

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

The Public Meeting of August 27, 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 issue.

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. It was noted that for the record that this Public Meeting was advertised as being held via teleconference on the Authority’s website. The meeting is being recorded. If any participant is disconnected, please dial back in. For any public participation, you will be muted until the Chairman opens this meeting for any public comment. All participants will be asked to identify themselves.

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	Excused
Vicki Rickabaugh, Secretary	Present
Lewis Wildman, Alternate	Present

PROFESSIONALS:

Attorney – William T. Hierung, Esq.	On-call if needed
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 stated that there was no public participation but will leave the meeting open for the balance of the meeting. Please hold off on any questions or comments until recognized and you will be asked to state your name. Present from the public was Ms. Courtney Winters from Holman Frenia Allison, PC who will be presenting the 2019 Audit review. Also, in attendance were Ms. Sana Siddiqui, Ms. Dana Nizamoff, Mr. William Cordts and Michael Janusz via teleconference.

Approval of the Minutes of the Open Session Public Meeting of July 23, 2020

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

At this time, Ms. Courtney Winters, Account Manager with Holman Frenia Allison, PC, began the 2019 Audit review. Ms. Winters noted that part of the delay of the 2019 Audit was due to the required inclusion of the GASB 68 and GASB 75 information which is provided by the State and was further delayed by the COVID-19 issue. Ms. Winters thanked the Authority's staff and all involved for their help during this time. Mr. Diaz also commended the staff for all efforts involved. Ms. Winters first reviewed the Summary Schedule, noting there were two (2) audits this year, the Financial Statement Audit and the State Single Audit. It was noted the single audit was required because of the New Jersey Infrastructure Bank (NJIB) loans.

This report summarizes the different audits. Ms. Winters stated that there were no findings to report and the Authority was provided with unmodified opinions, which is the best opinion that we can provide. The Internal Control Financial Report shows no material weaknesses and no significant deficiencies. Reviewing the General Comments and Recommendations, there were no findings and no prior year findings. Financial statements for the Financial Statement Audit were materially correct.

Ms. Winters reviewed various financial reports including: Management's Discussion and Analysis, Statement of Net Position, Statement of Revenue Expenses and Changes in Net Position, Statement of Cash Flows and Budget VS. Actual.

Additionally, Ms. Winters reviewed the various Notes to Financial Statements explaining the significance of each. Under Subsequent Events, discussed was the impact of COVID-19, the issuance of not to exceed \$7,100,000 water revenue bonds through the NJIB Financing Program in May 2020. Ms. Winters further noted that in March 2020 the Board approved the defeasance and optional redemption of outstanding water and sewer revenue bonds, Series 2004A. The redemption occurred in May 2020.

In conclusion, financially the Authority is doing well with a clean independent Audit Report, with an unmodified opinion, which is the best opinion. There are no material weaknesses and no significant deficiencies found in the Authority. Ms. Winters noted that following this presentation, the 2019 Audit Governance Letter will be forwarded to the Board.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

Mr. Harpell stated there were no action items to discuss this evening from the Executive Director's report:

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING TASK ORDER CHANGE NO. 1, VIA A FAIR AND OPEN PROCESS, TO T&M ASSOCIATES, FOR CRYSTAL BROOK PUMP STATION REHABILITATION, CONTRACT NO. C3-00043, IN AN AMOUNT NOT TO EXCEED \$22,652.00 – The Authority staff is prepared to bid the Crystal Brook Pump Station Rehabilitation project which was originally designed and permitted in 2013. The design documents are outdated and the Treatment Works Approval (TWA) permit needs to be updated. Due to the postponement of the project, the professional services rates from T&M Associates (T&M) have to be updated from 2013 to their current rates. The scope of work

