

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**November 19, 2020**  
**5:30 PM**

The Public Meeting of November 19, 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. Any public comments submitted through electronic mail or written letter format forty-eight (48) hours prior to the start of this remote public meeting, shall be read aloud from the beginning of the remote public portion of the meeting.

**ROLL CALL OF THE BOARD OF COMMISSIONERS:**

William Allmann, Chairman	Present
Carol Blake, Vice-Chairwoman	Present (via telephonic conference)
Clara Glory, Treasurer	Present
Todd Porter, Assistant Secretary/Treasurer	Excused
Vicki Rickabaugh, Secretary	Present
Lewis Wildman, Alternate	Present

**PROFESSIONALS:**

Attorney – William T. Hierung, 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

**2021 RATE HEARING** – Chairman Allmann called the 2021 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

2020-131      Resolution Adopting the 2021 Rate Schedule

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

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

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:**

At this time, Chairman Allmann stated that there was no public participation or written correspondence 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 were Ms. Sana Siddiqui, Ms. Lindsay Brown and Mr. William Cordts.

**REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT:**

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

**RESOLUTION DESIGNATING VARIOUS ORGANIZATIONS TO RECEIVE A CHARITABLE CONTRIBUTION FROM HOMESERVE USA** - The Public Relations Committee met in October and the recommendation is to provide \$2,000.00 to each of the three (3) charities who submitted applications in 2020. These charities are the Adopt A Senior Organization, the Veterans Memorial Garden and the Jackson Women of Today Food Pantry. HomeServe USA has indicated that \$9,858.50 is available for 2020 and it is assumed that \$6,000.00 will be provided to the referenced charities. Any remaining funds are typically set aside for bill assistance and there is still \$2,306.04 in the unused bill assistance money remaining from 2019. As such, there will be \$6,164.54 available for bill assistance and this is not a bad year to have extra funding with the COVID-19 issue. These remaining funds can also be reallocated next year if the Board so chooses.

It was further discussed that HomeServe USA has been a wonderful program and there have been no complaints on their repair work. Equally importantly, we have probably given around \$85,000.00 to local charities since 2009.

**RESOLUTION AUTHORIZING A SEWER AND WATER SERVICE AGREEMENT WITH GM HIGHVIEW APARTMENTS, LLC, BLOCK 1203, LOT 28, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**

– Highview Apartments is a 216-unit apartment complex proposed off Larsen Road and this project has a new owner as Highview Homes is no longer involved. This project requires extensive off-site sewer improvements including replacing the Dawn Cypress Pump Station and a new connection to OCUA by Woodlane Road to address surcharging on Forrest Drive. GM Highview Apartments, LLC has obtained quotes to effectuate the above referenced off-site improvements and the cost is in excess of \$1,000,000.00. The Engineering Department has worked with the Developer and it is recommended that the Authority's portion of the improvements, via sewer connection fee waivers, will be \$445,525.80, for both the Dawn Cypress Pump Station and the Woodlane Road sewer improvements. This is a fairly large contribution for the Authority but it will be a significant benefit to the system considering the off-site improvements. This has been discussed with the Engineering and Finance Committees and are recommending approval this evening.

**RESOLUTION AUTHORIZING AN INTERNET AUCTION FOR THE DISPOSITION OF SURPLUS PROPERTY PURSUANT TO STATE CONTRACT NO. T2581** – The staff is recommending an on-line public auction with Municibid. The primary items to surplus are a 2004 Chevrolet Blazer, which is in poor condition, and a 2010 Ford F-450 diesel, crane truck which we do not believe is worth repairing. A new crane truck has been budgeted for 2021. In addition, the Authority also has sixteen (16) smartphones which we would like to donate to the Jackson Township Police Department for domestic abuse victims. This has been reviewed with the Finance Committee and are recommending approval this evening.

**HERMAN ROAD – BLOCK 2201, LOT 54** – As previously discussed with the Finance and Engineering Committees, the Authority will start the process and look to surplus this property as soon as December.

