

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
December 17, 2020
5:30 PM

The Public Meeting of December 17, 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 (via telephonic conference)
Todd Porter, Assistant Secretary/Treasurer	Excused
Vicki Rickabaugh, Secretary	Excused
Lewis Wildman, Alternate	Present (via telephonic conference)

PROFESSIONALS:

Attorney – William T. Hierung, Esq.	Present (via telephonic conference)
Consulting Engineer – Alan Dittenhofer, PE	Present (via telephonic conference)

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 November 19, 2020

Moved:	Commissioner Blake
Second:	Commissioner Wildman
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. There was no public present.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT:

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

RESOLUTION AUTHORIZING AN INTERNET AUCTION FOR THE DISPOSITION OF SURPLUS PROPERTY – As previously discussed, the Authority no longer has a need for property referenced as Herman Road, Block 2201, Lot 54. The Authority is recommending this property be auctioned online with Municibid. This property is in a commercial zone and was recently appraised for \$235,000.00. It is the Authority’s recommendation that the appraised value be the starting value for the auction. This has been discussed with the Finance Committee and are recommending approval this evening.

In addition, there has been some discussion with the Township of Jackson with regard to some of the Authority’s properties that could be considered for open space acquisitions in the future with Board approval.

ENGINEERING COMMITTEE REPORT:

There were no action items to report this month from the Engineering report:

CONSULTING ENGINEER’S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO WEST COUNTY LINE ROAD OFFICE BUILDING, BLOCK 7402, LOTS 2 AND 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Jackson Office Complex, LLC, is proposing to construct 20,500 SF office building on the south side of West County Line Road, west of Delaware Trail. The applicant is applying for preliminary sewer and water approval at this time. The applicant proposes to install a sanitary sewer main extension and manhole in West County Line Road and extend a lateral from the main extension to service the site. The applicant also proposes to install a single water service to the site from the existing water main in West County Line Road. This approval was recommended in our December 10, 2020 letter to the Board.

PUBLIC RELATIONS COMMITTEE REPORT:

There has been no formal meeting but there has been some correspondence with regard to the Authority’s website redesign.

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 RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2020 – The November Supplemental Bill List was presented this month for approval totaling \$172,424.10. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2020 - The December Bill List was presented this month for approval totaling \$783,080.07. The Finance Committee has reviewed and is recommending approval this evening. It was noted, the Authority will be presenting a December Supplemental Bill List for ratification at the January Public Meeting.