remains basically unchanged. T&M has submitted Task Order Change No. 1 to provide the updated rates, survey, design and permitting documents in the total amount of \$22,652.00. This matter has been reviewed with the Engineering Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF WELL 16 MOTOR REPLACEMENT, CONTRACT NO. CT-20039, WITH A.C. SCHULTES, INC. – A.C. Schultes, Inc., has fulfilled their contractual obligations and has submitted the required contract closeout documents for the Well 16 Motor Replacement project, in the amount of \$17,760.00. The documents have been reviewed and found to be in compliance. This matter has been reviewed with the Engineering Committee 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 JACKSON WOODS SOUTHEAST ON-SITE, BLOCK 4101, LOT 20.02, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Jackson Development Company, is proposing to construct 465 single-family dwellings as well as a clubhouse along Freehold Road. The applicant is proposing to service the subdivision with an 8” and 12” DIP water main, 8” and 10” PVC sewer main and the temporary use of an existing pump station and force main. The new on-site pump station and force mains are not included in this review. This approval was recommended in our August 10, 2020 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO SWANBORNE MAJOR SUBDIVISION ON-SITE, BLOCK 20801, LOTS 1, 8-12, 15-18 & 28 AND BLOCK 20701, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Swanborne, LLC, is proposing to construct 254 single family and multi-family dwelling units adjacent to the intersection of East Veterans Highway. The applicant is proposing to service the subdivision with an 8” water main extension and the installation of an on-site gravity sewer system and the installation of an on-site pump station and force main. The on-site regional pump station is not included in this review This approval was recommended in our August 10, 2020 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO JB’S DINER, BLOCK 3101, LOT 19, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Lirama, LLC, is proposing to construct a 6,500 square foot restaurant along Monmouth Road. The applicant proposes to service the site with an on-site potable water well and 15,000 gallon water storage tank for fire protection, as well as an on-site sanitary sewer grease tank and two (2) septic tanks. There are no existing facilities in the vicinity of this project and no further action is required. This approval was recommended in our August 10, 2020 letter to the Board.

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 THE CASH MANAGEMENT REPORT FOR MONTH ENDING JULY 31, 2020 – The July Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rate for all accounts for the month is 1.72% with a decrease of .08% from prior month

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR AUGUST 2020 - The August Bill List was presented this month for approval totaling \$1,441,837.34. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING RENEWAL OF MEMBERSHIP IN THE NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND, CONTRACT NO. CT-21049 – The Authority is requesting approval this evening authorizing renewal of membership in the New Jersey Utility Authorities Joint Insurance Fund, for a three (3) year term effective January 1, 2021 through December 31, 2023. Since the contract would be considered an Extraordinary Unspecifiable Service the Authority is authorized to award such insurance coverage without the need for solicitation of public bids. The annual premium is approximately \$175,000.00 with the final amount of which will be certified each year as the actual premium is determined. Noted, this membership includes all the Authority's insurance, including auto, general liability and worker's comp. Each year, the JIF pays out dividends which the Authority applies against the following year's premium. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION CERTIFYING AUDIT HAS BEEN REVIEWED BY THE BOARD - A representative from Holman Frenia Allison, PC previously presented the 2019 Audit this evening. The resolution on the agenda this evening is certifying that the Audit has been reviewed by Board which will include a certificate signed by each Board Member present this evening. This has been reviewed with the Finance Committee and is recommending approval this evening.

PERSONNEL COMMITTEE REPORT:

There is one (1) promotion, two (2) new hires and one (1) ratification on the agenda this evening as follows:

RESOLUTION AUTHORIZING THE PROMOTION OF DANA NIZAMOFF TO THE CIVIL SERVICE TITLE OF ACCOUNT CLERK/CLERK 2 – Ms. Dana Nizamoff has held the Civil Service Commission title of Clerk 1 since June 29, 2019. Ms. Nizamoff has acquired the requisite education and experience to qualify for a promotion to Account Clerk/Clerk 2, effective August 31, 2020 and has been recommended by her Supervisor. This has been reviewed with the Personnel Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF JOSEPH HACKETT UNDER THE CIVIL SERVICE TITLE OF LABORER 1 – This evening’s agenda includes one (1) new hire for the open budgeted Meter Reader position under the Civil Service Commission title of Laborer 1. Mr. Hackett has the experience and education required to fill the position with an effective start date of on or about August 31, 2020. This has been reviewed with the Personnel Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF CHRISTOPHER HERNANDEZ UNDER THE CIVIL SERVICE TITLE OF LABORER 1 – This evening’s agenda includes one (1) new hire for the open budgeted position in the Maintenance Department under the Civil Service Commission title of Laborer 1. Mr. Hernandez has the experience and education required to fill the position with an effective start date of on or about August 31, 2020. This has been reviewed with the Personnel Committee and is recommending approval this evening.