**RESOLUTION ADOPTING THE 2021 HOLIDAY SCHEDULE** – The resolution on the agenda this evening is requesting approval of the 2021 Holiday Schedule. It was noted that in 2022, New Year’s Day falls on a Saturday which the Authority would typically celebrate on the preceeding Friday which happens to be New Year’s Eve, December 31, 2021. However, that would be a total of fifteen (15) holidays for 2021, therefore 2022 New Year’s Day holiday will be moved to Monday January 3, 2022 so the proposed schedule is the standard fourteen (14) days for 2021 and 2022. This has been reviewed with the Finance Committee and is recommending approval this evening.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano reported the following from the Engineering report:

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE WESTERN WATER MAIN EXTENSION - P & A** Construction has fulfilled their contractual obligations and has submitted the required contract closeout documents for this project. The documents have been reviewed and found to be in compliance with Contract Specifications and General Conditions. The Authority’s staff is recommending the Performance Bond be released and the contract closed in the amount of \$5,004,052.89. This matter has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING ESCROW INSPECTION SERVICES FOR THE PERRRINEVILLE ROAD 1 MG ELEVATED TANK TO FRENCH & PARRELLO ASSOCIATES AND MUMFORD BJORKMAN ASSOCIATES, INC.** – Jackson Development Company (f/k/a Leigh Realty Company) entered into an agreement to extend water and sewer infrastructure to the north-central region of Jackson Township on February 27, 2003. The Agreement was amended on March 11, 2011, November 29, 2012 and May 28, 2015. In Amendment No. 3, dated May 28, 2015, Jackson Development Company agreed to construct a one million gallon (MG) Hydropillar Tank to the Authority’s specifications and as part of the amendment, the Authority was willing to design and permit the improvements, subject to the inspection services being paid by Jackson Development Company via an escrow account with the Authority. The Authority is requesting inspection services to be performed by French & Parrello Associates for the foundation and concrete pedestal and Mumford Bjorkman Associates, Inc. for the welded steel portion and painting of the tank. It was noted, this project has started and it is anticipated that following the Thanksgiving holiday, the foundation will start and the construction of the tank is anticipated to begin in 2021. This has been discussed 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 PRELIMINARY SEWER AND WATER APPROVAL TO RUTHERFORD ESTATES, BLOCK 11701, LOTS 9, 25, 26 AND 33, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, John Rutherford, is proposing to construct twenty (20) single-family dwellings adjacent to the intersection of Toms River Road and West Veterans Highway. The applicant is applying for sewer and water approval at this time. The applicant received preliminary water and sewer approval for this project on December 13, 2018, via Resolution No. 2018-165, which has since expired. The applicant is proposing to service the individual lots by installing wells and septic. No further action will be required following this approval. This approval was recommended in our November 13, 2020 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER APPROVAL AND PRELIMINARY AND TENTATIVE WATER APPROVAL TO SCHWARZMAN EXPORT IMPORT WAREHOUSE, BLOCK 2508, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The applicant, 323 West Commodore, LLC, is proposing to construct 47,129 square foot warehouse and light commercial facility on the south side of West Commodore Boulevard. The applicant is applying for final sewer and water approval at this time. The applicant received preliminary sewer and water approval for this project on July 26, 2019, via Resolution No. 2019-102, which has since expired. The applicant proposes to install a single 2” domestic water service and an 8” fire service connected directly to an existing 16” water main in West Commodore Boulevard. This approval was recommended in our November 13, 2020 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO 161 BARTLEY ROAD MEDICAL OFFICE, BLOCK 5601, LOT 65, ON THE TAX MAP OF THE TOWNSHIP** – The applicant, CentraState Medical Center, is proposing to construct a 2,964 square foot addition to a 7,300 square foot medical office on the north side of County Line Road, east of Bartley Road. The applicant is applying for preliminary sewer and water approval at this time. This approval was recommended in our November 13, 2020 letter to the Board.

**RESOLUTION GRANTING PRELIMINARY, TENTATIVE AND FINAL SEWER AND WATER APPROVAL TO 2050 WEST COUNTY LINE ROAD, BLOCK 7309, LOT 11 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, 2050 West County Line, LLC, is proposing to construct 1,095 square foot addition to an existing 1,453 square foot office on the north side of West County Line Road, east of Melody Lane. The Applicant is applying for preliminary, tentative, and final sewer and water approval at this time. The applicant is proposing to service the site with the existing sewer and water laterals now servicing the site. This approval was recommended in our November 13, 2020 letter to the Board.

**RESOLUTION GRANTING A PERFORMANCE BOND RELEASE FOR SEWER AND WATER TO WALGREENS, BLOCK 4801, LOT 17 (F/K/A BLOOCK 145.01, LOT 32.02) ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Eden Properties, has requested a Performance Guarantee release for the water and sanitary sewer system for the above referenced project. Our office has reviewed the project files and performed a site inspection of the bonded improvements and find all items to be satisfactory.