RESOLUTION AUTHORIZING AWARD OF A WHITE 2021 FORD F-450 XL CREW CAB CHASSIS DRW 4WD, CONTRACT NO. CT-20218 TO CHAS. S. WINNER, INC., IN AN AMOUNT NOT TO EXCEED \$38,781.00 – The resolution being presented for approval this evening is for the purchase of a white 2021 Ford F-450 XL Crew Cab Chassis DRW 4WD, via State Contract No. T2102/A88215, under Contract No. CT-20218 plus a quote for options not covered under the State Contract. The Authority received one quote for the State Contract portion from Chas. S. Winner, Inc., in an amount not to exceed \$37,116.00. The Authority also received one quote for the options not included under the State Contract from Chas. S. Winner, Inc., in an amount not to exceed \$1,665.00. The total cost for the truck and options is in an amount not to exceed \$38,781.00. This vehicle would replace the current crane truck in the Maintenance Department. It was noted, this purchase is for the vehicle only and the Authority will have to go out to bid for the crane portion at a later date. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2021 ACCOUNTING/BILLING SOFTWARE SUPPORT AGREEMENT, AS PROPRIETARY GOODS OR SERVICES, WITH EDMUNDS GOVTECH, CONTRACT NO. CT-21015, IN AN AMOUNT NOT TO EXCEED \$13,540.00 – The resolution being presented this evening for approval is to award the 2021 Software Support Agreement, Contract No. CT-21015 to Edmunds GovTech, Inc., in an amount not to exceed \$13,540.00, utilizing Request for Quote (RFQ). This is a one (1) year contract from January 1, 2021 to December 31, 2021. It was noted that Edmunds GovTech, Inc., is the sole service provider of the referenced software. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2021 CHEMICAL SUPPLY CONTRACTS, CONTRACT NOS. CT-21002 AND CT-21003, IN AN AMOUNT NOT TO EXCEED \$235,819.34 - The Authority advertised for bids for the Authority's 2021 water/sewer chemical supplies, which was opened on November 10, 2020 with seven (7) respondents. The resolution on the agenda this evening identifies the two (2) chemical companies under Authority Contract Nos. CT-21002 through CT-21003. The companies are JCI Jones Chemical, Inc. under Contract No. CT-21002 for Sodium Hydroxide and Sodium Hypochlorite Bulk, in an amount not to exceed \$204,300.00 and George S. Coyne Chemical Co., Inc., under Contract No. CT-21003, for Sodium Hypochlorite Drums, Ferrous Chloride Bulk and Iron Sequestering Agent Drums in an amount not to exceed \$31,519.34, for a total aggregate contract not to exceed \$235,819.34. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF 2021 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-21009, TO RIO SUPPLY, INC., IN AN AMOUNT NOT TO EXCEED \$272,387.00 - The Authority advertised for the 2021 Neptune Water Meter Acquisition and received one (1) bid which was opened on December 4, 2020. The Authority is requesting approval this evening to award to Rio Supply, Inc., under Contract No. CT-21009, in an amount not to exceed \$272,387.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2021 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-21010, TO CORE & MAIN LP, IN AN AMOUNT NOT TO EXCEED \$30,275.00 - The Authority advertised for the 2021 Sensus Water Meter Acquisition and received one (1) bid which was opened on December 4, 2020. The Authority is requesting approval this evening to award to Core & Main LP, under Contract No. CT-21010, in an amount not to exceed \$30,275.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A FIVE (5) YEAR SERVICE AGREEMENT WITH TRI-STATE CARTING, INC., FOR SOLID WASTE COLLECTION AND RECYCLING PICK UP, CONTRACT NO. CT-21019, IN AN AMOUNT NTO TO EXCEED \$14,250.00 – The resolution being presented for approval this evening is for a five (5) year agreement for Solid Waste Collection and Recycling Pick Up, Contract No. CT-21019, utilizing Request for Quote (RFQ). The Authority requested two (2) quotes and is requesting approval to award the contract to Tri-State Carting, Inc. for five (5) years, from January 1, 2021 to December 31, 2025. Solid Waste Collection is under State Contract No. T-2665, in the amount of \$9,750.00. Recycling Pick Up is not covered under State Contract, therefore, a separate quote was obtained in the amount of \$4,500.00, for a total aggregate contract amount of \$14,250.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF THE 2021 SOFTWARE SUPORT AGREEMENT, AS PROPRIETARY GOODS OR SERVICES, WITH IWORQ SYSTEMS, INC., CONTRACT CT-21016, IN AN AMOUNT NOT TO EXCEED \$8,650.00 – The resolution being presented this evening for approval is a software support agreement for the Authority’s work order system, iWorQ Systems, Inc., Contract No. CT-21026 for a one (1) year contract, from January 1, 2021 to December 31, 2021, in an amount not to exceed \$8,650.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING AWARD OF A SIXTY (60) MONTH POSTAGE METER LEASE AGREEMENT, CONTRACT NO. CT-21039 TO GREATAMERICA FINANCIAL SERVICES CORPORATION, IN AN AMOUNT NOT TO EXCEED \$8,340.00 – The resolution being presented this evening for approval is to award a sixty (60) month postage lease agreement, utilizing Request for Quote (RFQ). The current postage machine lease agreement is due to expire on December 31, 2020. The Authority in accordance with the Local Public Contracts Law, obtained two (2) quotes for Postage Machine Lease Agreement, Contract No. CT-21039, in an amount ranging from \$139.00 per month to \$161.99 per month. The Authority is requesting approval to award to GreatAmerica Financial Services Corporation, in an amount not to exceed \$8,340.00. This has been reviewed with the Finance Committee and is recommending approval this evening.

