

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**June 23, 2022**  
**5:30 PM**

The Public Meeting of June 23, 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          |
| Lewis Wildman, Commissioner                | Present          |
| Clara Glory, Treasurer                     | Present          |
| Janet Longo, Secretary                     | Absent (Excused) |
| Todd Porter, Assistant Secretary/Treasurer | Present          |
| Karen Bressi, Alternate                    | Present          |

**PROFESSIONALS:**

|  |         |
|--|---------|
| Attorney – Michael J. McKenna, Esq.        | Present |
| Consulting Engineer – Alan 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 May 26, 2022

|          |                      |
|----------|----------------------|
| Moved:   | Commissioner Wildman |
| Second:  | Commissioner Porter  |
| Vote:    | Unanimous            |
| Abstain: | Commissioner Glory   |

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:** Present from the public were Mr. Cordts, Ms. Lindsay Brown, and Mr. Michael Janusz. 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.

Chairman Allmann renounced the prior Appointment of Authority Committees due to the recent appointment of Commissioner Bressi. The Committee appointments have been reassigned as follows:

- a. Engineering Committee - W. Allmann/C. Glory/L. Wildman - Alternate
- b. Finance Committee - C. Glory/J. Longo/K. Bressi - Alternate
- c. Personnel Committee - K. Bressi/T. Porter/B. Allmann - Alternate
- d. Public Relations/Administration Committee - C. Glory/L. Wildman/ K. Bressi - Alternate

## **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 PURSUANT TO STATE CONTRACT NO. T2581** - The staff is recommending an on-line public auction with Municibid. The primary items to be surplus are Nineteen (19) HP Computer Towers, a Canon Large Format Printer as well as eighteen (18) boxes of meters and meter heads.

As is typical, the Authority also has 24 smartphones which the staff would like to donate to the Jackson Township Police Department for domestic abuse victims. In addition, East Windsor MUA would like the Sensus Pit Probe Extension.

The Finance Committee has reviewed and is recommending approval this evening

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING THE EXECUTION OF SEWER AND WATER SERVICE AGREEMENT TO HUNTER SUBDIVISION, BLOCK 20501, LOT 27, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – In addition to their request for final sewer and water approval, Hunter Subdivision is required to execute a sewer and water service agreement which outlines their responsibilities in addressing improvements necessary to service the project as approved by the Authority. The Developer wishes to contribute cash for the required improvements, as well as memorialize the contributions to the Southeast Quadrant 1MG Elevated Water Storage Tank and the Whitesville Pump Station.

The Engineering Committee has reviewed and is recommending approval this evening

### **CONSULTING ENGINEER'S REPORT:**

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

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING THE EXECUTION OF SEWER AND WATER SERVICE AGREEMENT TO HUNTER SUBDIVISION, BLOCK 20501, LOT 27, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Mr. Casey Hunter, is proposing to construct an 18-lot residential subdivision on the northeast corner of Whitesville Road and Cannon Boulevard. This project received Tentative Sewer and Water Approval at the Authority's May 26, 2022, meeting via Resolution No. 2022-083. The Applicant is applying for Final Sewer and Water Approval at this time. The applicant proposes to install an eight (8) inch gravity sewer main extension within the subdivision and Whitesville Road that will convey flow to a sanitary sewer pump station to be constructed by Pine Rock Subdivision. The applicant also proposes to install two dead-end water main extensions which will connect to the proposed twelve (12) inch water main in Whitesville Road to be installed by the Pine Rock Subdivision.

This has been recommended in our June 17, 2022, letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO THE CONCOURSE, BLOCK 13801, LOT 7.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Concourse Holdings, LLC., is proposing to construct a 67,488 square-foot, two-story office complex on the east side of East Veterans Highway. The project will be constructed in two (2) phases. Phase I will include the construction of one (1) 33,343 square-foot office building and a proposed sanitary sewer pumping station to service the site. Phase II of the project will include construction of one (1) 34,145 square-foot office building. The site contains a total of 6.07 acres. This project was previously granted Preliminary and Tentative Sewer and Water Approval via Resolution 2019-118, which was since expired. Therefore, at this time, the applicant is reapplying for Preliminary and Tentative Sewer and Water Approval. The applicant proposes to connect to the existing water main in East Veterans Highway to install services for both domestic use and fire protection for the building then extends a three-inch force main to the discharge gravity manhole in East Veterans Highway in front of Block 21202, Lot 6.01.

