

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
November 15, 2018
5:30 PM

The Public Meeting of November 15, 2018 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	Excused
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 October 18, 2018

Moved:	Commissioner Clayton
Second:	Commissioner Porter
Vote:	Unanimous
Abstain:	Commissioner Glory and Commissioner Rickabaugh

QUESTIONS/COMMENTS FROM THE PUBLIC: At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT:

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

RESOLUTION DESIGNATING VARIOUS ORGANIZATIONS TO RECEIVE A CHARITABLE CONTRIBUTION FROM HOMESERVE USA – The available funds for the 2018 HomeServe USA Contribution totals \$12,194.12. Five (5) charities applied for consideration but only four (4) were determined to be eligible for funding. The only question is

that the HomeServe USA policy was adopted in February 2018 and does not permit receiving funding in two consecutive years. This policy was approved after the 2017 Charitable Contribution so the Authority would like to discuss with the Board if they would consider two (2) of the recipients from 2017, or if these charities should wait until 2019 for further funding consideration. The Board discussed the current policy and agreed that all four (4) charities should receive funding, noting that going forward, the policy be amended so that charities, if qualified, may receive funding each year. Discussion continued and the Authority will review the current policy and scoring system with the Administrative Committee in December and will plan on presenting a revised policy to the Board in January 2019. The Board agreed that Adopt A Senior Organization, The Jackson Women of Today Food Pantry, Inches of Hope Children's Cancer Foundation and the Veteran's Memorial Garden will all receive \$3,048.53 in funding in 2018.

RESOLUTION ADOPTING THE 2019 HOLIDAY SCHEDULE – There is a resolution on the agenda this evening for approval to adopt the Authority's 2019 Holiday Schedule.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano did not have any capital projects or action items to report this month

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO BMH PROPERTY 1, LLC, BLOCK 19701, LOT 12, 13.01 THROUGH 13.05, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, BMH Property 1, LLC, is proposing to construct a sixteen (16) lot residential subdivision near the intersection of East Veterans Highway and Jefferson Court. The applicant is applying for tentative sewer and water at this time. The applicant proposes to provide sanitary sewer service to sixteen (16) lots by installing a pump station in the subdivision, installing a force main from the pump station to East Veterans Highway connecting to a 945 LF gravity sewer main to be installed in the proposed road. A proposed force main is to be installed in East Veterans Highway to a proposed gravity sewer extension on Grand Boulevard. The applicant proposes to provide water service to the lots by connecting a proposed 8" water main to the existing 12" water main in East Veterans Highway. We recommended this approval in our November 5, 2018 letter to the Board.

RESOLUTION GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER APPROVAL TO THE JACKSON TOWNSHIP SCHOOL DISTRICT, BOARD OF EDUCATION TRANSPORTATION FACILITY, BLOCK 13801, LOT 1.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, The Jackson Township School District, is proposing to construct a transportation facility consisting of a fueling station, a bus maintenance facility, and school bus parking facilities along Pride Parkway. The applicant is applying for preliminary and tentative sewer and water approval at this time. The applicant proposes to install a 3" water main to provide domestic water service to the bus maintenance facility as well as a 6" water main to provide fire service to the site. The applicant proposes to provide sewer service to the site by extending a 6" sewer main through the site. We recommended this approval in our November 5, 2018 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 AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2018 - The November Bill List presented this month for approval totals \$375,111.97. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR OCTOBER 2018 – A supplemental October Bill List was presented this month for approval totaling \$502,487.62. The bill list represents various vendors including utility bills that were not received by the cutoff for the meeting packets. The Finance Committee has reviewed and is recommending approval this evening.

There will be a supplemental bill list for November presented to the Board for approval in December. The November bill list will include the NJEIFP project payments.

RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING SEPTEMBER 30, 2018 - The September Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this month.

RESOLUTION AMENDING THE APPROVAL OF THE 2019 JTMUA SEWER/WATER OPERATING CAPITAL BUDGET - STATE VERSION – The Authority received an email from the State on November 2nd regarding the 2019 budget. The State requested that the NJEIFP projects be included on the Capital budget and to amend the Approval Resolution to reflect this change. The Capital budget appropriations will change from \$1,050,000.00 to \$29,944,294.00. This is a little unusual as the State had requested that the information not be included in the past, which depends on the reviewer and how they like to view it. The Authority is still using the unrestricted net assets to support our \$1,050,000.00 capital projects for next year. There is a resolution on this month's agenda to amend the approval of the 2019 Capital section of the budget resolution as requested.

