

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
December 13, 2018
5:30 PM

The Public Meeting of December 13, 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	Excused
Todd Porter, Alternate	Present

PROFESSIONALS:

Attorney – William 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

QUESTIONS/COMMENTS FROM THE PUBLIC: At this time, Mrs. Christina Kampson was present from HomeServe USA and began the charitable contribution presentations. Present were representatives from Adopt A Senior Organization, Inches of Hope Children’s Cancer Foundation, The Jackson Women of Today Food Pantry and the Veteran’s Memorial Garden. Mr. Harpell stated how pleased the Authority is with the charities selected this year and appreciates all the wonderful work done for the community. Mr. Harpell also noted that to date, the Authority has given back over \$65,000.00 to local charities. On behalf of the Veteran’s Memorial Garden, Mr. Bressi thanked the Board and all the charities for the things they do. Mr. Bressi followed up with a brief update of the Veteran’s Memorial Garden, a project that was started eleven (11) years ago. The project is approximately one third completed, noting that 100% of the donations go to the project. Mr. Bressi reviewed the photo of the project to date and noted that without these types of donations this project would never happen and is very much appreciated. At this time, Chairman Allmann thanked all for attending and closed the public portion of the meeting, noting he would reopen if needed.

2019 RATE HEARING – Chairman Allmann called the 2019 Rate Hearing to order. The minutes of the rate hearing are transcribed under a separate cover.

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

Approval of the Minutes of the Open Session Public Meeting of November 15, 2018

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

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

As previously noted, the Authority is very pleased with the charities this year and believes the HomeServe USA Donation Policy worked out very well.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reviewed the following items from the Engineering report.

RESOLUTION APPROVING CHANGE ORDER NO. 1 TO COPPOLA SERVICES, INC., FOR THE SIX FLAGS GREAT ADVENTURE WATER TREATMENT PLANT REPLACEMENT, CONTRACT NO. CT-16096, IN THE DECREASED AMOUNT OF <\$67,137.39> - This change order consists of various deletions and additions to the contract. The price decreases and increases bring the Change Order No. 1 to an overall net decreased amount of <\$67,137.39>. The revised contract total amount will be decreased from \$13,538,890.00 to \$13,471,752.61. Mr. Harpell commended Mr. Quijano on a great job managing this contract.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO RUTHERFORD ESTATES, BLOCK 11701, LOT 9, 25, 26 AND 33, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, John Rutherford, is proposing to construct a twenty (20) lot residential subdivision on Ocean County Route 571. The applicant proposes to provide sanitary sewer service to the lots by installing individual septic systems. The applicant proposes to provide domestic water service to the individual lots by installing wells on each lot. We requested they install dry water mains throughout the subdivision and along the frontage of the property. The applicant will be required to file for tentative and final water approval. We recommended this approval in our December 3, 2018 letter to the Board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO CONGREGATION RACHMISTRIVKA SCHOOL BLOCK 2.04, LOTS 2.05, 2.06, 22 AND 24, IN THE TOWNSHIP OF LAKEWOOD - The applicant, Congregation Rachmistrivka, Inc., is proposing to construct a 34,000 square foot school on the Southeast corner of Delaware Trail and West County Line Road. This property is located in Lakewood Township. The project location has been served as a residential sewer and water account in accordance with an agreement executed on October 20, 1988 between the Authority and Lakewood that allows the Authority to service the project area. We recommended this approval in our December 3, 2018 letter to the Board. Chairman Allmann noted that the Authority is not looking to extend our service area in Lakewood but just re-establishing service to this property.

PUBLIC RELATIONS COMMITTEE REPORT:

None

ADMINISTRATIVE COMMITTEE REPORT:

Mr. Harpell noted that the Administrative Committee met and reviewed the HomeServe USA Donation Policy which we plan to present next month with some minor changes.

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 RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2018 – A supplemental November Bill List was presented this month for approval totaling \$2,021,107.17. The majority is for the New Jersey Environmental Infrastructure Financing Program (NJEIFP) projects which totaled over \$1.8 million dollars. It was noted that these first runs do not include the payment for the NJEIFP projects. The Authority waits for the transfer of the funds, therefore, keeping it on a regular monthly schedule. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2018 - The December Bill List presented this month for approval totaling \$147,256.15. There will be a supplemental bill list for December presented to the Board for approval in January. The December bill list will also include the NJEIFP project payments. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING OCTOBER 31, 2018 - The October Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this month. It was noted that the Authority is seeing the investment rates increase and continue to work with all the banks to be competitive and are seeing better rates upward of 2.0%.

