

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
July 25, 2019
5:30 PM

The Public Meeting of July 25, 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:

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| William Allmann, Chairman | Present |
| Carol Blake, Secretary | Present |
| Geneva Clayton, Asst. Secretary/Treasurer | Excused |
| Clara Glory, Treasurer | Present |
| Vicki Rickabaugh, Vice-Chairwoman | Present |
| Todd Porter, Alternate | Present |

PROFESSIONALS:

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| Attorney – William Hierung, Esq. | Present |
| Consulting Engineer – Alan Dittenhofer, PE | Present |

AUTHORITY STAFF:

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| 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 were Mr. Cordts and Mr. Ospitale. 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 June 27, 2019

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| 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:

RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS BEYOND THE STATE’S RETENTION PERIOD REQUIREMENT - The Authority has 106 boxes of old records which have been approved for destruction by the Department of Treasury. These

records include customer service files including payment receipts, closed contracts, purchase orders, work orders, inventory records, and financial/bank statements which have exceeded the required retention period (typically 6 years). A significant portion of the archives will move to the new Warehouse when completed so a concerted effort is being made to better organize these records and to dispose of records that are no longer needed. The Authority is requesting approval this evening to authorize the destruction of records. Following approval, the Authority will have all the approved records shredded. It was noted that the Authority has hired a Summer Intern to assist in cleaning up some of the engineering records in the archives. The Finance Committee has reviewed and is recommending approval this evening.

NPS-5 FLOW STUDY - The Authority has received the results from the NPS-5 flow study and three of the four locations did not change significantly from the 2013 study but there was a large increase in the flow near Brookwood Parkway. The next step is to further evaluate the sewer system to determine the cause. The Authority sent a Request for Proposal (RFP) out today to obtain pricing to evaluate why the flows increased in this area in an effort to reduce the billable flows to the Ocean County Utilities Authority. This has been discussed with the Finance and Engineering Committees.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING THE AWARD OF THE DUBLIN ROAD PUMP STATION VARIABLE FREQUENCY DRIVE AND TOUCHSCREEN DISPLAY REPLACEMENTS, CONTRACT NO. CT-18100, TO PUMPING SERVICES, INC., IN AN AMOUNT NOT TO EXCEED \$38,350.00 – The touchscreen display and two (2) Variable Frequency Drives (VFDs) at the Dublin Road Pump Station have to be replaced. Dublin is one of the larger pump stations. The Authority advertised and solicited bids for the Dublin Road Pump Station Variable Frequency Drive and Touchscreen Display Replacements, Contract No. CT-18100 on June 12, 2019. Three (3) bids were received and publicly opened on July 10, 2019, ranging from a low of \$38,350.00 to a high of \$94,000.00. The Authority's Legal Counsel and the Authority's staff have reviewed the bids and are requesting approval this evening to award to Pumping Services, Inc., as the lowest responsive and responsible bidder, in an amount not to exceed \$38,350.00. The Engineering Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE EXTENSION OF FRENCH & PARRELLO ASSOCIATES' CONTRACT FOR RESIDENT INSPECTION SERVICES FOR THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-16074, IN AN AMOUNT NOT TO EXCEED \$50,000.00 - The Authority approved Resident Inspection Services for Six Flags Great Adventure (SFGA) Water Treatment Plant Replacement, relative to Contract No. CT-16074, via Resolution No. 2016-84 on May 26, 2016, in a not to exceed amount of \$200,000.00. The contract provides for the extension for up to an additional three (3) months. The Authority is in need of additional resident inspection services for the SFGA Water Treatment Plant Replacement, relative to Contract No. CT-16074 and the Authority's Engineering Staff is requesting Task Order Change No. 1 to CT-16074, which would extend the current contract by 500 additional resident inspection services hours for the project. The additional inspection hours will extend through the substantial completion of the project. The contract will be revised from the original amount of \$200,000.00 to the increased amount of \$250,000.00. The Engineering Committee has reviewed and is recommending approval this evening.

At this time, Mr. Quijano updated the Board on the Six Flags Water Treatment Plant Replacement, noting the first backwash tank and the outside of the building are completed. The contractor is currently working on the mechanical and electrical workings inside the building. The substantial completion date is still targeted for October or November 2019.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING AMENDED TENTATIVE AND FINAL SEWER AND WATER APPROVAL TO JACKSON STORAGE, BLOCK 4801, LOTS 22 AND 23, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Jackson Storage of New Jersey, LLC, is proposing to construct four (4) self-storage facilities on the north side of North County Line Road, west of Harmony Road. The applicant is proposing to install water and sewer services to the existing office/apartment located on lot 22.01. The site contains a total of 10.92 acres. The applicant proposes to connect to the existing water main in North County Line Road and install the service for the building. The applicant also proposes to extend a 6-inch sewer lateral to service the existing building. We recommended this approval in our July 8, 2019 letter to the Board. Chairman Allmann noted that the applicant has been notified that by ordinance it is mandatory they connect to the water and sewer systems.