RESOLUTION RATIFYING THE PERMANENT HIRE OF STEPHEN KERTESZ UNDER THE CIVIL SERVICE TITLE OF MECHANICS HELPER – The Authority received approval last month to hire Mr. Kertesz and to ratify this hire by resolution at the August Public Meeting. Mr. Kertesz has the experience and education required to fill the open budgeted Mechanic position under the Civil Service Commission title of Mechanics Helper. Mr. Kertesz’s start date was August 3, 2020. This has been reviewed with the Personnel Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AMENDMENTS TO THE SALARY GUIDE AND ELIGIBILITY REQUIREMENTS – The Authority’s Salary Guide and Eligibility Requirements were last adopted in June 2019. The Authority believes it is appropriate to amend the current Salary Guide to reflect some new titles and one minor change to the Eligibility Requirements. This has been reviewed with the Personnel Committee and is recommending approval this evening.

CONSENT RESOLUTIONS:

2020-092 Resolution Accepting the Cash Management Report for Month Ending July 31, 2020

2020-093 Resolution Granting Tentative Sewer and Water Approval to Jackson Woods Southeast On-Site, Block 4101, Lot 20.02, on the Tax Map of the Township of Jackson

2020-094 Resolution Granting Tentative Sewer and Water Approval to Swanborne Major Subdivision On-Site, Block 20801, Lots 1, 8-12, 15-18 & 28 and Block 20701, Lot 3, on the Tax Map of the Township of Jackson

2020-095 Resolution Granting Preliminary Sewer and Water Approval to JB’s Diner, Block 3101, Lot 19, on the Tax Map of the Township of Jackson

Moved: Commissioner Rickabaugh

Second: Commissioner Blake

Vote: Unanimous

Abstain: Commissioner Glory abstained on Resolution 2020-093 and Chairman Allmann abstained on Resolution 2020-095

RESOLUTIONS OFFERED:

2020-096 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for August 2020

Moved: Commissioner Glory
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on Check #27005

2020-097 Resolution Authorizing Task Order Change No. 1, Via a Fair and Open Process, to T&M Associates, for Crystal Brook Pump Station Rehabilitation, Contract No. C3-00043, in an Amount Not to Exceed \$22,652.00

Moved: Commissioner Blake
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Glory

2020-098 Resolution Authorizing the Release of the Performance Bond and the Closeout of Well 16 Motor Replacement, Contract No. CT-20039, with A.C. Schultes, Inc.

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

2020-099 Resolution Certifying Audit Has Been Reviewed by the Board

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

2020-100 Resolution Authorizing Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund, Contract No. CT-21049

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

2020-101 Resolution Authorizing Amendments to the Salary Guide and Eligibility Requirements

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

2020-102 Resolution Ratifying the Permanent Hire of Stephen Kertesz Under the Civil Service Title of Mechanics Helper

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

2020-103 Resolution Authorizing the Permanent Hire of Christopher Hernandez Under the Civil Service Title of Laborer 1

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

2020-104 Resolution Authorizing the Permanent Hire of Joseph Hackett Under the Civil Service Title of Laborer 1

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

2020-105 Resolution Authorizing the Promotion of Dana Nizamoff to the Civil Service Title of Account Clerk/Clerk 2

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 September 24, 2020 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Wildman seconded the motion and it was passed unanimously. Chairman Allmann declared the August 27, 2020 Public Meeting adjourned.

End of Minutes