RESOLUTION AUTHORIZING PURCHASES UNDER STATE COOPERATIVE PURCHASING CONTRACTS, IN EXCESS OF THE AUTHORITY'S BID THRESHOLD – The resolution being presented this evening is to authorize purchases from Hach Company and W.W. Grainger, under State Cooperative Purchasing in excess of the Authority's bid threshold of \$17,500.00. The Authority purchases supplies from these vendors and Hach is the only approved supplier of the required chlorine analyzers and solution. This approval would afford the Authority to spend up to \$25,000.00 from these vendors for the January 1, 2021 to December 31, 2021 period. This has been reviewed with the Finance Committee and is recommending approval this evening.

2021 WATER/SEWER OPERATING/CAPITAL BUDGET - ADOPTION - The Authority received the approved 2021 Water/Sewer Operating/Capital Budget from the State. It is now fully approved and is in place for use in 2021. Mr. Diaz commended the Accounting Department led by Ms. Sana Siddiqui on a great job.

ELECTED OFFICIALS TRAINING – Each year, the Municipal Excess Liability Joint Insurance Fund (MEL) conducts training for Elected Officials. This year's course is focused on "Ways to Prevent Employment Practices Lawsuit". The MEL has now posted the course to the MEL's Learning Management System. It was requested that the Board Members notify Jim Diaz when they have completed the course online and if any assistance is needed. Completion is required no later than April 1, 2021.

PERSONNEL COMMITTEE REPORT:

There were no action items to report this month.

CONSENT RESOLUTIONS:

2020-151 Resolution Granting Preliminary Sewer and Water Approval to West County Line Road Office Building, Block 7402, Lots 2 and 3, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2020-152 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2020

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

2020-153 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for December 2020

Moved: Commissioner Blake
Second: Commissioner Wildman

Vote: Unanimous
 Abstain: Commissioner Glory abstained on Check #27415

2020-154 Resolution Authorizing Award of a White 2021 Ford F-450 XL Crew Cab Chassis DRW 4WD, Contract No. CT-20218 to Chas. S. Winner, Inc., in an Amount Not to Exceed \$38,781.00

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

2020-155 Resolution Authorizing Award of the 2021 Software Support Agreement, as Proprietary Goods or Services, with Edmunds GovTech, Contract No. CT-21015, in an Amount Not to Exceed \$13,540.00

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

2020-156 Resolution Authorizing Award of the 2021 Chemical Supply Contracts, Contract Nos. CT-21002 and CT-21003, in an Amount Not to Exceed \$235,819.34

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

2020-157 Resolution Authorizing Award of the 2021 Neptune Water Meter Acquisition, Contract No. CT-21009, to RIO Supply, Inc., in an Amount Not to Exceed \$272,387.00

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

2020-158 Resolution Authorizing Award of the 2021 Sensus Water Meter Acquisition, Contract No. CT-21010, to Core & Main LP, in an Amount Not to Exceed \$30,275.00

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

2020-159 Resolution Authorizing Award of a Five (5) Year Service Agreement with Tri-State Carting, Inc., for Solid Waste Collection and Recycling Pick Up, Contract No. CT-21019, in an Amount Not to Exceed \$14,250.00

Moved: Commissioner Blake

Second: Commissioner Wildman
Vote: Unanimous
Abstain: None

2020-160 Resolution Authorizing Award of the 2021 Software Support Agreement, as Proprietary Goods or Services, with iWorQ Systems, Inc., Contract No. CT-21026, in an Amount Not to Exceed \$8,650.00

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

2020-161 Resolution Authorizing an Internet Auction for the Disposition of Surplus Property

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

2020-162 Resolution Authorizing Purchases Under State Cooperative Purchasing Contracts in Excess of the Authority's Bid Threshold

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

2020-163 Resolution Authorizing Award of a Sixty (60) Month Postage Meter Lease Agreement, Contract No. CT-21039 to GreatAmerica Financial Services Corporation, in an Amount Not to Exceed \$8,340.00

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place January 28, 2021 at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Blake made a motion to adjourn. Commissioner Wildman seconded the motion and it was passed unanimously. Chairman Allmann declared the December 17, 2020 Public Meeting adjourned.

End of Minutes