telephonic conference)
Todd Porter, Assistant Secretary/Treasurer	Present (by telephonic conference)
Vicki Rickabaugh, Secretary	Present (by telephonic conference)
Lewis Wildman, Alternate	Present (by telephonic conference)

PROFESSIONALS:

Attorney – Michael McKenna, Esq.	On-call if needed
Consulting Engineer – Alan Dittenhofer, PE	On-call if needed

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: With no one present from the public, Chairman Allmann closed the public portion of the meeting. It was noted that the Administration Building doors are unlocked, and if anyone from the public should arrive and have any questions, Chairman Allmann will reopen the meeting is needed.

It was noted that the Authority will investigate holding the April 23, 2020 Public Meeting remotely or by telephone if the current situation does not improve.

It was also noted, in accordance with the Division of Local Government Services' guidance and as confirmed with the Authority's General Counsel, Commissioners joining the meeting by telephonic conferencing are considered in full attendance.

Approval of the Minutes of the Open Session Public Meeting of February 27, 2020

Moved:	Commissioner Blake
Second:	Commissioner Wildman
Vote:	Unanimous
Abstain:	Commissioner Rickabaugh abstained

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION AUTHORIZING THE EXECUTION AND DELIVERY OF LOAN AGREEMENTS WITH THE NEW JERSEY INFRASTRUCTURE BANK AND THE STATE OF NEW JERSEY, ACTING BY AND THROUGH THE DEPARTMENT OF ENVIRONMENTAL PROTECTION, AND FURTHER AUTHORIZING THE EXECUTION AND DELIVERY OF AN ESCROW AGREEMENT, ALL PURSUANT TO THE NEW JERSEY INFRASTRUCTURE BANK FINANCING PROGRAM – There are two bond resolutions on the agenda this evening. The first being New Jersey Infrastructure Bank (NJIB) Loan for Manhattan Street Project. The bond documents will be finalized next week. The Authority's Bond Counsel is requesting that the Authority approve the resolution this evening accepting the exhibits. Signatures on the documents will be obtained next week as well. The closing is scheduled on or about May 13, 2020. Interest rates remain favorable. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING THE DEFEASANCE AND OPTIONAL REDEMPTION OF ALL THE \$2,250,000 PRINCIPAL AMOUNT OF OUTSTANDING WATER AND SEWER REVENUE BONDS, SERIES 2004A – The second resolution on the agenda this evening is for the Series 2004A Bond Defeasance. The Authority has secured the funds, including principle and prorated interest, which will be placed in escrow on Monday, March 30, 2020 to pay off the 2004 Bonds which is scheduled to take place on May 1, 2020. The process of setting up the escrow involves a letter from the Authority's Bond Counsel to BNY Mellon. It was noted the 2004 bonds have an interest rate ranging from 4.50% to 4.75%. Interest rates are beginning to drop on investments so this is a good time to complete this process. Additionally, retiring the higher interest rate debt will help the Authority accommodate the new lower interest rate debt through the I-Bank for the Manhattan Street project, the Western Water Main Extension and the replacement Six Flags Great Adventure Water Treatment Plant. The defeasance of the 2004 bonds is estimated to save the Authority approximately \$300,000.00 in interest through 2024. This has been reviewed with the Finance Committee and is recommending approval this evening.

HYDRANT FLUSHING – The Authority typically flushes hydrants in the Spring and the plan was to start flushing on March 30, 2020 however the Authority feels it is better to hold off until things settle down. This has been reviewed with the Finance and Engineering Committees. The Board agreed.

2020 FINANCIAL DISCLOSURE FORMS – The Authority should be receiving notification from the Township shortly with regard to filing the 2020 Financial Disclosure Forms. To date, the deadline remains as April 30, 2020, which could change.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 FOR THE BROOKWOOD PARKWAY SANITARY SEWER EVALUATION AND SPOT REPAIRS, CONTRACT NO. CT-19075, WITH NORTH AMERICAN PIPELINE SERVICES, LLC, IN THE INCREASED AMOUNT OF \$2,679.54 – The Final Quantities Change Order No. 1 with North American Pipeline Services, LLC consists of additional work due to the sewer main line collapse on Villanova Drive. Noted that in order to prevent additional emergency work in the future, the staff re-scoped the project from a sewer main line evaluation & spot repair to a Cured in Place Pipe (CIPP) lining of the 10 inch sewer main on West County Line Road plus sections on Villanova Drive. The net amount of the Final Quantities Change Order No. 1 is in the increased amount of \$2,679.54. The revised contract total amount will be increased from \$127,601.00 to a final contract amount of \$130,280.54. The Authority’s Consulting Engineer, Remington & Vernick Engineers, Inc. and the Authority’s staff have reviewed and are recommending approval. This has been discussed with the Engineering Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING A DEVELOPER’S AGREEMENT WITH BARON BUILDERS, LLC, FOR THE POSSIBLE RELOCATION OF A SEWER LATERAL AT TWO RESIDENTIAL LOCATIONS - Baron Builders, LLC (Baron) is developing certain tracts of land within the Classics of Royal Grove development. Two (2) cleanout locations are not in compliance with the Authority’s Rules and Regulations, which does not permit a cleanout to be located in a driveway or sidewalk. In lieu of relocating the sewer cleanouts at this time, Baron has agreed to a capital contribution in the sum of \$1,000.00 per location, for future possible relocations of the individual sewer cleanouts by the Authority. Additionally, Baron has agreed to establish an escrow account in the amount of \$500.00 to cover all professional fees associated with the agreement. The resolution on the agenda this evening is requesting approval to authorize a Developer’s Agreement with Baron Builders, LLC for the possible relocation of a sewer lateral at two (2) residential locations. The Engineering Committee has reviewed and is recommending approval this evening.

