



THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
September 28, 2023
5:30 PM

The Public Meeting of September 28, 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 Carolyn Mauro, Director of Administration and Program Development. 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	Absent - Excused
Janet Longo, Secretary	Present
Todd Porter, Treasurer	Present
Lewis Wildman, Assistant Secretary/Treasurer	Present
Karen Bressi, Alternate	Absent - Excused

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
Carolyn Mauro, Director of Administration and Program Development	Present

OPENING STATEMENT:

As Director of Administration and Program Development, 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 August 24, 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 and Mr. John Giunco, Esq.

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

In the Confidential Report, a copy of the draft JRJ’s agreement was included. Mr. Guinco is here today, and Authority representatives have been speaking with him this week. Generally, with the issues raised, both the Authority and JRJ have come to terms and hopefully, next month, the agreement will be submitted for consideration. Additionally, it was mentioned that Mr. Randy Johnson’s capacity expires in some of the Whitesville region. Mr. Earl Quijano is working with Mr. Johnson’s engineer to make sure that capacity is reserved, if possible, for them by next week so by October’s meeting four (4) or five (5) projects currently outstanding will hopefully get the level of approval necessary.

Chairman Allmann asked if there were any questions or concerns. Mr. Giunco took the opportunity to advise the Commissioners that he has been working to try and get this agreement to close and hopes to get the engineering work finalized and delivered on Monday, October 2 and follow up on two (2) other projects which are expected to follow shortly afterwards.

Chairman Allmann left the public session open until the voting session.

ENGINEERING COMMITTEE REPORT

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

Sanitary Sewer Master Plan, Contract No. CT-23214 – Authorizing the Award to Van Cleef Engineering Associates, LLC Through a Fair and Open Process, in the Amount of \$117,000.00. The Authority’s sewer master plan was adopted on June 25, 2009 and subsequently amended on June 27, 2019, July 23, 2020 and April 20, 2022 to address the growth of development in the Whitesville region.

The Staff now desires a comprehensive amendment to its Sewer Master Plan due to residential, commercial, institutional and industrial growth in the Township of Jackson. Three (3) proposals were solicited from firms appointed as special project engineers and three (3) were received and opened on September 13, 2023, at 2:00pm, ranging in price from a low of \$117,000.00 to a high of \$275,000.00. The Authority’s Staff have reviewed the proposals and have found Van Cleef Engineering Associates, LLC as the lowest responsive and responsible submitter, in the amount of \$117,000.00.

The proposals were discussed at the Engineering Committee Meeting and the award to Van Cleef Engineering Associates, LLC is being recommended for approval this evening.

Wendy Court Pump Station Rehabilitation, Contract No. CT-22223 – Authorizing Award to JVS Industrial and Commercial Contractors, Inc., in an Amount Not to Exceed \$345,500.83. The Authority advertised and solicited bids for the Wendy Court Pump Station Rehabilitation, Contract No. CT-22223, on July 26, 2023. The work consists of but is not limited to: The rehabilitation of the Authority’s Wendy Court Pump Station, including the “Replacement in kind” of existing Smith and Loveless mechanical pumping system, drop pipes and appurtenances as stipulated in the Appendices.

Six (6) bids were received and publicly opened on August 29, 2023, in amounts ranging from a low of \$345,500.83 to a high of \$454,400.00. The Authority’s Staff and Legal Counsel have reviewed the bids and have found JVS Industrial and Commercial Contractors, Inc., as the lowest responsive and responsible bidder in the amount of \$345,500.83.

The bids were discussed at the Engineering Committee Meeting and the award to JVS Industrial and Commercial Contractors, Inc. is being recommended for approval this evening.

North Cooks Bridge Road Water Main Extension, Contract No. CT-21219 – Authorizing the Release of the Performance Bond and Closeout with P&A Construction, Inc. P&A Construction, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout documents for the above-referenced project. The documents have been reviewed and found to be in compliance with Contract Specifications, General Conditions – Article 8.7.

The Performance Bond release and the contract close-out ,in the decreased amount of \$1,251,025.32, 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:

Congregation Khal Lev Simcha, Block 19703, Lot 2 – Granting Amended Final Sewer and Water Approval. The Developer is proposing to construct a 7,055 SF two-story house of worship off the west side of East Veterans Highway, south of Grand Boulevard. The site contains a total of 3.75 acres. The project was previously granted Final Approval at the Authority’s February 27, 2020 meeting via Resolution No. 2020-037, which was subsequently extended at the Authority’s February 27, 2022 meeting via Resolution No. 2022-032. The Developer proposes to connect to the existing water main in East Veterans Highway and install a service for the building. The Developer also proposes to install a 6-inch gravity sanitary lateral to an on-site pump station, attached to a 1-inch sewer force main, which extends across Lot 2 and connects to an existing manhole located on Grand Boulevard. The Developer’s engineer is William A. Stevens, P.E., P.P of Professional Design Services, LLC. Amended Final Sewer and Water Approval has been recommended in our office’s September 22, 2023, letter to the Board.