The State has further requested the Authority hold the Adoption Resolution until the December 13th Meeting when the Rate Hearing will be held. Although the Authority has done this same practice for many years, the State reviewer wants to be certain that the Rate Hearing resolution is passed prior to the adoption of the 2019 budget which can be done on the same night.

It was noted that the Division of Local Government Services (DLGS) has been looking to see that entities have adequate rates to support their capital initiatives and the funds to fix their systems. The last two years they have made the budget approval contingent upon actually raising rates to encourage full cost pricing. The Authority supports this initiative by the DLGS.

The Authority is requesting permission from the Board this evening to advertise for the 2019 Rate Hearing to be held on December 13, 2018. The Board granted approval.

RESOLUTION AUTHORIZING AWARD OF THE 2019 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-19009, TO RIO SUPPLY, INC., IN AN AMOUNT NOT TO EXCEED \$219,852.00 - Bids were advertised for the Authority's 2019 annual meter acquisitions which were opened on November 9th. The contract being presented this evening for approval is under JTMUA Contract No. CT-19009 to RIO Supply, Inc. for Neptune Meters in the total amount not to exceed \$219,852.00. This is a decrease of \$25,496.96 from 2018 based on the quantity of meters required. The Finance Committee has reviewed and is recommending approval this evening. It was noted that Core and Main responded to the Sensus Water Meter Acquisition, but unfortunately, they did not include the requisite Consent of Surety and this is a fatal flaw. Therefore, in accordance with Local Public Contracts Law, the Sensus contract cannot be awarded this evening. The Authority will re-bid the Sensus Water Meter Acquisition and will have a recommendation for the Board at the December Public Meeting.

RESOLUTION AUTHORIZING AWARD OF THE 2019 CHEMICAL SUPPLY CONTRACT, CONTRACT NOS. CT-19002 THROUGH CT-19007, IN AN AMOUNT NOT TO EXCEED \$257,930.60 – Bids were advertised for the Authority's 2019 Annual Bid Contracts and opened on November 9th. The contracts being presented this evening for approval are under JTMUA Contract Nos. CT-19002 through CT-19007, in the total amount not to exceed \$257,930.60. This is an increase of \$35,504.29 from 2018 due to pricing and quantities required. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2019 SOFTWARE SUPPORT AGREEMENT WITH EDMUNDS & ASSOCIATES, INC., CONTRACT NO. CT-19015, IN AN AMOUNT NOT TO EXCEED \$13,124.00 - The Authority is in need of software support for the Edmunds & Associates, Inc. accounting and billing software. Edmunds & Associates, Inc. is the sole service provider of the software. The proposal submitted by Edmunds & Associates, Inc., is an annual renewal for a software support agreement under JTMUA Contract No. CT-19015, at a total cost not to exceed \$13,124.00 to provide services for the period of January 1, 2019 through December 31, 2019. The proposal submitted reflects no increase from 2018. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A "COST PER COPY" SERVICE AGREEMENT, CONTRACT NO. CT-18099, PURSUANT TO STATE CONTRACT NO. G2075/16-R-24223, TO ATLANTIC TOMORROWS OFFICE, IN AN AMOUNT NOT TO EXCEED \$8,500.00 - The current Customer Service photocopier forty-eight (48) month "cost per copy" service agreement ended on September 21, 2018. The Authority desires to award a sixty (60) month "cost per copy" service agreement, Contract No. CT-18099, to Atlantic Tomorrows Office, in an amount not to exceed \$8,500.00, for the period of December 1, 2018 through November 30, 2023, under State Contract No. G2075/16-R-24223 for the budgeted replacement photocopier. It was noted that "cost per copy" agreements can prove to be cost effective. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION APPOINTING CAROLYN MAURO AS THE PUBLIC AGENCY COMPLAINT OFFICER FOR 2019 - N.J.A.C. 17:27-3.3 requires the Authority to designate a Public Agency Compliance Officer (P.A.C.O.) and to notify the Division of Purchase and Property of this designation annually by January 10th. The P.A.C.O. is responsible to ensure that we are in compliance with all affirmative action requirements and to serve as a liaison with the Department of Treasury. In past years, Mr. Diaz stated that he was the designated P.A.C.O and Carolyn Mauro who is familiar with affirmative action requirements, has assisted in maintaining records accordingly. The Authority would like to recommend Carolyn Mauro to be designated as the Authority P.A.C.O. for 2019. The Finance Committee has reviewed and is recommending approval this evening.