Commissioner Glory inquired where this particular development is located. Mr. Quijano noted the referenced locations are off Grand Blvd and East Veterans Highway.

Mr. Quijano next discussed Pinerock Development which is located on Whitesville Road and closer to East Veterans Highway. The developer is in the process of applying for Tentative Approval but would like to submit for a Treatment Works Approval (TWA) permit. The developer is asking if the Authority can move ahead with endorsing the permit prior to next month’s meeting. Chairman Allmann noted that the project will eventually be approved and asked if there were any concerns endorsing the permit. The Board approved the Authority to move forward with the endorsement of the permit.

CONSULTING ENGINEER’S REPORT:

Mr. Alan Dittenhofer was on-call this evening since there were no action items to report for March.

PUBLIC RELATIONS COMMITTEE REPORT:

None.

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:

Before the Finance Committee Report, Mr. Diaz began a brief discussion regarding the steps the Authority is taking related to the COVID-19 matter as it relates to the Authority. A team has been organized of four (4) who are monitoring information coming from various sources including FEMA, CDC, the State of New Jersey and other various organizations as well. The Board has been receiving emails from Mr. Diaz and the team to keep the Board up to date of what is being done. The latest was related to the Authority going to half day sessions. The Authority is open all day and the staff is split between morning and afternoon. When a staff member is at home, they are on-call, and if needed, can come into the office. All details were included in the email, and the Authority is taking every precaution for the safety of all employees and the public we serve. Mr. Harpell stated that there has been a very good response from the staff.

FINANCE COMMITTEE REPORT:

RESOLUTION ACCEPTING THE CASH MANAGEMENT REPORT FOR MONTH ENDING FEBRUARY 29, 2020 – The February Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. Noted, the Authority's interest rate for all accounts for the month is 2.21%. This rate reflects no change from prior month. The Authority will see interest rates on its investments reduced in the upcoming months based on the Federal Reserve rates decreasing as a response to the COVID-19 implications which effects the banking investment rates.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR MARCH 2020 - The March Bill List was presented this month for approval totaling \$732,182.84. The Finance Committee has reviewed and is recommending approval this evening. Noted, the Authority is beginning to reduce the Operating Expense Fund, beginning with transfers this month. The purpose is to balance out the account which occurs every once in a while and adjustments are made accordingly.

RESOLUTION AUTHORIZING AWARD OF A CONTRACT FOR PAYROLL SERVICES, CONTRACT NO. CT-20038, TO PRIMEPOINT, LLC, IN AN AMOUNT NOT TO EXCEED \$13,500.00 ANNUALLY – The resolution being presented for approval this evening is to award a contract for payroll services. It was noted, that 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 and a resolution was approved on January 23, 2020 for this purpose. The Authority advertised and received one bid from Primepoint Services, for Payroll Services, Contract No. CT-20038 in an amount not to exceed \$13,500.00 annually. The term of the contract is not to exceed five (5) years. The Finance Committee has reviewed and is recommending approval this evening.

Last discussed, the Elected Officials Training was cancelled for this evening. Instructions were sent out via email to utilize the on-line training as an alternative. The Authority will continue to see what happens in the upcoming weeks. When current events subside, the Authority could potentially conduct some training in-house for those who did not do so on-line. The training is not required to be completed until May 31, 2020. Lastly, if training is completed, please forward the certificate of completion to Mr. Diaz for the file.

PERSONNEL COMMITTEE REPORT:

There were no action items to report for Personnel.

CONSENT RESOLUTIONS:

2020-049 Resolution Accepting the Cash Management Report for Month Ending February 29, 2020

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

RESOLUTIONS OFFERED:

2020-050 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for March 2020

Moved: Commissioner Blake
Second: Commissioner Glory
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #26618 and Commissioner Glory abstained on Check #26654

2020-051 Resolution Authorizing a Developer's Agreement with Baron Builders, LLC, for the Possible Relocation of a Sewer Lateral at Two Residential Locations

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

2020-052 Resolution Authorizing Final Quantities Change Order No. 1 for the Brookwood Parkway Sanitary Sewer Evaluation and Spot Repairs, Contract No. CT-19075, with North American Pipeline Services, LLC, in the Increased Amount of \$2,679.54

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

2020-053 Resolution Authorizing the Execution and Delivery of Loan Agreements with the New Jersey Infrastructure Bank and the State of New Jersey, Acting By and Through the Department of Environmental Protection, and Further Authorizing the Execution and Delivery of an Escrow Agreement, All Pursuant to the New Jersey Infrastructure Bank Financing Program

Moved: Commissioner Rickabaugh
Second: Commissioner Glory

Vote: Unanimous
Abstain: None

2020-054 Resolution Authorizing the Defeasance and Optional Redemption of all the \$2,250,000 Principal Amount of Outstanding Water and Sewer Revenue Bonds, Series 2004A

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

2020-055 Resolution Authorizing Award of a Contract for Payroll Services, Contract No. CT-20038, to Primepoint, LLC, in an Amount Not to Exceed \$13,500.00 Annually

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place April 23, 2020 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 March 26, 2020 Public Meeting adjourned.

End of Minutes