

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
September 26, 2019
5:30 PM

The Public Meeting of September 26, 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	Present
Geneva Clayton, Asst. Secretary/Treasurer	Present
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, 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

Approval of the Minutes of the Open Session Public Meeting of August 22, 2019

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

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.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION CONSENTING TO THE ASSIGNMENT OF WATER AND SEWER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC TO THE GARDENS AT JACKSON TWENTY-ONE, LLC – Per the 2003 Agreement, Jackson Development Company, LLC has the right to assign waivers to a third-party who obtains an interest in the project and they have elected to assign fifty (50) water and sewer connection fee waivers to The Gardens at Jackson Twenty-One, LLC. This assignment is being formalized by resolution as the Authority is being asked to sign off on the agreement between the parties. This matter has been discussed with both the Engineering and Finance Committees and both are recommending approval this evening.

ASSOCIATION OF ENVIRONMENTAL AUTHORITIES ANNUAL MEETING AND CONFERENCE – The Annual Meeting and Conference for the Association of Environmental Authorities (AEA) is being held on November 19th and 20th. The agenda is currently being finalized. It was noted that Melanie Walter, the Director of the Division of Local Government Services and Dan Kennedy, the Director of Environmental & Utility Operations from Utility and Transportation Contractors Association of New Jersey are both confirmed as speakers. Please let Joan know if you wish to attend. Mr. Harpell noted that his term as AEA President will be up in November.

RESOLUTION AUTHORIZING AWARD OF THE MANHATTAN STREET CO-LOCATION LEASE AGREEMENT, CONTRACT NO. CT-19073, TO CROWN CASTLE – AT&T would like to co-locate on the current monopole on Manhattan Street. Crown Castle owns the pole and the Authority will split the revenue with Crown Castle who is doing the lease on behalf of AT&T. Cell tower revenues generally are approximately \$35,000.00 annually, however, since this revenue is shared, the lease price will be \$17,500.00 for year one (1) with an increase of three percent (3%) per year in accordance with the Authority's bid specifications. The Finance and Engineering Committees have reviewed and are recommending approval this evening.

It was also noted that it will cost AT&T approximately \$100,000.00 to replace the branches on the monopole and Chairman Allmann had suggested the Authority investigate removing the branches and collecting this revenue. The staff liked this idea but after discussing this issue with the Township, it was determined that since the tower was approved as a "Tree Monopole", any change would require Zoning Board approval. AT&T, therefore, chose to replace the branches and anticipates the installation will begin within six (6) months of the executed agreement.

In addition, the Authority heard from Verizon who is interested in a monopole at the end of Whitesville Road. This was discussed with the Township today who may have interest, otherwise the Authority may look to bid an additional monopole on Whitesville Road.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reported the following from the Engineering report:

RESOLUTION AUTHORIZING THE RE-ALLOCATION OF FUNDS FOR TASK ORDER CHANGE NO. 2, THROUGH A FAIR AND OPEN PROCESS, TO PAULUS,

SOKOLOWSKI AND SARTOR, LLC, FOR THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. C4-00050, IN AN AMOUNT NOT TO EXCEED \$0.00 – Paulus, Sokolowski and Sartor, LLC (PS&S) is the design engineer for the Six Flags Great Adventure Water Treatment Plant Replacement project. The Task Order Change No. 2 is basically to authorize the Authority to charge against Task Item 14B, which are the tank inspection services. This is due to additional professional engineering services because of owner preferred changes in the design. In addition, there was also a five percent (5%) escalation fee for the technical staff, due to the delays in issuing the contract because of New Jersey Infrastructure Bank mandated environmental studies, which included a snake study and delayed the project close to a year. The Authority's staff and the Engineering Committee have reviewed and find it to be fair and reasonable.

In addition, previously authorized work during the design phase will also be re-allocated to Task Item 14B. This was because the New Jersey Department of Environmental Protection (NJDEP) considered some of the freshwater wetlands at the project site to be exceptional resource value due to the potential presence of threatened and endangered species. PS&S had completed the design of the site work but had to redesign the entire site, including some curbing. Typically when designing, the assumption is that there is a fifty (50) ft. buffer zone from the freshwater wetlands, but in this case it was one hundred fifty (150) ft.

