



THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes March 28, 2024 5:30PM

The Public Meeting of March 28, 2024, 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
Richard Egan, Assistant Secretary/Treasurer	Present
Janet Longo, Secretary	Present
Todd Porter, Vice - Chairman	Present
Lewis Wildman, Treasurer	Present
Karen Bressi, Alternate I	Present
Josh Vann, Alternate II	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – John Berens, PE	Present
– Nicholas Brown, PE	Present

AUTHORITY STAFF

James Diaz, Asst. Executive Director/Dir. of Finance	Present
Earl Quijano, Principal Engineer	Present
Carolyn Mauro, Director of Administration and Program Development	Present

Present from the public was Mr. Roger Derickson, Economic Development Committee, Jackson Township, Mrs. Carol Scull, and Authority Employees: Christopher Gotz, Christopher Parks and Tonya Coccio.

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 Reorganization Meeting of February 22, 2024:

Moved: Commissioner Egan
Second: Commissioner Porter
Vote: Unanimous with one (1) abstention
Abstain: Commissioner Vann

Approval of the Minutes of the Open Session Meeting of February 22, 2024:

Moved: Commissioner Wildman
Second: Commissioner Egan
Vote: Unanimous with one (1) abstention
Abstain: Commissioner Vann

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

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.

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

REPORTS:

EXECUTIVE DIRECTOR’S REPORT

Mr. Diaz reported that there was one item for closed session.

PRINCIPAL ENGINEER’S REPORT

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

Dublin Road Pump Station Variable Frequency Drive and Soft Start Replacement, Contract No. CT-22201 - Authorizing the Release of the Performance Bond and Closeout with ABS Electric, Inc. ABS Electric, Inc., has fulfilled their contractual obligations and has submitted the required contract closeout documents. The documents have been reviewed and found to be in compliance with Contract Specifications, General Conditions – Article 8.7. The project was discussed at the Engineering Committee Meeting and is being recommended this evening for a Performance Bond release, and contract closeout in the amount of \$52,000.00.

161 Bartley Road Medical Office, Block 5601 Lot 56 – Recommending Sewer and Water Performance Bond Release. The Developer, CentraState Medical Center has fulfilled their obligations and submitted the requirements for the above-referenced project. The project was discussed at the Engineering Committee Meeting and is being recommended this evening for a Performance Bond release and project closeout, contingent upon the receipt of Maintenance Bonds for Sewer in the amount of \$6,081.12 and Water in the amount of \$17,254.56 be received.

CONSULTING ENGINEER'S REPORT

On behalf of Van Cleef Engineering Associates, Mr. John Berens reported on the following developer approval this evening:

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval and Acknowledging the Developer's Decision to Install a Septic Sewer Disposal System at **Jackson Mills Business Park**, Block 2101, Lots 31, 32 And 33, on the Tax Map of the Township Of Jackson. The Applicant, Jackson Land 1 Ventures LLC, is proposing to construct two (2) office & warehouse structures 10,200 square feet (sf) and 18,450 sf, respectively along Jackson Mills Freehold Road. The Developer is proposing to use septic for the project. Acknowledgement of this is being provided by the Authority as this property is within the sewer service area in accordance with the wastewater management plan, Section 208. No further action for sewer will be required. The Developer is also applying for Preliminary Water approval at this time. The Developer is proposing to connect to the existing 12-inch diameter water main via wet tap for their 2-inch domestic service and 8-inch for fire service. The Developer is represented by Professional Design Services, LLC. Preliminary water approval is being recommended in our office's March 22, 2024, letter to the Board.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

None.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE'S – FINANCE REPORT

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for March 2024**. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending February 29, 2024**. The Authority's staff and the Finance Committee are recommending acceptance of the Cash Management Report for February 29, 2024.

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a White 2023 Ford F-250 (X2b) XL 4WD Supercab 8' Box**, Contract No. CT-24205, Pursuant to State Contract No. 23-Fleet-34922, to Nielsen Ford, in an Amount Not to Exceed \$62,759.00. The truck with listed options under State Contract is in an amount not to exceed \$56,629.00. Listed options not included under State Contract but which the Authority wishes dealer installed is in an amount not to exceed \$6,130.00. This truck is for Technical Maintenance and would be outfitted with a power inverter, tool drawers for the utility body cabinets and bed cover which the Authority is getting pricing to be purchased separately.

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a White 2023 Ford F-250 (X2b) XL 4WD Supercab 8' Box**, Contract No. CT-24205, Pursuant to State Contract No. 23-Fleet-34922, to Nielsen Ford, in an Amount Not to Exceed \$62,759.00. The truck with listed options under State Contract is in an amount not to exceed \$56,629.00. Listed options not included under State Contract but which the Authority wishes dealer installed is in an amount not to exceed \$6,130.00. This truck is for Line Maintenance and would be outfitted with a snowplow, power inverter, tool drawers for the utility body cabinets and bed cover which the Authority is getting pricing to be purchased separately.

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a White 2024 Ford Escape Active 4WD**, Contract No. CT-24207, Pursuant to State Contract No. 23-Fleet-41909, to Ciocca FMFL Inc., in an Amount Not to Exceed \$31,285.00. The vehicle with listed options under State Contract is for the Engineering Department and is in an amount not to exceed \$30,390.00. Listed options not included under State Contract but which the Authority wishes dealer installed is in an amount not to exceed \$895.00. This vehicle will also be outfitted with floor mats.