Providing the Authority has no outstanding administrative concerns, we would recommend that the current Water Performance Guarantee in the amount of \$41,393.64 and Sewer Performance Guarantee in the amount of \$31,610.70, to be released contingent upon items listed in our approval letter dated November 13, 2020, 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 OCTOBER 31, 2020** – The October Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rates remain stable.

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2020** - The November Bill List was presented this month for approval totaling \$1,240,357.39. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION APPOINTING THE RISK MANAGEMENT CONSULTANT, CONTRACT NO. CT-21021, TO CONNER STRONG & BUCKELEW COMPANIES, LLC** – The resolution being presented this evening is to appoint Conner Strong & Buckelew Companies, LLC. as the Authority’s Risk Management Consultant for 2021 which was done via a Fair and Open Process. This is a one (1) year contract from January 1, 2021 to December 31, 2021. The Risk Management Consultant is paid by the New Jersey Utility Authorities Joint Insurance Fund (JIF) in an amount equaling 6% of the Authority’s premium to the JIF. Noted, the contract was bid, even though the JIF determines the rate and therefore the compensation does not change. The request for proposal process allows the Authority to evaluate qualifications. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE DENTAL COVERAGE, CONTRACT NO. CT-21023, TO DELTA DENTAL, THROUGH THE NEW JERSEY HEALTH INSURANCE FUND, IN AN AMOUNT NOT TO EXCEED \$65,000.00** – The resolution being presented this evening is the award of the 2021 dental coverage to Delta Dental, being awarded under Extraordinary Unspecifiable Services exemption in the Local Public Contracts Law and through the Central Jersey Health Insurance Fund (CJHIF). This is a one (1) year contract from January 1, 2021 to December 31, 2021, in an amount not to exceed \$65,000.00. It was noted that the premium rate will remain the same from 2020. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR OVERSIZED VEHICLE CLEANING SERVICES FOR 2021, CONTRACT NO. CT-21027, WITH THE COUNTY OF OCEAN, IN AN AMOUNT NOT TO EXCEED \$3,000.00** - The resolution being presented this evening is for an intergovernmental agreement for oversized cleaning services through the County of Ocean for the period of January 1, 2021 through December 31, 2021, in an amount not to exceed \$3,000.00. The contract rate will remain the same from 2020 and this service is for the larger vehicles that cannot go through a regular cleaning service. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE HARTFORD LONG-TERM DISABILITY PLAN, CONTRACT NO. CT-21031, IN AN AMOUNT NOT TO EXCEED \$12,000.00 ANNUALLY, FOR THE YEARS 2021 AND 2022** – The resolution being presented this evening is for the renewal of the Authority’s Long-Term Disability Plan to The Hartford being awarded under Extraordinary Unspecifiable Services exemption in the Local Public Contracts Law. The contract is for two (2) years, from January 1, 2021 through December 31, 2022, in an amount not to exceed \$12,000.00 annually. It was noted that the premium rate will remain the same from 2020. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE ADOPTION OF THE 2021 JTMUA SEWER/WATER OPERATING CAPITAL BUDGET – STATE FORM** - The Authority received the approved 2021 budget from the State and they have granted permission for the Authority to proceed with the adoption process. There is a resolution on the agenda this evening to request to adopt the 2021 JTMUA Sewer/Water Operating Capital Budget. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION APPOINTING CAROLYN MAURO AS THE PUBLIC AGENCY COMPLIANCE OFFICER FOR 2021** – Carolyn Mauro served as the Public Agency Compliance Officer (P.A.C.O.) in 2020 and the Authority is requesting approval this evening to appoint Carolyn Mauro as the Authority’s P.A.C.O for 2021. Carolyn is familiar with the affirmative action requirements and this appointment is required for public entities. This is an unpaid position. The Authority generally requests approval for this appointment in November as the Designation of Public Agency Compliance Officer form must be submitted to the State prior to January 10, 2021. The Finance Committee has reviewed and is recommending approval this evening.

**NEW JERSEY UTILITY AUTHORITIES 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 of which the Authority’s portion is \$16,099.00. As in the past, the Authority would like to request approval from the Board to apply the dividend to the following year’s premium. It was noted, this does not require approval by resolution.

**PERSONNEL COMMITTEE REPORT:**

There were no action items to report this month.

