



**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
June 22, 2023
5:30 PM**

The Public Meeting of June 22, 2023, was called to order by Chairman William Allmann. The meeting is being held in-person, including public participation, but for the record, this meeting is also being conducted by telephonic conference.

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 Tonya Coccio, Management Assistant. It was noted that for the record that this Public Meeting is being held in-person but was also advertised as being held via teleconference on the Authority's website. The meeting is being recorded. If any remote participant is disconnected, please dial back in. For any public participating remotely, you will be muted until the Chairman opens this meeting for any public comment. All participants will be asked to identify themselves.

ROLL CALL:

THE BOARD OF COMMISSIONERS

William Allmann, Chairman	Present
Clara Glory, Vice - Chairwoman	Excused
Janet Longo, Secretary	Present
Todd Porter, Treasurer	Present
Lewis Wildman, Assistant Secretary/Treasurer	Present
Karen Bressi, Alternate	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Trace Dittenhofer, PE	Present

AUTHORITY STAFF

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	Present
Tonya Coccio, Management Assistant	Present

OPENING STATEMENT:

As Management Assistant at this meeting, I publicly announce that in compliance with the provisions of the "Open Public Meetings Act" adequate notice of this Public Meeting has been advertised in the manner prescribed by law.

This statement shall be entered into the Minutes of this meeting.

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of May 25, 2023:

Moved:	Commissioner Wildman
Second:	Commissioner Longo
Vote:	Unanimous
Abstain:	none

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC – Present from the public was Mr. Cordts.

At this time, Chairman Allmann stated that there were no public comments 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.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT

Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Transfer of Two (2) Radio Service Frequency Licenses to the Jackson Township Police Department – The Authority has two (2) radio station authorizations from the FCC which we have not used in 25 years. We did not want these approvals to lapse in the event that another agency could use them. It is hard to obtain new licenses so we reached out to both the Fire Department and the Police Department. The Police are interested in acquiring them. There is no charge for the transfer.

ENGINEERING COMMITTEE REPORT

Mr. Quijano discussed the following action item from the Engineering Committee:

The Facility 2, Block 18201, Lots 29-32, 35 and 36.01 – Acknowledging the Developer’s Decision to Install an Individual Septic Disposal System and Potable Water Well – The Developer is proposing to construct an ATV / Motor Cross Riding and Training Facility with an existing 1-story dwelling, on the east side of Hawkin Road, north of Hazelnut Lane. The Developer is applying for Preliminary Sewer and Water Approval at this time. In reviewing the application, it was determined that the address is too far from the Authority’s facilities.

Acknowledging the Developer’s decision to install an individual septic disposal system and potable water well was discussed at the Engineering Committee Meeting and is being recommended for approval this evening.

CONSULTING ENGINEER’S REPORT

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

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to 105 & 115 Grawtown Road, Block 19403, Lots 13 and 14, on the Tax Map of the Township of Jackson – The Applicant, GM 105 Grawtown, L.L.C., is proposing to construct a 42-lot residential subdivision including 40 single-family dwellings and 8 multi-family units on the east side of

Grawtown Road, south of East Veterans Highway. The Applicant is applying for Preliminary Sewer and Water approval at this time. The Applicant is proposing to install a system of on-site gravity sewer mains conveying to an off-site sanitary sewer main extension to be constructed by others. They are also proposing to provide water service to the site by installing a system of on-site water mains connecting to a water main in Grawtown Road to be constructed by others.

Preliminary water approval has been recommended in our office's June 16, 2023, letter to the Board. Sewer is on hold due to sewer capacity issues.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to Jackson Center Retail, Block 22301, Lots 1 and 2, on the Tax Map of the Township of Jackson – The Applicant, 330 Whitesville Road, L.L.C., is proposing to construct a retail facility comprised of two buildings totaling 20,240 square-feet on the south side of Whitesville Road, east of Lakehurst-Whitesville Road. The Applicant is applying for Preliminary Sewer and Water approval at this time. The Applicant is proposing to install an on-site sanitary sewer main extension with individual sanitary sewer laterals for each of the buildings. The Applicant proposes to install a single domestic water service from the existing water main in Whitesville Road.

Preliminary water approval only has been recommended in our office's June 16, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to Megan Commercial Office Building, Block 5601, Lots 61 and 74, on the Tax Map of the Township of Jackson – The Applicant, Megan Associates, is proposing to construct a three-story, 31,500 square-foot office building north of North County Line Road. The Applicant is applying for Final Sewer and Water Approval at this time. This project was granted Preliminary and Tentative Sewer Approval at the Authority's August 25, 2022 meeting via Resolution No. 2022-121. The Applicant is proposing to service the project with a sanitary sewer force main extension and on-site pump station. The Applicant proposes to provide water service to the site by installing an on-site main extension from the existing water main in North County Line Road.