RESOLUTION AUTHORIZING THE ADOPTION OF THE 2019 JTMUA SEWER/OPERATING CAPITAL BUDGET – STATE FORM - Being presented this evening is the resolution for the adoption of the Authority’s Sewer/Operating Capital Budget

through the State. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2019 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-19022, TO CORE & MAIN, LP, IN AN AMOUNT NOT TO EXCEED \$28,105.00 - As discussed last month, the Authority had to re-bid the 2019 Sensus Water Meter Acquisition as there was a fatal flaw stemming from the non-inclusion of the required Consent of Surety. The Authority re-advertised on November 8, 2018, with a bid opening date of December 4, 2018 with one respondent. The contract being presented this evening for approval is to Core & Main, LP, Contract No. CT-19022, in an amount not to exceed \$28,105.00. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF PRINTER MAINTENANCE SERVICE AND REPAIR CONTRACT NO. CT-19018, TO CARTRIDGE WORLD OF PRINCETON, IN AN AMOUNT NOT TO EXCEED \$10,000.00 – The contract being presented this evening is to Cartridge World of Princeton for 2019, in an amount not to exceed \$10,000.00, which includes approximately \$6,000.00 for toner.

RESOLUTION RENEWING MEMBERSHIP IN THE CENTRAL JERSEY HEALTH INSURANCE FUND, WITH DELTA DENTAL, CONTRACT NO. CT-19023, IN AN AMOUNT NOT TO EXCEED \$60,000.00 FOR 2019- The contract being presented this evening includes two components. The first is to renew the Authority's participation in the Central Jersey Health Insurance Fund (CJHIF) from January 1, 2019 through December 31, 2021, at no cost. It was noted that as a member of the CJHIF, it affords the Authority a better rate for dental coverage with Delta Dental. The resolution is under the CJHIF with Delta Dental, for a one-year contract in an amount not to exceed \$60,000.00, which includes increasing the Authority's annual maximum allowance from \$1,000.00 to \$1,500.00 per person. The contract itself is also at a lower cost than 2018. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT FOR OVERSIZED VEHICLE CLEANING SERVICES WITH THE COUNTY OF OCEAN, CONTRACT NO. CT-19027, IN AN AMOUNT NOT TO EXCEED \$3,000.00 – The contract being presented this evening is for the renewal of the oversized cleaning service through the County of Ocean for the period of January 1, 2019 through December 31, 2019, in an amount not to exceed \$3,000.00.

RESOLUTION AUTHORIZING AWARD OF THE HARTFORD LONG-TERM DISABILITY PLAN, CONTRACT NO. CT-19031, IN AN AMOUNT NOT TO EXCEED \$12,000.00 ANNUALLY, FOR THE YEARS 2019 AND 2020 – The contract 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, 2019 through December 31, 2020 in an amount not to exceed \$12,000.00 annually. It was noted, the Authority's current rate has been held for two (2) years. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION APPOINTING THE RISK MANAGEMENT CONSULTANT VIA A FAIR AND OPEN PROCESS – The contract being presented this evening is appointing Conner Strong & Buckelew Companies, Inc. as the Authority's Risk Management Consultant for 2019 which was done via a Fair and Open Process. 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. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PURCHASE OF NEW TELEPHONE DESK PHONES IN AN AMOUNT NOT TO EXCEED \$4,640.00 AND A SERVICE CONTRACT FOR ONE TALK SERVICE, CONTRACT NO. CT-18101/CT-18103, PURSUANT TO STATE CONTRACT NO. A82583, TO VERIZON WIRELESS IN AN AMOUNT NOT TO EXCEED \$970.00 PER MONTH – The Authority's existing telephone system, was installed in November 2009 and is in need of replacement. Verizon Wireless, pursuant to State of New Jersey Contract No. A82583, established a base price of \$4,640.00 for new desk phones and \$970.00 per month for One Talk Service. The monthly rate is subject to change with the addition or deletion of wireless lines. It was noted that the initial capital cost for the Authority's current phone system in 2009 was \$47,563.57 for the system module, desk phones, software and installation/training. There was also a monthly service fee through Avaya of approximately \$225.00. The replacement system does not require a system module just the desk phones and internet service. The net effect is an increase of \$25.00 monthly. The State Contract is scheduled to expire on August 1, 2019 but with the approval of this resolution, the contract can be extended with any extensions of said State Contract. Should the State not extend the contract, the Authority would bid the service portion of the contract of which Verizon has indicated they would hold their current rate. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING A REVISED AGREEMENT WITH BENEFITS EXPRESS AS THE FLEXIBLE SPENDING ACCOUNT ADMINISTRATOR – Pursuant to Section 125 of the Internal Revenue Code and in accordance with Local Public Finance Notice LFN 2011-20R, the Authority is required to provide a Flexible Spending Account (FSA) for its employees. The Authority previously designated Benefits Express as its FSA Administrator. Benefits Express has provided a proposed revised agreement which includes changes to the contribution limits from \$2,650.00 to \$2,700.00 for the year 2019. The cost to the Authority for this plan is under \$500.00 annually. The resolution being presented this evening is to accept the change. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 FOR SECOND EXTENSION TO THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK, CONTRACT NO. CT-1798A, WITH J.F. KIELY CONSTRUCTION COMPANY, INC., IN THE DECREASED AMOUNT OF <\$43,874.69> - The Authority authorized the award of the second one (1) year extension to J.F. Kiely Construction Company, Inc., under Contract No. CT-1798A, for the period of November 1, 2017 to October 31, 2018, in an amount not to exceed \$369,186.98. The contractor has indicated that all contract work has been completed. Final Quantities Change Order No. 1 will result in a decreased amount of <\$43,874.69> bringing the revised contract price to \$325,312.29.

