

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
August 25, 2022
5:30 PM**

The Public Meeting of August 25, 2022, was called to order by William Allmann, Chairman. The meeting is being held in-person, including public participation, but 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 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 OF THE BOARD OF COMMISSIONERS:

William Allmann, Chairman	Present
Clara Glory, Treasurer	Present
Janet Longo, Secretary	Present
Todd Porter, Assistant Secretary/Treasurer	Present
Lewis Wildman, Commissioner	Present (Via Zoom)
Karen Bressi, Alternate	Present

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

Approval of the Minutes of the Open Session Public Meeting of June 23, 2022

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC: Present from the public were Mr. Cordts, Mr. Chris Parks, Mr. Michael Janusz, Mr. Gerri Sarke, Ms. Donna Jennings, Esq. along with Mr. Mordechai Eichorn and Ms. April Scales from Jackson Trails LLC. At this time, Chairman Allmann stated that there was no public comment 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:

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

RESOLUTION AUTHORIZING THE ASSIGNMENT OF SEWER AND WATER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC. TO D.R. HORTON, INC. – NEW JERSEY - The Jackson Development Company, LLC would like to assign another 30 sewer and 30 water connection fee waivers to D.R. Horton, Inc – New Jersey (D.R. Horton). As previously reported, D.R. Horton is the contractor of the Southeast Section of Jackson 21 off Freehold Road which consists of approximately 465 Townhomes.

The Finance Committee has reviewed and is recommending approval this evening

ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report:

WESTERN WATER MAIN EXTENSION – The Authority was featured in the August 3, 2022, NJ I-Bank News Article, recently completed drinking water improvements that are being funded with approximately \$5.9 million in loans from the NJ Water Bank, a joint low-rate funding program of the DEP and the NJ I-Bank. This includes an interest cost savings for this project which is estimated to be \$938,901 over the 30-year term of the loan or 16% of the total project cost. In addition, this project created an estimated 70 direct construction jobs.

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 AND TENTATIVE SEWER 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, c/o, Adam Pfeffer, is proposing to construct a three-story, 31,500 square-foot office building North of North County Line Road. The applicant is applying for Preliminary and Tentative Sewer approval at this time. This project was granted Preliminary Sewer approval at the Authority's July 22, 2021, meeting via Resolution No. 2021-065. The applicant is proposing to service the project with a sanitary sewer force main extension and on-site pump station.

This has been recommended in our August 22, 2022, letter to the Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING TENTATIVE AND FINAL WATER APPROVAL TO HIGHLAND SELF-STORAGE, BLOCK 21103, LOTS 1, 2, 3, 18, 19, AND 20, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Highland Development Ventures, LLC., is proposing to construct a 126,516 square foot self-storage facility on the northwest corner of East Veterans Highway and North Hope Chapel Road. The applicant is applying for Tentative and Final Sewer Approval at this time. This project received Preliminary Sewer and Water Approval for this project at the Authority's December 16, 2021, meeting via Resolution No. 2021-154. The Applicant proposes to provide water service to the site by installing a potable water as well as a fire water service from the existing main in North Hope Chapel Road to the proposed building.

This has been recommended in our August 19, 2022, letter to the Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO BREWERS BRIDGE ROAD OFFICE BUILDING, BLOCK 7403, LOTS 1 AND 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Howell Realty Associates, LLC., is proposing to construct a two-story, 26,480 square foot office facility, on the south side of Brewers Bridge Road, east of Delaware Trail. The applicant is applying for Preliminary Sewer and Water approval at this time. The applicant is proposing to install a grinder station with a force main in Brewers Bridge Road and installing a dedicated domestic water service to the site.