This has been recommended in our June 17, 2022, letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO GREEN VALLEY SUBDIVISION BLOCK 13401, Lots 2.02, 4.01, 15, 16, 24, 26 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Luxor Drive 1462, LLC., is proposing to construct a nine (9) lot residential subdivision on Luxor Drive adjacent to Green Valley Road. The applicant is applying for Preliminary Sewer and Water Approval at this time. The applicant is proposing to service the site with individual septic disposal systems and potable water wells. The Applicant is also proposing to install a system of "dry" water mains through the subdivision to ultimately connect to the authority's water system when water becomes available.

This has been recommended in our June 17, 2022, letter to the Board.

#### **PUBLIC RELATIONS COMMITTEE REPORT:**

Jackson Day is scheduled for October 2022. In an effort to be prepared the Authority's Jackson Day Committee, comprised of Ms. Tonya Coccio, Ms. Dana Nizamoff and Ms. Lindsay Brown, have chosen a few items to present to the Public Relations Committee for consideration. These items will be discussed following this evenings Public Meeting.

**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 MAY 31, 2022** – The Cash Management Report for May 2022 has an average rate of 0.33%. There is an increase of 0.03% from the prior month. This is due to Parke Bank's Rate increasing from 0.50% to 0.75%. The blended rate for the month of May is 0.66% due to the timing of the rate increase

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

**RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JUNE 2022** – The total bills submitted for approval are \$1,396,988.73. This includes the operating expense of \$350,000.00 for funding the payroll account for the month of July.

Mr. Dave Harpell also mentioned that the Authorities new vac truck has officially arrived and this bill is also on the bill list.

The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING AWARD OF SPARE PUMPS FOR ROYAL GROVE PUMP STATION, CONTRACT NO. CT-22224 AND MEMORIAL HIGH SCHOOL PUMP STATION, CONTRACT NO. CT-22225, TO A.C. SCHULTES, INC. IN AN AMOUNT NOT TO EXCEED \$45,100.00** - Award of two (2) 4" spare pumps and parts for Royal Grove (aka Grand Blvd) and Memorial High School pump stations.

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

**RESOLUTION AUTHORIZING AWARD OF THE 2022 FURNISH AND DELIVER SPARE PUMPS AND PARTS, CONTRACT NO. CT-22221, TO XYLEM WATER SOLUTIONS USA, INC., IN AN AMOUNT NOT OT EXCEED \$139,336.59** – Contract to Furnish and Deliver Spare Pumps and Parts including one (1) 2" Flyght Pump, four (4) 4" Flyght Pumps, two (2) 6" Flyght Pumps and a Single-Phase Cap Kit (parts for pumps). The spare pumps are for use as backup in various Authority Pump stations in the continued effort of proactively maintaining the stations. There was one (1) bid received from Xylem Water Solutions USA who had one (1) requirement which the Authority, in consultation with its attorney, agreed on related to the Mutual Waiver and Limitation of liability.

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

**RESOLUTION AUTHORIZING AWARD OF THE ALDRICH ROAD SEWER STATION PUMP REPLACEMENT, CONTRACT NO. CT-22219, TO A.C. SCHULTES, INC., IN AN AMOUNT NOT TO EXCEED \$16,235.00** – Contract to remove and replace the existing pump at Aldrich Road Pump Station.

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

**RESOLUTION AUTHORIZING AWARD OF THE QUARTERLY FURNISHING OF SODIUM HYDROXIDE, CONTRACT NO. CT-22008, TO JCI JONES CHEMICALS, INC. IN AN AMOUNT NOT TO EXCEED \$126,000.00** - Award the Quarterly Sodium Hydroxide Chemical Supply Contract for the term of 7/1/22 to 9/30/22. As previously mentioned, the Sodium Hydroxide can only be bid in a three (3) month term due to the ongoing cost fluctuation being experienced in 2022. Previous quarter's contract was based on 50,000 gallons at \$1.58/gallon totaling \$79,000.00. The current contract was based on 75,000 gallons at \$1.68/gallon totaling \$126,000.00 (an increase of \$47,000.00).

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

**RESOLUTION AUTHORIZING AWARD OF A TWO (2) YEAR CONTRACT FOR FIRE ALARM INSPECTION AND TESTING, CONTRACTS NOS. CT-22070 THROUGH CT-22075, IN AN AMOUNT NOT TO EXCEED \$11,400.40** - Award of the Fire Alarm Inspection and Testing Contracts for six locations including: Hyson WTP, Administration Building, Perrineville WTP, Warehouse, Dublin PS and London WTP.