Hope Chapel Associates, Block 22601, Lots 1, 2, and 20 – Granting Preliminary Sewer and Water Approval. The Developer is proposing to construct a 25,935 square-foot, two-story office/retail building on the southwest corner of the intersection of Hope Chapel Road and Whitesville Road. The Developer is proposing to provide sanitary sewer with a lateral connection to the existing sanitary sewer main in Whitesville Road and potable water with a lateral connection to the existing water main in Whitesville Road. The Developer is represented by William A. Stevens, P.E. of Professional Design Services, LLC. Preliminary Sewer and Water Approval has been recommended in our office’s September 22, 2023, letter to the Board.

Jackson Cheder School, Block 14301, Lot 8 – Granting Tentative Sewer and Water Approval. The Developer is proposing to construct a two-story, 132,159 square-foot elementary school on the east side of Brewers Bridge Road, south of Green Valley Road. The Developer is proposing to install an on-site sanitary sewer main extension with a single lateral to service the building from an existing sanitary sewer main in Brewers Bridge Road. The Developer is also proposing to provide water service by installing an on-site water main extension and extending a domestic water service and fire water service to the building. The Developer is represented by William A. Stevens, P.E. of Professional Design Services, LLC. Tentative Sewer and Water Approval has been recommended in our office’s September 22, 2023, letter to the Board.

Nefesh Hachaim High School, Block 19703 Lot 29 – Granting Preliminary Water Approval. The Developer is proposing to construct a 30,600 square-foot, three-story school on the east side of Grand Boulevard, north of Bowman Road. The Developer is applying for Preliminary Sewer and Water approval at this time. The Developer is proposing to provide sanitary sewer with a lateral connection to the existing sanitary sewer main in Grand Boulevard and potable water with a lateral connection to the existing water main in Grand Boulevard. The Developer is represented by Eric Halpert, P.E. of Haler Consulting. Preliminary Water Approval has been recommended in our office’s September 22, 2023, letter to the Board.

Swanborne Phase V, Block 20802, Lots 8.01 and 8.03 and Block 20901, Lot 4 – Granting Preliminary Sewer and Water Approval. The Developer is proposing to provide sanitary sewer service with an on-site gravity sanitary sewer main extension with dedicated services for each of twenty (20) lots. Water service will be provided with an on-site water main extension with dedicated water services for each lot. The Developer is represented by William A. Stevens, P.E., of Professional Design Services, LLC. Preliminary Sewer and Water Approval has been recommended in our office’s September 22, 2023, letter to the Board.

Commissioner Porter asked for the address, which the location was provided as between Route 528 and Hope Chapel Road, near Denton Lane

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE

The Committee will meet tonight to discuss Jackson Day and the Personnel Policies and Employee Handbook. The Handbook is not quite done but the first couple sections are completed.

FINANCE COMMITTEE

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund, Contract No. CT-24049. This resolution is for Insurance Coverage through the New Jersey Utility Authority Joint Insurance Fund (JIF) for a three-year contract from January 1, 2024 ending December 31, 2026. As an Extraordinary Unspecifiable Service, the Authority is authorized to award such insurance coverage without the need for solicitation of public bids pursuant to N.J.S.A. 40A:11-5(m). The Annual Premium amount is approximately \$242,000, the final amount of which will be certified each year as the actual

premium is determined. Additionally, it appears the JIF is reimplementing the dividends this year. Further information will be provided to the Board once it becomes available.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the London Drive Water Treatment Plant Fire Alarm System, Contract No. CT-23215, to Advantage Security, Inc., in an Amount Not to Exceed \$21,271.92. Advantage Security, Inc. was the only respondent to the Authority's Request for Quote (RFQ) to replace and monitor the London Drive Water Treatment Plant fire alarm and sprinkler system and to provide annual inspections for one (1) year. The contracted price is \$21,271.92. The Finance Committee has reviewed this contract and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award to Reset Five (5) Manholes on Whitesville Road, Contract No. CT-23221, to Earle Asphalt Company, Inc., in an Amount Not to Exceed \$16,000.00. The Authority utilized the Request for Quote (RFQ) process for two (2) companies to provide pricing for resetting five (5) manholes on Whitesville Road, south of Hope Chapel Road. Earle Asphalt Company, Inc. provided a quote for \$16,000.00. The second quote was found to be non-responsive. The Finance Committee has reviewed this contract and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Award of the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-23092 to Kiely Civil, LLC, in an Amount Not to Exceed \$456,677.00. Four (4) companies responded to the Authority's bid, ranging in price from a low of \$456,677.00 to a high of \$1,040,765.00. The most responsive bid was from Kiely Civil, LLC. The contract will run for one (1) year from November 1, 2023 through October 31, 2024 with the option to extend for two (2) one-year extensions or one (1) two-year extension based on the satisfactory performance of the Contractor with consideration of an increase based on Consumer Price Index (CPI) Other Goods and Services – Northeast Region. The Finance Committee has reviewed this contract and is recommending approval this evening.