PERSONNEL REPORT:

NEW HIRES – This month's agenda includes a two (2) new hires for the open budgeted positions in Buildings & Grounds and the Garage departments. The first is Mr. Darius Jackson under the Civil Service title of Laborer 1 in Buildings & Grounds. The second individual is Mr. William Weise under the Civil Service title of Mechanics Helper. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING EXECUTION OF THE NON-UNION EMPLOYEE CONTRACT WITH JOAN HALTIGAN UNDER THE TITLE OF EXECUTIVE ASSISTANT – Ms. Haltigan’s current contract expires December 31, 2018. The resolution on the agenda this evening is to authorize her under the non-union contract. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING A SALARY ADJUSTMENT FOR NON-UNION EMPLOYEES – The TWU Agreement has not been completed to date and the Non-Union compensation referenced the Collective Bargaining Agreement unless modified by resolution. The Authority is recommending a salary adjustment for the non-union employees. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

2018-164 Resolution Accepting Cash Management Report for Month Ending October 31, 2018

2018-165 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

2018-166 Resolution Granting Preliminary Sewer and Water Approval to Congregation Rachmistrivka School, Block 2.04, Lots 2.05, 2.06, 22 and 24, in the Township of Lakewood

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

RESOLUTIONS OFFERED:

2018-167 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2018

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

2018-168 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for December 2018

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

2018-169 Resolution Approving Change Order No. 1 to Coppola Services, Inc., for the Six Flags Great Adventure Water Treatment Plant Replacement, Contract No. CT-16096, in the Decreased Amount of <\$67,137.39>

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

2018-170 Resolution Authorizing Final Quantities Change Order No. 1 for the Second Extension to the Sewer/Water Emergency Repairs and Service Work, Contract No. CT-1798A, with J.F. Kiely Construction Company, Inc., in the Decreased Amount of <\$43,874.69>

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

2018-171 Resolution Renewing Membership in the Central Jersey Health Insurance Fund, with Delta Dental, Contract No. CT-19023, in an Amount Not to Exceed \$60,000.00 for 2019

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

2018-172 Resolution Authorizing Award of the Hartford Long-Term Disability Plan, Contract No. CT-19031, in an Amount Not to Exceed \$12,000.00 Annually, for the Years 2019 and 2020

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

2018-173 Resolution Appointing the Risk Management Consultant via a Fair and Open Process

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

2018-174 Resolution Authorizing the Purchase of New Telephone Desk Phones in an Amount Not to Exceed \$4,640.00 and a Service Contract for One Talk Service, Contract No. CT-18101/CT-18103, Pursuant to State Contract No. A82583, to Verizon Wireless in an Amount Not to Exceed \$970.00 Per Month

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

- 2018-175 Resolution Authorizing Award of Printer Maintenance Service and Repair Contract No. CT-19018, to Cartridge World of Princeton, in an Amount Not to Exceed \$10,000.00
- Moved: Commissioner Porter
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None
- 2018-176 Resolution Authorizing Award of the 2019 Sensus Water Meter Acquisition, Contract No. CT-19022, to Core & Main, LP, in an Amount Not to Exceed \$28,105.00
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-177 Resolution Authorizing an Intergovernmental Agreement For Oversized Vehicle Cleaning Services with the County of Ocean, Contract No. CT-19027, in an Amount Not to Exceed \$3,000.00
- Moved: Commissioner Porter
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: None
- 2018-178 Resolution Authorizing the Adoption of the 2019 JTMUA Sewer/Operating Capital Budget – State Form
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-179 Resolution Authorizing a Revised Agreement with Benefits Express as the Flexible Spending Account Administrator
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None
- 2018-180 Resolution Authorizing the Permanent Hire of Darius Jackson under the Civil Service Title of Laborer 1
- Moved: Commissioner Clayton
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: None

2018-181 Resolution Authorizing the Permanent Hire of William Wiese under the Civil Service Title of Mechanics Helper

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

2018-182 Resolution Authorizing Execution of the Non-Union Employee Contract with Joan Haltigan under the Title of Executive Assistant

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

2018-183 Resolution Authorizing a Salary Adjustment for Non-Union Employees

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place January 24, 2019 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Porter made a motion to adjourn. Commissioner Glory seconded the motion and it was passed unanimously. Chairman Allmann declared the December 13, 2018 Public Meeting adjourned.

End of Minutes