This is a zero dollar amount change in the contract, as this will reduce Task Item 14B resulting in an available balance of \$16,653.00.

This has been discussed with the Engineering Committee and are recommending approval this evening.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF THE GRAWTOWN BRIDGE SEWER FORCE MAIN RELOCATION, CONTRACT NO. CT-19041, WITH KARKA CONSTRUCTION, INC., IN THE DECREASED AMOUNT OF <\$66,380.00> - Karka Construction, Inc., has indicated that all contract work has been completed for this project. The Authority's staff has reviewed the Final Quantities Change Order No. 1 document, relative to Contract CT-19041, calling for various deductions of contract quantities. Changes resulted in the decreased amount of <\$66,380.00>, revising the contract amount from \$135,605.00 to \$69,225.00. Karka Construction, Inc. has submitted preliminary closeout documents, which have been reviewed and found to be in compliance. The Authority's staff is recommending that the contract be closed, the performance bond released and the project closed in the decreased amount of \$69,225.00. This has been discussed with the Engineering Committee and are recommending approval this evening.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO JACKSON PARKE NORTH AND SOUTH, BLOCK 10401, LOTS 5.01 AND 5.04, BLOCK 17802, LOT 57.01 AND BLOCK 1104, LOTS 52 AND 69, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, EL at Jackson, LLC, is proposing to construct an 1,100 unit subdivision along Perrineville Road comprised of 551 residential units in Jackson Parke North and 549 residential units in Jackson Parke South consisting of single-family homes, townhouses, and apartments. The applicant proposes to install approximately

33,500 linear feet of water main including looping the water main to connect to an existing water main at West Veterans Highway and Thompson Bridge Road, and connection to a recently constructed water treatment plant at Six Flags Great Adventure site via Perrineville Road and connection to the Southern portion of the project via a utility easement in Block 10401, Lot 52, Beresney Lane, and Perrineville Road. The applicant proposes to provide sewer service to the site by installing approximately 15,600 linear feet of force main which will be connected to two (2) sanitary sewer pumping stations to be built in both the North and South sections of the project. The Southern section pump station will convey flows to the Northern section pump station which will convey flows to a proposed sanitary sewer pump station replacement at the Six Flags Great Adventure site. We recommended this approval in our September 9, 2019 letter to the Board. Mr. Chairman made note that five hundred (500) units will be released at a time, for the water allocation. Also noted, this proposed project has been in the planning stages on the Master Plan map for forty plus years.

PUBLIC RELATIONS COMMITTEE REPORT:

The Public Relations Committee will meet this evening to discuss Jackson Day 2019.

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 AUGUST 31, 2019 – The August 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 SEPTEMBER 2019 - The September Bill List was presented this month for approval totaling \$1,756,993.73. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 TO ADD THE SEWER MANAGEMENT INVENTORY COMPONENT TO THE iWORQ SOFTWARE MANAGEMENT SYSTEM AND SUPPORT AGREEMENT, CONTRACT NO. CT-19026, IN AN INCREASED PRORATED AMOUNT NOT TO EXCEED \$387.50 – The Authority authorized the award of the 2019 iWorQ Software Management and Software Support Agreement, Contract No. CT-19026 in an amount not to exceed \$7,100.00 on January 24, 2019 via Resolution No. 2019-08. The agreement is for managing the Authority’s work orders which is primarily geared towards water infrastructure and transportation. iWorQ has made available a sewer management inventory component that would create an inventory for all collection assets to ensure that inspections and maintenance are up to date. The Authority’s staff desires to add the Sewer Management Inventory component in the increased prorated amount not to exceed \$387.50 for the remainder of 2019, beginning October 1st in accordance with Change Order No. 1. The prorated increase of \$387.50 would change the 2019 contract

amount from \$7,100.00 to \$7,487.50. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A TWO (2) YEAR EXTENSION FOR SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK, CONTRACT NO. CT-17074, TO J.F. KIELY CONSTRUCTION COMPANY, IN AN AMOUNT NOT TO EXCEED \$794,155.32