Pandemic-Related Water & Sewer Arrearages. Following is the update on the bill assistance programs being offered:

- A. Low Income Household Water Assistance program (LIHWAP): The Authority received a payment in March for Extract #16 in the amount of \$7,014.29 representing nine (9) accounts. As of the date of this report the Authority has received a net total of \$128,340.08. The LIHWAP portal is currently closed to new applications.
- B. Twelve (12) month interest free payment plan: As previously reported, the payment plan has been closed out.
- C. HomeServe Bill Assistance Program: There has been no change to results of the program. To date seven (7) applications have been received. Six (6) of which qualified for assistance totaling \$1,500.00, with the last one received in May 2023.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE’S – PERSONNEL REPORT

Authorizing the **Reemployment of Michael Feinen**, Under the Civil Service Title of Electronic Systems Technician 1. The Authority would like authorization to reemploy Mr. Michael Feinen as an Electronic Systems Technician 1 in the Operations Department, on or about April 1, 2024 at an hourly rate of \$26.218, with benefits afforded to an employee with fourteen (14) years of service, pending final approval from the New Jersey Civil Service Commission. This was reviewed by both the Personnel Committee as well as the Finance Committee and they are recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority **Rescinding the Hire of Louis Romano** Under the Civil Service Title of Laborer 1. On February 22, 2024 via Resolution No. 2024-052 the Authority was authorized to hire Mr. Louis Romano. On March 11, 2024, Mr. Louis Romano advised the Authority, via e-mail, "that he had to rescind his employment acceptance". This evening, the Authority's staff and the Personnel Committee are recommending accepting the rescinding of the permanent hiring of Mr. Romano.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

- 2024 – 057 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending February 2024.**
- 2024 – 058 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll for March, 2024.**
- 2024 – 059 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release For Sewer And Water for **161 Bartley Road Medical Office**, Block 5601, Lot 65, on The Tax Map of the Township of Jackson.
- 2024 – 060 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval and Acknowledging the Developer's Decision to Install a Septic Sewer Disposal System at **Jackson Mills Business Park**, Block 2101, Lots 31, 32 And 33, on the Tax Map of the Township Of Jackson.

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

RESOLUTIONS OFFERED:

- 2024 – 061 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the Performance Bond and the Closeout of the **Dublin Road Pump Station Variable Frequency Drive** and Soft Start Replacement, Contract No. CT-22201, with ABS Electric, Inc.
- Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2024 – 062 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a **White 2023 Ford F-250** (X2b) XL 4WD Supercab 8’ Box, Contract No. CT-24205, Pursuant to State Contract No. 23-Fleet-34922, to Nielsen Ford, in an Amount Not to Exceed \$62,759.00.
- Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2024 – 063 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a **White 2023 Ford F-250** (X2b) XL 4WD Supercab 8’ Box, Contract No. CT-24206, Pursuant to State Contract No. 23-Fleet-34922, to Nielsen Ford, in an Amount Not to Exceed \$62,759.00.
- Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2024 – 064 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a **White 2024 Ford Escape** Active 4WD, Contract No. CT-24207, Pursuant to State Contract No. 23-Fleet-41909, to Ciocca FMFL Inc., in an Amount Not to Exceed \$31,285.00.
- Moved: Commissioner Porter
Second: Commissioner Egan
Vote: Unanimous
Abstain: none
- 2024 – 065 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Reemployment of Michael Feinen**, Under the Civil Service Title of Electronic Systems Technician 1.
- Moved: Commissioner Egan
Second: Commissioner Porter
Vote: Unanimous
Abstain: none
- 2024 – 066 Resolution of the Jackson Township Municipal Utilities Authority **Rescinding the Hire of Louis Romano** Under the Civil Service Title of Laborer 1.
- Moved: Commissioner Porter
Second: Commissioner Wildman
Vote: Unanimous
Abstain: none

CLOSED SESSION:

2024 – 068 Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters.

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

Closing the ‘Closed Session’ and **Resuming the Public Portion** of the Meeting.

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

RESOLUTIONS OFFERED:

2024 – 067 Resolution of the Jackson Township Municipal Utilities Authority **Appointing an Executive Director** to the Jackson Township Municipal Utilities Authority and Authorizing the Execution of up to a Five-Year Contract with the Appointee.

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

Roger Derickson Economic Advisory Committee, Jackson Township is looking to the Authority for a strategic plan for extending sewer and water throughout the Township. Chairman Allmann explained that he will be present at the April 3, 2024 Economic Development Committee meeting, along with Commissioner Vann and Principal Engineer Quijano and will answer any questions that may be asked. The Committee is welcome to forward any questions to the Authority in preparation for their meeting. The Authority is working on a new master plan for sewer and would like to work with the Township on developing a sewer master plan with land use.

Mrs. Carol Scull, former Authority Commissioner, explained that builders have to extend water and sewer lines at their cost because the Authority cannot extend the infrastructure at a cost to the existing ratepayers.

NEXT MEETING DATES:

Public Meeting – April 25, 2024 at 5:30pm.

ADJOURNMENT:

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