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO HOPE OFFICES, BLOCK 22301, LOTS 25 AND 26, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Hope Offices, LLC, is proposing to construct a two (2) story building with a total of 16,960 square foot of office and retail space on the eastern side of South Hope Chapel Road, south of Whitesville Road. The site contains a total of 1.56 acres. The applicant is applying for final approval at this time. The applicant proposes to connect to an existing manhole located in Whitesville Road and install approximately 76 LF of PVC sewer main to a manhole, followed by a force main connection to service the building. The applicant also proposes to connect to an existing water stub along South Hope Chapel Road and install a water service for the building. We recommended this approval in our July 8, 2019 letter to the Board.

RESOLUTION GRANTING ON-SITE TENTATIVE SEWER AND WATER APPROVAL TO JACKSON TRAILS MAJOR SUBDIVISION, BLOCK 23001, LOTS 22 THROUGH 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – It was noted, there are off-site and pump station components to this application which are not included on the agenda this evening. The applicant, Jackson Trails, LLC, is proposing to construct a 459 residential unit subdivision as well as a house of worship on the north side of South Hope Chapel Road. The applicant is applying for tentative water and sewer approval at this time. The applicant proposes to install a system of 12" and 8" DIP water mains throughout the site to service the lots. The applicant proposes to install a system of 8" gravity sewer mains throughout the subdivision. We recommended this approval in our July 8, 2019 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO SOLOMON ZOLTY SUBDIVISION, BLOCK 21702, LOT 32 AND BLOCK 21801, LOTS 57, 58, 59 AND 61, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Solomon Zolty Investments, LLC, is proposing to construct a ten (10) lot residential subdivision on the east side of South Hope Chapel Road, north of Whitesville Road. The applicant is applying for tentative approval at this time. The applicant proposes to install

3,163 L.F. of 8" PVC gravity sewer main extending from the existing sanitary sewer manhole in Whitesville Road North along South Hope Chapel Road to the project location. The applicant also proposes to connect to the existing 12" water main in South Hope Chapel Road and install approximately 1,900 L.F. of 8" DIP water main to service the subdivision. We recommended this approval in our July 8, 2019 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO SCHWARZMAN WAREHOUSE, BLOCK 2508, LOT 8, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Schwarzman Export Company, LTD, is proposing to construct a 47,129 square foot warehouse/retail/office facility on the south side of West Commodore Blvd. The applicant is applying for preliminary water service at this time. The applicant proposes to connect to the existing water main located in West Commodore Blvd to provide both domestic water and fire service to the site. We recommended this approval in our July 8, 2019 letter to the Board. Chairman Allmann noted that in the event we receive a 208 Amendment to the Sewer Service Area for a larger proposed project across the street from this location, mandatory connection to sewer would probably be required for the referenced warehouse project.

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:

FINANCE COMMITTEE REPORT:

RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING JUNE 30, 2019 – The June Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JULY 2019 - The July Bill List was presented this month for approval totaling \$1,392,510.01. The majority includes NJEIFP projects. The Finance Committee has reviewed and is recommending approval this evening.

MAPLE GLEN EVALUATION - The annual Maple Glen Mobile Home Park (MGMHP) rate calculation for 2019 has been completed. There is no need for a rate hearing or rate increase for 2019. The Authority, with the consent of representatives from MGMHP, continues the objective of funding Maple Glen's capital initiatives. The additional revenues received from the MGMHP's rates in excess of the expenses are deposited annually into the MGMHP bank account along with their annual depreciation to support such initiatives. The amount to be deposited this year will be \$14,414.37, noting some of these funds will come from the Revenue General Fund. This has been discussed with the Finance Committee.