**CONSENT RESOLUTIONS:**

- 2020-132 Resolution Accepting the Cash Management Report for Month Ending October 31, 2020
- 2020-133 Resolution Granting Preliminary Sewer and Water Approval to Rutherford Estates, Block 11701, Lots 9, 25, 26 and 33, on the Tax Map of the Township of Jackson
- 2020-134 Resolution Granting Preliminary Sewer and Water Approval to 161 Bartley Road Medical Office, Block 5601, Lots 65, on the Tax Map of the Township of Jackson
- 2020-135 Resolution Granting Preliminary Sewer Approval and Preliminary and Tentative Water Approval to Schwarzman Export Import Warehouse, Block 2508, Lot 8, on the Tax Map of the Township of Jackson
- 2020-136 Resolution Granting Preliminary, Tentative and Final Sewer and Water Approval to 2050 West County Line Road, Block 7309, Lot 11, on the Tax Map of the Township of Jackson
- Moved: Commissioner Blake  
 Second: Commissioner Wildman  
 Vote: Unanimous  
 Abstain: Commissioner Glory abstained on Resolution 2020-134

**RESOLUTIONS OFFERED:**

- 2020-137 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2020
- Moved: Commissioner Rickabaugh  
 Second: Commissioner Blake  
 Vote: Unanimous  
 Abstain: Commissioner Glory abstained on Check #27314 and Commissioner Rickabaugh abstained on Check #27267
- 2020-138 Resolution Authorizing the Adoption of the 2021 JTMUA Sewer/Water Operating Capital Budget – State Form
- Moved: Commissioner Glory  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: None
- 2020-139 Resolution Authorizing a Sewer and Water Service Agreement with GM Highview Apartments, LLC, Block 1203, Lot 29, on the Tax Map of the Township of Jackson
- Moved: Commissioner Wildman  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: None

- 2020-140 Resolution Authorizing the Release of the Performance Bond and Closeout of the Western Water Main Extension, Contract No. CT-16095, with P & A Construction, Inc.
- Moved: Commissioner Glory  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: None
- 2020-141 Resolution Granting a Performance Bond Release for Sewer and Water to Walgreens, Block 4801, Lot 17 (f/k/a Block 145.01, Lot 32.02), on the Tax Map of the Township of Jackson
- Moved: Commissioner Glory  
 Second: Commissioner Blake  
 Vote: Unanimous  
 Abstain: None
- 2020-142 Resolution Authorizing Escrow Inspection Services for the Perrineville Road 1 MG Elevated Tank to French & Parrello Associates and Mumford Bjorkman Associates, Inc.
- Moved: Commissioner Rickabaugh  
 Second: Commissioner Wildman  
 Vote: Unanimous  
 Abstain: None
- 2020-143 Resolution Authorizing Award of the 2021 Dental Coverage, Contract No. CT-21023, to Delta Dental, through the Central Jersey Health Insurance Fund, in an Amount Not to Exceed \$65,000.00
- Moved: Commissioner Blake  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2020-144 Resolution Authorizing Award of the Hartford Long-Term Disability Plan, Contract No. CT-21031, in an Amount Not to Exceed \$12,000.00 Annually, for the Years 2021 and 2022
- Moved: Commissioner Wildman  
 Second: Commissioner Rickabaugh  
 Vote: Unanimous  
 Abstain: None
- 2020-145 Resolution Appointing the Risk Management Consultant, Contract No. CT-21021, to Conner Strong & Buckelew Companies, LLC
- Moved: Commissioner Glory  
 Second: Commissioner Wildman  
 Vote: Unanimous



Abstain: None

2020-146 Resolution Authorizing an Intergovernmental Agreement for Oversized Vehicle Cleaning Services for 2021, Contract No. CT-21027, with the County of Ocean, in an Amount Not to Exceed \$3,000.00.

Moved: Commissioner Rickabaugh

Second: Commissioner Wildman

Vote: Unanimous

Abstain: None

2020-147 Resolution Authorizing an Internet Auction for the Disposition of Surplus Property Pursuant to State Contract No. T2581

Moved: Commissioner Glory

Second: Commissioner Wildman

Vote: Unanimous

Abstain: None

2020-148 Resolution Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA.

Moved: Commissioner Rickabaugh

Second: Commissioner Wildman

Vote: Unanimous

Abstain: None

2020-149 Resolution Appointing Carolyn Mauro as the Public Agency Compliance Officer for 2021

Moved: Commissioner Glory

Second: Commissioner Rickabaugh

Vote: Unanimous

Abstain: None

2020-150 Resolution Adopting the 2021 Holiday Schedule

Moved: Commissioner Rickabaugh

Second: Commissioner Wildman

Vote: Unanimous

Abstain: None

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place December 17, 2020 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 November 19, 2020 Public Meeting adjourned.

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End of Minutes