– In September 2018, the Authority awarded Contract No. CT-18092 to J.F. Kiely Construction Company in an amount not to exceed \$388,530.00, for the Sewer/Water Emergency Repairs and Service Work Contract. The terms of the specifications of the contract states that it may be extended for two (2) one-year extensions or one (1) two-year extension based on the satisfactory performance of the Contractor with consideration of an increase based on Consumer Price Index (CPI) other Goods and Services - Northeast Region. The resolution on the agenda this evening is requesting approval to award one (1) two-year extension in an amount not to exceed \$794,155.32, effective November 1, 2019 through October 31, 2021, including an increased amount of 2.2% under Contract No. CT-17094. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A FIVE (5) YEAR CONTRACT FOR LABORATORY TESTING SERVICES, CONTRACT NO. CT-19066, TO J.R. HENDERSON LABS, INC., IN AN AMOUNT NOT TO EXCEED \$598,220.00

– The Authority previously adopted Resolution No. 2019-109 authorizing the use of Competitive Contracting for Laboratory Testing Services per N.J.S.A. 40A:11-4.1 et seq. Pursuant to N.J.S.A. 40A:11-4.2 et seq., contracts awarded under Competitive Contracting for Laboratory Testing Services may be for a term not to exceed five (5) years. The Authority advertised and solicited proposals on July 26, 2019 for Laboratory Testing Services. Two (2) proposals were received and publicly opened on August 14, 2019 at 2:00 P.M. in amounts ranging from \$448,150.00 to \$598,220.00. The Authority’s Evaluation Committee reviewed these proposals and submitted a report and recommendation dated August 19, 2019. The Evaluation Committee determined, in consultation with legal counsel, that the low-bidder was non-responsive. As such, the Authority’s staff desires to award the Laboratory Testing Services to J. R. Henderson Labs, Inc. in an amount not to exceed \$598,220.00 for a five (5) year period effective October 1, 2019 through September 30, 2024, Contract CT-19066. The Finance Committee has reviewed and is recommending approval this evening.

It was noted that the NJDEP has become very concerned with lead due to the issues in Flint, Michigan and Newark and we have extensive additional testing required even though lead is not a problem in our system.

RESOLUTION AUTHORIZING COMPETITIVE CONTRACTING FOR COMPUTING SERVICES

– The Authority’s current agreement for computing services under Contract No. CT-18130 is due to expire on December 31, 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 specialized goods or services. A resolution is on the agenda this evening requesting authorization to use Competitive Contracting for Computing Services. 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 WAREHOUSE FURNITURE, CONTRACT NO. CT-19072, PURSUANT TO STATE CONTRACT NO. A81721, TO NATIONAL OFFICE FURNITURE, IN AN AMOUNT NOT TO EXCEED \$12,965.40

- The Authority desires to purchase Warehouse Furniture for the Purchasing and Superintendent’s offices. A quote was received from National Office Furniture in an amount

not to exceed \$12,965.40, under State Contract No. A81721. The Finance Committee has reviewed and is recommending approval this evening.

PERSONNEL COMMITTEE REPORT:

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF JOSEPH BARON UNDER THE CIVIL SERVICE TITLE OF LABORER 1 – Mr. Baron possesses the requisite experience and education to fill the open budgeted Civil Service title of Laborer 1 as the Authority’s Meter Reader. The resolution presented this evening is to hire Mr. Baron as a permanent employee with the Authority to be effective on or about October 15, 2019. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF JOHN MALINOWSKI UNDER THE CIVIL SERVICE TITLE OF LABORER 1 - Mr. Malinowski possesses the requisite experience and education to fill the open budgeted Civil Service title of Laborer 1 in the Maintenance Department. Mr. Malinowski has worked for the Authority in the past and is interested said open position. The resolution presented this evening is to hire Mr. Malinowski as a permanent employee with the Authority to be effective on or about October 15, 2019. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