NJ UTILITY AUTHORITY JOINT INSURANCE FUND ANNUAL DIVIDEND

The Authority received notification from the NJ Utility Authorities Joint Insurance Fund (JIF) that it will be issuing a dividend to its members in the amount of \$1,300,000.00 along with an Environmental Joint Insurance Fund (EJIF) dividend of \$70,311.00, of which the Authority's portion is \$20,695.00. As in the past, the Authority would like to request approval from the Board this evening to apply the dividend to the following year's premium. It was noted, this does not require approval by resolution. The Board granted approval.

PERSONNEL REPORT:

NEW HIRE – This month's agenda includes a resolution to ratify the temporary hiring in the Accounting Department due to an upcoming leave of absence as follows:

Mrs. Dana Nizamoff has the experience and education required to fill the temporary position in the Accounting Department. Mrs. Nizamoff began her temporary position on October 22, 2018 in order to start her training in preparation of the upcoming leave of absence in the department. The Personnel Committee has reviewed and is recommending approval this evening

PROMOTION – There is one (1) promotion on the agenda this evening for Mr. Christopher Parks who has held the Civil Service Commission title of Sewer Repairer 1. Mr. Parks has acquired the requisite experience to qualify for a promotion to Sewer Repairer 1/Water Repairer 1. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

- 2018-148 Resolution Accepting Cash Management Report for Month Ending September 30, 2018.
- 2018-149 Resolution Granting Tentative Sewer and Water Approval to BMH Property 1, LLC, Block 19701, Lot 12, 13.01 through 13.05, on the Tax Map of the Township of Jackson Resolution Granting a Performance Bond Release for the Classics at Royal Grove Pump Station, Block 16005, Lot 51, on the Tax Map of the Township of Jackson

2018-150 Resolution Granting Preliminary and Tentative Sewer and Water Approval to The Jackson Township School District, Board of Education Transportation Facility, Block 13801, Lot 1.01, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2018-151 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for October 2018

Moved: Commissioner Glory
Second: Commissioner Clayton
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #25040

2018-152 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for November 2018

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

2018-153 Resolution Authorizing Award of the 2019 Neptune Water Meter Acquisition, Contract No. CT-19009, to RIO Supply, Inc., in an Amount Not to Exceed \$219,852.00

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

2018-154 Resolution Authorizing Award of the 2019 Chemical Supply Contract, Contract Nos. CT-19002 through CT-19007, in an Amount Not to Exceed \$257,930.60

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

2018-155 Resolution Authorizing Award of the 2019 Software Support Agreement with Edmunds & Associates, Inc., Contract No. CT-19015 in an Amount Not to Exceed \$13,124.00

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

- 2018-156 Resolution Authorizing Award of a “Cost Per Copy” Service Agreement, Contract No. CT-18099, Pursuant to State Contract No. G2075/16-R-24223, to Atlantic Tomorrows Office, in an Amount Not to Exceed \$8,500.00
- Moved: Commissioner Rickabaugh
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-157 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA
- Moved: Commissioner Clayton
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: Commissioner Glory abstained on Inches of Hope Children’s Cancer Foundation
- 2018-158 Resolution Adopting the 2019 Holiday Schedule
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-159 Resolution Amending the Approval of the 2019 JTMUA Sewer/Water Operating Capital Budget – State Form
- Moved: Commissioner Rickabaugh
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None
- 2018-160 Resolution Appointing Carolyn Mauro as the Public Agency Compliance Officer for 2019
- Moved: Commissioner Clayton
 Second: Commissioner Rickabaugh
 Vote: Unanimous
 Abstain: None
- 2018-161 Resolution Authorizing the Promotion of Christopher Parks to the Civil Service Title of Sewer Repairer 1/Water Repairer 1
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None

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

At this time, Mr. Cordts who was present from the public, asked the location of the Jackson Board of Education project, which received preliminary and tentative sewer and water approval this evening. Mr. Harpell responded that it is in the open field almost in front of the Liberty Water Storage Tank. There were no further questions.

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place December 13, 2018 at 5:30 PM, noting the second Thursday of the month due to the upcoming holidays. Also noted, there will be another supplemental bill list for November presented due to the timing of this meeting.

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 November 15, 2018 Public Meeting adjourned.

End of Minutes