Pandemic-Related Water & 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 net total of \$100,194.73 from the State. This represents ninety-five (95) applications approved, six (6) applications denied, and twenty-seven (27) applications submitted. The LIHWAP portal is currently closed to new applications.
- B. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. There are thirty-four (34) accounts that remain compliant with the Payment Plan option. The total amount due from the accounts is \$16,436.66.
- 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. There has been no new activity.

PERSONNEL COMMITTEE

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Anthony Parrella to the Civil Service Title of Senior Water Treatment Plant Operator. Mr. Parrella works in the Authority's Operations Department. The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Michael White under the Civil Service Title of Laborer 1 (Operations). The Personnel Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Kathleen Lexa under the Civil Service Title of Clerk 1 (Customer Service). The Personnel Committee has reviewed and is recommending approval this evening.

Temporary Employee – Billing. It is anticipated that Ms. Megan Burst will be on short-term leave from March, 2024 through July, 2024. We would like to hire a temporary employee to help with billing during her absence. The staff has requested that if the Authority finds a viable candidate that it be able to hire them and then ratify the hire at the following Public Meeting.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

- 2023 – 156 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending August 31, 2023.
- 2023 – 157 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds, and Payroll for September 2023.
- 2023 – 158 Resolution of the Jackson Township Municipal Utilities Authority Granting Amended Final Sewer and Water Approval to Congregation Khal Lev Simcha, Block 19703, Lot 2, On the Tax Map of the Township of Jackson.
- 2023 – 159 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Hope Chapel Associates, Block 22601, Lots 1, 2 and 20, on the Tax Map of the Township of Jackson.
- 2023 – 160 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to Jackson Cheder School, Block 14301, Lot 8, On the Tax Map of the Township of Jackson.
- 2023 – 161 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to Nefesh Hachaim High School, Block 19703, Lot 29, On the Tax Map of the Township of Jackson.
- 2023 – 162 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Swanborne Phase V, Block 20802, Lots 8.01 and 8.03 and Block 20901, Lot 4, On the Tax Map of the Township of Jackson.

Moved: Commissioner Longo
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Porter – Resolutions #2023-162

RESOLUTIONS OFFERED:

2023 – 163 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Sanitary Sewer Master Plan Update, Contract No. CT-23214, Through a Fair and Open Process, to Van Cleef Engineering Associates, LLC, in an Amount Not to Exceed \$117,000.00.

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

2023 – 164 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Wendy Court Pump Station Rehabilitation, Contract No. CT-22223, to JVS Industrial and Commercial Contractors, Inc., in an Amount Not to Exceed \$345,500.83.

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

2023 – 165 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the Performance Bond and the Closeout of the North Cooks Bridge Road Water Main Extension, Contract No. CT-21219 with P&A Construction. Inc.

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

2023 – 166 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Renewal of Membership in the New Jersey Authorities' Joint Insurance Fund, Contract No. CT-24049.

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

2023 – 167 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the London Drive Water Treatment Plant Fire Alarm System, Contract No. CT-23215, to Advantage Security, Inc., in an Amount Not to Exceed \$21,271.92.

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

2023 – 168 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award to Reset Five (5) Manholes on Whitesville Road, Contract No. CT-23221, to Earle Asphalt Company, Inc., in an Amount Not to Exceed \$16,000.00.

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

2023 – 169 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Award of the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-23092 to Kiely Civil, LLC, in an Amount Not to Exceed \$456,677.00.

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

2023 – 170 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Anthony Parrella to the Civil Service Title of Senior Water Treatment Plant Operator.

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

2023 – 171 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Kathleen Lexa under the Civil Service Title of Clerk 1 (Customer Service).

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

2023 – 172 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Michael White under the Civil Service Title of Laborer 1 (Operations).

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

CLOSED SESSION:

There was no closed session.

OTHER MATTERS:

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on Thursday, October 26, 2023, at 5:30 PM.

The November meeting will be held on the third Thursday of the month, November 16, 2023.

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Longo seconded the motion, and it was passed unanimously.

Chairman Allmann declared the September 28, 2023, Public Meeting adjourned.

End of Minutes