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)
- 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
- c. HomeServe Bill Assistance Program

Effective June 14, 2022, Shut-off protection has ended.

Edmunds has updated their software to reapply water interest that has been paid between the dates of 03/09/2020 through 3/15/2022 against their open principal water balance for those same dates. As such, the Authority will be mailing out the payment plan option letter to the effected customers shortly (approx. 1,000 accounts)

The Authority has received a few calls regarding the application or LIHWAP with one (1) customer confirming that they have been approved.

**PERSONNEL COMMITTEE REPORT:**

**RESOLUTION RATIFYING AN UNPAID LEAVE OF ABSENCE FOR ANTHONY PARELLA -** Mr. Anthony Parrella (Operations Department) has been on Short-Term Disability since April 1, 2022, which runs concurrently with the Family Medical Leave Act (FMLA) in accordance with the Authority's employee handbook. Under FMLA an employee is allowed up to twelve (12) weeks of leave. Mr. Parrella's leave ended on May 31, 2022. The Authority has received a letter from Mr. Parrella requesting to extend his leave due to his health condition. The resolution presented this month is to ratify the approved unpaid Leave of Absence from June 1, 2022, until on or about August 10, 2022, for Mr. Parrella who may return to work earlier if so, approved by his physician.

The Finance and Personnel Committees have reviewed and are recommending approval this evening.

**CONSENT RESOLUTIONS:**

2022-093 Resolution Accepting the Cash Management Report for the Month Ending May 31, 2022

2022-094 Resolution Granting Preliminary Sewer and Water Approval to Green Valley Subdivision, Block 13401, Lots 2.02, 4.01, 15, 16, 24, 26 on the Tax Map of the Township of Jackson

2022-095 Resolution Granting Preliminary Sewer and Water Approval to the Concourse, Block 13801, Lot 7.01, on the Tax Map of the Township of Jackson

2022-096 Resolution Granting Final Sewer and Water Approval and Authorizing the Execution of Sewer and Water Service Agreement to Hunter Subdivision, Block 20501, Lot 27, on the Tax Map of the Township of Jackson

Moved: Commissioner Glory  
Second: Commissioner Wildman  
Vote: Unanimous  
Abstain: Commissioner Porter on Resolution 2022-096

**RESOLUTIONS OFFERED:**

2022-097 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for June 2022

Moved: Commissioner Wildman  
Second: Commissioner Bressi  
Vote: Unanimous  
Abstain: Commissioner Glory on Checks 3948,3958,3965,3969,3970,29143

2022-098 Resolution Authorizing Award of Spare Pumps for Royal Grove Pump Station, Contract No. CT-22224 and Memorial High School Pump Station, Contract No. CT-22225, to A.C. Schultes, Inc., in an amount not to Exceed \$45,100.00

Moved: Commissioner Wildman

Second: Commissioner Porter  
Vote: Unanimous  
Abstain: None

2022-099 Resolution Authorizing Award of a Two (2) Year Contract for Fire Alarm Inspection and Testing, Contracts No's. CT-22070 Through CT-22075, in an Amount Not to Exceed \$11,400.40

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

2022-100 Resolution Authorizing Award of the 2022 Furnish and Deliver Spare Pumps and Parts, Contract No. CT-22221, to XYLEM Water Solutions USA, Inc., in an Amount Not to Exceed \$139,336.59

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

2022-101 Resolution Authorizing Award of the Aldrich Road Sewer Station Pump Replacement, Contract No. CT-22219, to A.C. Schultes, Inc., in an Amount Not to Exceed \$16,235.00

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

2022-102 Resolution Authorizing Award of the Quarterly Furnishing of Sodium Hydroxide, Contract No. CT-22208, to JCI Jones Chemicals, Inc. in an Amount Not to Exceed \$126,000.00

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

2022-103 Resolution Ratifying an Unpaid Leave of Absence for Anthony Parrella

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

2022-104 Resolution Authorizing an Internet Auction for the Disposition of Surplus Property Pursuant to State Contract No. T2581

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

There was no closed session

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, July 28, 2022, at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Glory seconded the motion, and it was passed unanimously. Chairman Allmann declared the June 23, 2022, Public Meeting adjourned.

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End of Minutes