RESOLUTION AUTHORIZING AN EXTENSION TO THE VERIZON WIRELESS CONTRACT, CONTRACT NO. CT-19067, PURSUANT TO STATE CONTRACT NO. A82583, IN AN AMOUNT NOT TO EXCEED \$1,710.00 PER MONTH – The Authority awarded JTMUA Contract No. C2-00037 to Verizon Wireless under State Contract No. A82583 for cellular phone services via Resolution No. 2012-123 on October 25, 2012. The contract is scheduled to expire August 31, 2019 in accordance with provisions in the resolution and State approved extensions. State Contract No. A82583 for Verizon Wireless as a cellular phone provider has been extended to February 29, 2020 and may be extended further in accordance with State Contract provisions. The Authority will request authorization to accept the above referenced extension under JTMUA Contract No. CT-19067, effective September 1, 2019, and any future State extensions with Verizon Wireless in an amount not to exceed \$1,710.00 per month, plus additional services required in accordance with State Contract No. A82583. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING COMPETITIVE CONTRACTING FOR LABORATORY TESTING SERVICES - The Authority's current laboratory testing services, under JTMUA Contract No. CT-16045, is due to expire on September 30, 2019. The Authority would like to utilize the Competitive Contracting for Laboratory Testing Services process to attain a new contract to become effective October 1, 2019. 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 Laboratory Testing Services, as a second resolution will be presented next month to award the contract. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE LEGLER AND BARTLEY VAULT PIPING/VALVE PAINTING, CONTRACT NO. CT-19068, TO PAINT RITE, INC., IN AN AMOUNT NOT TO EXCEED \$13,200.00 - The Authority obtained two (2) quotes for the Legler and Bartley Vault Piping/Valve Painting in an amount ranging from \$13,200.00 to \$30,000.00. The Authority is requesting approval this evening to award JTMUA contract No. CT-16068 to Paint Rite, Inc., in an amount not to exceed \$13,200.00. The Finance Committee has reviewed and is recommending approval this evening. The Authority recently completed the 2019 Water Tank Spot Repairs contract and the vault piping/valve painting were originally included in that bid, however the price came in at \$30,000.00. This item was removed from the contract due to the cost.

PERSONNEL COMMITTEE REPORT:

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF DANA NIZAMOFF UNDER THE CIVIL SERVICE TITLE OF CLERK 1 – Ms. Nizamoff possesses the requisite qualifications, credentials and experience to fill the Civil Service title of Clerk 1 in the Customer Service Department. The resolution presented this evening is to hire Ms. Nizamoff as a permanent employee with the Authority to be effective July 29, 2019. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PROMOTION OF MICHAEL FEINEN TO THE CIVIL SERVICE TITLE OF ELECTRONIC SYSTEMS TECHNICIAN 1 - Mr. Feinen has held the Civil Service Commission title of Sewer Repairer 1/Water Repairer 1 since May 28, 2010. Mr. Feinen has acquired the requisite education and experience to qualify for a promotion to Electronic Systems Technician 1, effective July 29, 2019. This promotion has been recommended by his Supervisor. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2019-099 Resolution Accepting the Cash Management for Month Ending June 30, 2019
- 2019-100 Resolution Granting Tentative Sewer and Water Approval to Solomon Zolty Subdivision, Block 21702, Lot 32 and Block 21801, Lots 57, 58, 59 and 61, on the Tax Map of the Township of Jackson
- 2019-101 Resolution Granting Final Sewer and Water Approval to Hope Offices, Block 22301, Lots 25 and 26, on the Tax Map of the Township of Jackson
- 2019-102 Resolution Granting Preliminary Sewer and Water Approval to Schwarzman Warehouse, Block 2508, Lot 8, on the Tax Map of the Township of Jackson
- 2019-103 Resolution Granting On-Site Tentative Sewer and Water Approval to Jackson Trails Major Subdivision, Block 23001, Lots 22 through 29, on the Tax Map of the Township of Jackson
- 2019-104 Resolution Granting Amended Tentative and Final Approval to Jackson Storage, Block 4801, Lots 22 and 23, on the Tax Map of the Township of Jackson
- Moved: Commissioner Blake
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

- 2019-105 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for July 2019
- Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #25848
- 2019-106 Resolution Authorizing the Extension of French & Parrello Associates' Contract for Resident Inspection Services for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16074, in an Amount Not to Exceed \$50,000.00
- Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: None
- 2019-107 Resolution Authorizing an Extension to the Verizon Wireless Contract, Contract No. CT-19067, Pursuant to State Contract No. A82583, in an Amount Not to Exceed \$1,710.00 Per Month
- Moved: Commissioner Porter

Second: Commissioner Blake
Vote: Unanimous
Abstain: None

2019-108 Resolution Authorizing Award of the Dublin Road Pump Station Variable Frequency Drive and TouchScreen Display Replacements, Contract No. CT-18100, to Pumping Services, Inc., in an Amount Not to Exceed \$38,350.00

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

2019-109 Resolution Authorizing Competitive Contracting for Laboratory Testing Services

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

2019-110 Resolution Authorizing Award of the Legler and Bartley Vault Piping/Valve Painting, Contract No. CT-19068, to Paint Rite, Inc., in an Amount Not to Exceed \$13,200.00

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

2019-111 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement

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

2019-112 Resolution Authorizing the Permanent Hire of Dana Nizamoff under the Civil Service Title of Clerk 1

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

2019-113 Resolution Authorizing the Promotion of Michael Feinen to the Civil Service Title of Electronic Systems Technician 1

Moved: Commissioner Rickabaugh
Second: Commissioner Porter
Vote: Unanimous

Abstain: None

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place August 22, 2019 at 5:30 PM.

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 July 25, 2019 Public Meeting adjourned.

End of Minutes