Final sewer and water approval has been recommended in our office's June 16, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to SFGA Wet Play Area and Slides, Block 3101, Lot 11, on the Tax Map of the Township of Jackson – The Applicant, Six Flags Great Adventure, is proposing a reconfiguration of existing facilities on-site to construct a wet play structure and related improvements; and construct a new wet play area and various sewer and water service reconfigurations on the southeast side of Monmouth Road (C.R. 537) directly across from Olde North Hunt Road. The Applicant is applying for Preliminary, Tentative, and Final Sewer and Water approval at this time.

Preliminary, Tentative and Final sewer and water approval has been recommended in our office's June 16, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Whitesville Industrial Park – Phase 1, Block 22102, Lots 2.01-2.05 and Block 22203, Lots 1.05-1.08, on the Tax Map of the Township of Jackson. – The Applicant, CDR Whitesville LLC is applying for Preliminary & Tentative Sewer and Water approval at this time for Phase 1, which consists of 9 lots. They are proposing to provide sanitary sewer with a force main and on-site pump station to a gravity sanitary sewer system and provide potable water with an on-site water main extension.

Preliminary sewer and water approval has been recommended in our office's June 16, 2023, letter to the Board.

PUBLIC RELATIONS COMMITTEE

None.

ADMINISTRATIVE COMMITTEE

None.

FINANCE COMMITTEE

Mr. Diaz discussed the following from the Assistant Executive Director/Director of Finance report:

Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending May 31, 2023 – The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for June 2023 – The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Amending the Contract for IT Computing Services, Contract No. CT-20022 with Miles Technologies, Inc. to Accept Miles IT Company as the Rebranded Name – Effective May 22, 2023, Miles Technologies, Inc. rebranded their name as Miles IT Company. The resolution presented this month is recommending that the Authority amend the agreement with Miles Technologies, Inc. for the Authority's IT Computing Services, accepting their rebranded name as Miles IT Company. Aside from the name change all other aspects of the original contract will remain the same. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing a Two (2) Year Contract to T-Mobile for Cellular Wireless Devices, Contract No. CT-23019 Pursuant to State Contract No. 22-TELE04580, in the Amount of \$40,098.24 – The Authority desires to change our cellular phones and equipment from Verizon to T-Mobile, with a two (2) year contract. The contract, which includes cellular wireless devices, effective with activation, and future State extensions with T-Mobile in accordance with the State Contract is a very good opportunity to afford many more employees the opportunity to use tablets. This will be phased in beginning on or about July 15, 2023, with the GeoTab service (Vehicle Tracking) being phased in later on this year. The Finance Committee has reviewed and is recommending approval this evening.

PANDEMIC-RELATED WATER AND SEWER ARREARAGES –

Following is the update on the bill assistance programs being offered:

- a. **Low Income Household Water Assistance program (LIHWAP):** As of the date of this report the Authority has received a total of \$61,761.70 from the State representing twenty-four (24) accounts.
- b. **Twelve (12) month interest free payment plan** option for customers who have arrearages through 4/15/2022: As of the date of this report, there are forty (40) accounts that remain compliant with the Payment Plan option. The total amount due from the accounts is \$24,685.04.
- c. **HomeServe Bill Assistance Program:** To date seven (7) applications have been received. Six (6) of which qualified for assistance totaling \$1,500.00 with the latest one received in May.

PERSONNEL COMMITTEE

There are few personnel resolutions that have been discussed with the Personnel Committee and are being recommended for approval this evening.

Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Promotion of Jake Greene to the Civil Service Title of Meter Worker 1. Mr. Greene has worked as a Laborer 1 in our Meter Reading Department. He has been recommended by his supervisor for a promotion to the CSC title of Meter Worker 1. The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Execution of a Fifty-Four (54) Month Contract with the Director of Administration and Program Development. There has been a number of changes, leading to a shift in positions. Ms. Carolyn Mauro has served as the Director of Administration and Program Development since June 28, 2021. Ms. Mauro has been assigned extra duties, which fall directly under the Executive Director and should be covered under an Executive contract. The resolution presented this month would be for authorizing the execution of a contract for up to fifty-four (54) months under the Civil Service title of Director of Administration and Program Development. The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Temporary Hire of Lindsay Brown. Lindsay has offered to come back to provide temporary training assistance in the Human Resource/Payroll Department. The Authority believes that Lindsay Brown, who previously served in the role, possesses the requisite qualifications, credentials and experience for said position. The resolution presented this month is to authorize the temporary hiring of Lindsay Brown in the Human Resource/Payroll Department, without benefits, for the summer. The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Temporary Mentoring of Natalie Kurek as a Jackson School District Science, Technology, Engineering, Math (S.T.E.M.) Unpaid High School Intern. The Jackson School District has reached out to the Authority for a possible unpaid high school internship under the Science, Technology, Engineering, Math (S.T.E.M.) program. After interviewing Ms. Kurek, the Authority believes that she possesses the requisite qualifications for an intern position at the Authority. The resolution presented this month is to authorize the temporary mentoring of unpaid high school intern, Ms. Natalie Kurek, which would begin on or about July 1, 2023, through August 31, 2023. The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Amendment to the Salary Guide. The Authority's Salary Guide and Eligibility Requirements has been updated in accordance with the CPI. There have been no changes to Operating and Maintenance requirements for promotion. The Personnel Committee has reviewed and is recommending approval this evening.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

- 2023 – 107 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending May 31, 2023
- 2023 – 108 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds, and Payroll for June 2023
- 2023 – 109 Resolution of the Jackson Township Municipal Utilities Authority Acknowledging the Developer’s Decision to Install a Septic Sewer Disposal System and Well Water at The Facility 2, Block 18201, Lots 29-32 and 36.01, on the Tax Map of the Township of Jackson
- 2023 – 110 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to 105 & 115 Grawtown Road, Block 19403, Lots 13 and 14, on the Tax Map of the Township of Jackson
- 2023 – 111 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to Jackson Center Retail, Block 22301, Lots 1 and 2, on the Tax Map of the Township of Jackson
- 2023 – 112 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to Megan Commercial Office Building, Block 5601, Lots 61 and 74, on the Tax Map of the Township of Jackson
- 2023 – 113 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to SFGA Wet Play Area and Slides, Block 3101, Lot 11, on the Tax Map of the Township of Jackson
- 2023 – 114 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Whitesville Industrial Park – Phase 1, Block 22102, Lots 2.01-2.05 and Block 22203, Lots 1.05-1.08, on the Tax Map of the Township of Jackson

Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Allmann – Resolutions #2023-109

RESOLUTIONS OFFERED:

- 2023 – 115 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Transfer of Two (2) Radio Service Frequency Licenses to the Jackson Township Police Department

Moved: Commissioner Porter
Second: Commissioner Bressi
Vote: Unanimous
Abstain: none

- 2023 – 116 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a Two (2) Year Contract to T-Mobile for Cellular Wireless Devices, Contract No. CT-23019 Pursuant to State Contract No. 22-TELE-04580, in the Amount of \$40,098.24
- Moved: Commissioner Wildman
Second: Commissioner Porter
Vote: Unanimous
Abstain: none
- 2023 – 117 Resolution of the Jackson Township Municipal Utilities Authority Amending the Contract for IT Computing Services, Contract No. CT-20022 with Miles Technologies, Inc. to Accept Miles IT Company as its Rebranded Name
- Moved: Commissioner Bressi
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2023 – 118 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Amendments to the Salary Guide
- Moved: Commissioner Wildman
Second: Commissioner Porter
Vote: Unanimous
Abstain: none
- 2023 – 119 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Temporary Mentoring of Natalie Kurek as a Jackson School District Science, Technology, Engineering, Math (S.T.E.M.) Unpaid High School Intern
- Moved: Commissioner Porter
Second: Commissioner Bressi
Vote: Unanimous
Abstain: none
- 2023 – 120 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Promotion of Jake Greene to the Civil Service Title of Meter Worker 1
- Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2023 – 121 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Execution of a Fifty-Four (54) Month Contract with the Director of Administration and Program Development
- Moved: Commissioner Bressi
Second: Commissioner Wildman
Vote: Unanimous
Abstain: none

2023 – 122 Resolution of the Jackson Townships Municipal Utilities Authority Authorizing the Temporary Hire of Lindsay Brown

Moved: Commissioner Porter
Second: Commissioner Bressi
Vote: Unanimous
Abstain: none

CLOSED SESSION:

There was no closed session.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on Thursday, July 27, 2023, at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Porter seconded the motion, and it was passed unanimously. Chairman Allmann declared the June 22, 2023, Public Meeting adjourned.

End of Minutes