2019-125 Resolution Accepting the Cash Management for Month Ending August 31, 2019

2019-126 Resolution Granting Preliminary Sewer and Water Approval to Jackson Parke North and South, Block 10401, Lots 5.01 and 5.04, Block 17802, Lot 57.01 and Block 11404, Lots 52 and 69, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2019-127 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for September 2019

Moved: Commissioner Glory
Second: Commissioner Blake
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #26022

2019-128 Resolution Consenting to the Assignment of Water and Sewer Connection Fee Waivers from Jackson Development Company, LLC to The Gardens at Jackson Twenty-One, LLC

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

- 2019-129 Resolution Authorizing the Re-Allocation of Funds for Task Order Change No. 2, Through a Fair and Open Process, to Paulus, Sokolowski and Sartor, LLC, for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. C4-00050, in an Amount Not to Exceed \$0.00
- Moved: Commissioner Blake
 Second: Commissioner Clayton
 Vote: Unanimous
 Abstain: None
- 2019-130 Resolution Authorizing Final Quantities Change Order No. 1, the Release of the Performance Bond and the Closeout of the Grawtown Bridge Sewer Force Main Relocation, Contract No. CT-19041, with Karka Construction, Inc., in the Decreased Amount of <\$66,380.00>
- Moved: Commissioner Clayton
 Second: Commissioner Blake
 Vote: Unanimous
 Abstain: None
- 2019-131 Resolution Authorizing Change Order No. 1 to Add the Sewer Management Inventory Component to the iWorQ Software Management System and Support Agreement, Contract No. CT-19026, in an Increased Prorated Amount Not to Exceed \$387.50
- Moved: Commissioner Rickabaugh
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None
- 2019-132 Resolution Authorizing Award of a Two (2) Year Extension for Sewer/Water Emergency Repairs and Service Work, Contract No. CT-19074 to J.F. Kiely Construction Company, in an Amount Not to Exceed \$794,155.32
- Moved: Commissioner Clayton
 Second: Commissioner Blake
 Vote: Unanimous
 Abstain: None
- 2019-133 Resolution Authorizing Award of the Manhattan Street Co-Location Lease Agreement, Contract No. CT-19073, to Crown Castle
- Moved: Commissioner Glory
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None

- 2019-134 Resolution Authorizing Award of a Five (5) Year Contract for Laboratory Testing Services, Contract No. CT-19066, to J.R. Henderson Labs, Inc., in an Amount Not to Exceed \$598,220.00
- Moved: Commissioner Glory
Second: Commissioner Clayton
Vote: Unanimous
Abstain: Commissioner Rickabaugh
- 2019-135 Resolution Authorizing Competitive Contracting For Computing Services
- Moved: Commissioner Rickabaugh
Second: Commissioner Blake
Vote: Unanimous
Abstain: None
- 2019-136 Resolution Authorizing Award of the Warehouse Furniture, Contract No. CT-19072, Pursuant to State Contract No. A81721, to National Office Furniture, in an Amount Not to Exceed \$12,965.40
- Moved: Commissioner Blake
Second: Commissioner Glory
Vote: Unanimous
Abstain: None
- 2019-137 Resolution Authorizing the Permanent Hire of Joseph Baron Under the Civil Service Title of Laborer 1.
- Moved: Commissioner Rickabaugh
Second: Commissioner Clayton
Vote: Unanimous
Abstain: None
- 2019-138 Resolution Authorizing the Permanent Hire of John Malinowski Under the Civil Service Title of Laborer 1.
- Moved: Commissioner Clayton
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: None

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place October 17, 2019, the third Thursday of the month, with the following Public Meeting being held on November 21, 2019, also the third Thursday of the month, both at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Clayton seconded the motion and it was passed unanimously. Chairman Allmann declared the September 26, 2019 Public Meeting adjourned.

End of Minutes