This has been recommended in our August 19, 2022, letter to the Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO BENNETTS MILLS/NORTH COOKS BRIDGE OFFICE PLAZA, BLOCK 8701, LOTS 18, 22, AND 23, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, 680 Bennetts Mills Road, LLC., is proposing to construct a three-story, 75,000 square foot office facility, on the northwest corner of the intersection of Bennetts Mills Road and North Cooks Bridge Road. The applicant is applying for Preliminary and Tentative Sewer and Water Approval at this time. The applicant is proposing to install a single gravity sewer lateral to the existing manhole in the intersection of Bennetts Mills Road and North Cooks Bridge Road. The applicant is proposing to provide water service to the site by installing an on-site water main extension including a domestic water service and fire service.

This has been recommended in our August 19, 2022 letter for Board.

PUBLIC RELATIONS COMMITTEE REPORT:

None.

ADMINISTRATIVE COMMITTEE REPORT:

None.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:

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

FINANCE COMMITTEE REPORT:

RESOLUTION ACCEPTING THE CASH MANAGEMENT REPORT FOR THE MONTH ENDING JULY 31, 2022 – The Cash Management Report for July 31, 2022, has an average rate of 0.60%. There is an increase of 0.15% from the prior month.

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

RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR AUGUST 2022 – The total bills submitted for approval are \$1,507,385.62. This includes the operating expense of \$350,000.00 for funding the payroll account for the month of September. Additionally, it includes \$732,068.75 for OCUA's 3rd quarter 2022 installment.

The Finance Committee has reviewed and is recommending approval this evening

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY ACCEPTING WEX HEALTH, INC AS THE FLEXIBLE SPENDING ACCOUNT ADMINISTRATOR

One June 1, 2021, WEX Health, Inc. acquired and finalized the Authority's Flexible Spending Account (FSA) of Benefits Express Servies, LLC. The transaction has been officially effective as of June 15, 2022. The Authority wishes to continue the use of FSA in accordance with the original agreement with Benefit Express. The resolution being presented this month is to authorize the acceptance of WEX Health, Inc. as the Administrator of the Authority's current FSA plan effective on or about August 1, 2022.

The Finance and Personnel Committee has reviewed and are recommending approval this evening.

RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS, BEYOND THE STATE'S RETENTION PERIOD REQUIREMENT – The Authority has identified 62 banker boxes of old records that are beyond the required retention schedule. The boxes mainly include paper records of Human Resource – payroll/time records, contracts, bids, and insurance documents dating as far back as 1990. Additional items included are audio meeting records and compact disks containing same information of the paper copies mentioned above.

1 box containing motor vehicle records were rejected due to the retention period and is now slated for destruction after July 31, 2024. This leaves a total of 61 boxes approved for destruction by the State.

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

PANDEMIC-RELATED WATER AND SEWER ARREARAGES – P.L. 2021, c. 317 and P.L. 2022, c. 4 prohibit local governments from charging residential customers interest, fees, or charges for late payment of *water* charges accruing between March 9, 2020, and March 15, 2022.

As previously noted, the Authority was able to activate the "Executive Order Interest Forgiveness" in the Edmunds program. This allows the Authority to mark "Interest-Exempt" those customers who have a past due balance between the time period of 03/09/2020 through 3/15/2022. However, if the past due balance remains unpaid interest will calculate on all periods going forward as of 03/16/2022. Additionally, any accounts that have a past due balance prior to 03/09/2020 will also accrue interest charges.

The bill assistant programs being offered are as follows for those customers who have experienced financial difficulties related to the Pandemic:

- a. Low Income Household Water Assistance program (LIHWAP) – 8 applications approved
- b. Twelve (12) month interest free payment plan option for customers who have arrearages between the time period of 03/09/2020 through 3/15/2022. As of the day of this report there are 36 confirmed accounts that accepted the Payment Plan option. The total amount due from the payment plan accounts is \$56,194.57 with the first payment due on September 1, 2022.
- c. HomeServe Bill Assistance Program - No applications received

CONSENT RESOLUTIONS:

- | | |
|----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2022-117 | Resolution Accepting the Cash Management Report for the Month Ending July 31, 2022 |
| 2022-118 | Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Bennetts Mills/North Cooks Bridge Office Plaza, Block 8701, Lots 18, 22, and 23, on the Tax Map of the Township of Jackson |

2022-119 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Brewers Bridge Road Office Building, Block 7403, Lots 1 and 2, on the Tax Map of the Township of Jackson

2022-120 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative and Final Water Approval to Highland Self-Storage, Block 21103, Lots 1, 2, 3, 18, 19, and 20, on the Tax Map of the Township of Jackson

2022-121 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer Approval to Megan Commercial Office Building, Block 5601, Lots 61 and 74, on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

2022-122 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for August 2022

Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Glory on Check #3993, 29315

2022-123 Resolution Authorizing the Assignment of Sewer and Water Connection Fee Waivers from Jackson Development Company, LLC. to D.R. Horton, Inc. – New Jersey

Moved: Commissioner Longo
Second: Commissioner Porter
Vote: Unanimous
Abstain: Commissioner Glory

2022-124 Resolution of the Jackson Township Municipal Utilities Authority Accepting WEX Health, Inc. as the Flexible Spending Account Administrator

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

2022-125 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement

Moved: Commissioner Glory
Second: Commissioner Porter
Vote: Unanimous

Abstain: None

PUBLIC COMMENTS (JACKSON TRAILS LLC.)

At this time Mr. Mordechai Eichorn and Ms. Donna Jennings, Esq. who represents Jackson Trails LLC. approached the Board to discuss water options to their project. Ms. Jennings informed the Board that they could use private wells to serve water to the project. Furthermore, Ms. Jennings informed that the New Jersey Department of Environmental Protection Agency (NJ DEP) has reviewed the project information and indicated that Jackson Trails would be allowed to put in private wells without an allocation permit. Ms. Jennings indicated that Jackson Trails would be willing to extend the water line from the intersection of South Hope Chaple Road and Whitesville Road to the project on South Hope Chaple Road as she indicated it would be a good project for the Township but are requesting consideration by the Authority to help offset the expenses and make them feasible. Mr. Eichorn explained he would like the Board to consider a reimbursement for the expense related to the water main extension since it would also benefit Manchester Township and other various potential customers. Mr. Eichorn indicated he would like the Authority to assist Jackson Trails with costs of the water main extension construction with some waivers. Mr. Eichorn expressed that he understands the Authority has afforded other Developments the waiver option as indicated on this evening's agenda with another developer.

Mr. Eichorn continued by reviewing the project cost comparison between connecting to the Authority water system and installing private wells. In order to do the extension, it would cost about \$8.2 million dollars in constructing (on-site and off-site) water infrastructure plus additional fees including the water tank contribution of approximately \$828,000.00, and water connection fees of approximately \$2,000,000.00 totaling approximately \$11,000,000.00 to connect to the Authority's water system. Comparing that to the cost of installing private wells of approximately \$5 million. Mr. Harpell mentioned that we support the project but the amount of reimbursement is the issue. Based upon Ms. Jennings' July 11, 2022 letter, the cost of the off-site water main is approximately \$3.5 million and Jackson Trails requested reimbursements closer to \$5.7 million which did not seem feasible. Mr. Eichorn mentioned that he has received updated pricing and it was left that we will see if we can reach mutually agreeable terms for both parties.

Mr. Mordechai Eichorn mentions that there is a sewer capacity need in the town also and Jackson Trails LLC. may be agreeable to upsizing the sewer main is to expand the piping up Rt 571 from Rt 70. This could be a good project for the town.

CLOSED SESSION:

There was no closed session

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, September 22, 2022, at 5:30 PM.

OTHER MATTERS:

With no further matters to discuss, Commissioner Glory made a motion to adjourn. Commissioner Longo seconded the motion, and it was passed unanimously. Chairman Allmann declared the August 25, 2022, Public Meeting adjourned.

End of Minutes