

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
May 26, 2022
5:30 PM

The Public Meeting of May 26, 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, Vice Chairman	Present
Clara Glory, Treasurer	Excused (there were technical difficulties in connecting remotely)
Janet Longo, Secretary	Present
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 April 28, 2022

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC: Present from the public were Mr. Troy Dittenhofer, Mr. Cordts 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.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION ADOPTING AMENDMENT NO. 3 TO THE SEWER SYSTEM MASTER PLAN DATED OCTOBER 2008- As has been discussed previously, the Authority is experiencing significant growth in the Whitesville Region and providing sewer service in this area has been challenging. More specifically, Ocean County Utilities Authority (OCUA) typically has sewer interceptors which we can connect to but in the Whitesville Region, this is not the case, and we have to extend pipes through Toms River, Manchester or Lakewood to reach OCUA.

The Authority currently has an Agreement with Toms River MUA to discharge up to 300,000 gallons per day (GPD) of sewage, of which we are only currently using 20,000 GPD, but this will not meet the build-out conditions in this area. Further, the majority of this capacity has been reserved for a developer, JRJ Properties, as they installed the original infrastructure.

To help better guide developers, the Authority retained Van Cleef Engineers to evaluate the sewer disposal options including increasing the flow to Toms River MUA and/or sending flow to Manchester

The Engineering Committee has reviewed and is recommending approval this evening

ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report:

RESOLUTION AUTHORIZING AWARD OF THE LEAD AND COPPER SURVEY AT CURB STOP, CONTRACT NO. CT-22220, TO WATERS AND BUGBEE, INC., IN AN AMOUNT NOT TO EXCEED \$548,500.00. – The Authority advertised and solicited bids for the Lead and Copper Survey at Curb Stop, Contract No. CT-22220 on May 3, 2022. The work consists of the furnishing of all labor, materials, equipment, transportation and means necessary to perform the excavation around the curb-box or meter pit, in order to extract, or vacuum soil from a small hole by the shutoff valve at the curb, take pictures of the underground service materials, supply the Authority with data sheets detailing the findings, fill in the excavated areas with fill, and dispose of any unusable soil. The bid opening, originally scheduled for May 17, 2022, at 2:00pm was postponed until May 20, 2022, at 2:00pm due to requests for additional information. After the bid opening, the Authority's Staff and Legal Counsel reviewed the six (6) bids and Waters and Bugbee, Inc was found to be the lowest responsive and responsible bidder.

The Engineering Committee has reviewed and is recommending approval this evening

RESOLUTION GRANTING A SEWER PERFORMANCE BOND REDUCTION FOR LIBERTY COMMONS SHOPPING CENTER, BLOCK 21202, LOTS 6.01 AND 7, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – 528, LLC has requested a Performance Guarantee reduction for the Sanitary Sewer System for the above referenced project. Most of the work has been completed (with the exception of the installation of the valve vault that will connect into the existing force main, which has been delayed due to supply chain issues). The entire development has been placed into operation. As the Authority has no major items of concern, it is recommended that the applicant's request for a Performance Guarantee reduction from \$774,864.00 to \$232,459.20 be granted.

The Engineering Committee has reviewed and is recommending approval this evening

RESOLUTION AUTHORIZING A WATER SERVICE AGREEMENT WITH 3 EAST CONNECTICUT CONCOURSE, BLOCK 6001, OT 20, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Shaul Kagan owns the residence at 3 East Connecticut Concourse, Block 6001, Lot 20. The owners wish to replace sections of a privacy fence along with the Authority's 20-foot water easement and the owner has agreed to enter into a Water Service Agreement that outlines terms and conditions specific to this request. The agreement clearly states that the Homeowner is responsible for removing and restoring this fencing during any future repair or replacement of the water mains in the easement area, at no cost to the Authority.

The Engineering Committee has reviewed and is recommending approval this evening

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING A SEWER SERVICE AGREEMENT FOR THE SHOPPES AT JACKSON, LLC, BLOCK 5601, LOT 63, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – In addition to their request for final sewer and water approval, The Shoppes at Jackson, LLC is required to execute a sewer service agreement, which outlines their responsibilities in addressing deficiencies in the Jackson Greens Pump Station in order to service the project as approved by the Authority.

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 TENTATIVE SEWER AND WATER APPROVAL 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-foot 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 24, 2018, meeting via Resolution #2018-78 which has since expired. Therefore, the applicant is now reapplying for Tentative Sewer and Water Approval at this time. The Applicant proposes to install an eight-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-inch water main in Whitesville Road to be installed by the Pine Rock Subdivision.

This has been recommended in our May 20, 2022, letter to the Board.

RESOLUTION GRANTING TENTATIVE AND FINAL SEWER AND WATER APPROVAL TO DREAMVIEW COMMERCIAL PHASE II, BLOCK 4201, LOTS 1 AND 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON- The applicant, Dreamview Commercial, L.L.C. is proposing to contract two (3) commercial buildings comprising 12,255 square-feet, south of Commodore Boulevard and west of Cedar Swamp Road. Phase II includes the retail buildings on the southernmost portion of the project limits on proposed lots 1.02 and 1.03. The applicant is applying for Tentative and Final Sewer and Water approval at this time. This project received Preliminary Sewer and Water Approval on October 23, 2020, via Resolution #2020-122. The applicant is proposing to install an on-site sanitary sewer lateral collector with designated sanitary sewer laterals to the proposed buildings. The Applicant also proposes to install two designated domestic water services as well as an on-site fire-protection water main extension connecting to the existing water main in Cedar Swamp Road.

This has been recommended in our May 20, 2022, letter to the Board.

RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL AND AUTHORIZING A SEWER SERVICE AGREEMENT FOR THE SHOPPES AT JACKSON, LLC, BLOCK 5601, LOT 63, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, the Shoppes at Jackson, LLC, is proposing to construct a 34,536 square-foot mixed-use retail and office facility on the north side of North County Line Road. The applicant is applying for Final Sewer and Water Approval at this time. This project was granted Final Sewer and Water Approval on August 24, 2006, via Resolution 2006-203. The project was not constructed and the Final Approval period (two years from the date of resolution) for the project has lapsed; therefore, requiring the applicant to apply for preliminary, tentative, and final approvals. This project was granted Tentative Approval at the Authority's March 24, 2022, meeting via Resolution 2022-052. The applicant is proposing to construct an on-site six-inch gravity sewer lateral which will connect to an existing manhole located in the southeastern corner of the property. The applicant proposes to provide water to the site by extending an existing on-site, eight-inch water main extension to provide domestic and fire service to the site.

This has been recommended in our May 20, 2022, letter to the 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 APRIL 30, 2022 – The Cash Management Report for April 2022 has an average rate of 0.30%. There is no change in fluctuations 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 MAY 2022 – The total bills submitted for approval are \$1,479,587.34. This includes the operating expense transfer of \$280,000.00 for funding the payroll account for the month of June and \$732,068.75 for OCUA's 2nd quarter 2022 installment.

The Finance Committee has reviewed and is recommending approval this evening

MAPLE GLEN ANNUAL EVALUATION - The annual Maple Glen Mobile Home Park (MGMHP) rate calculation for 2022 has been completed. The Authority with the consent of representatives from MGMHP continues the objective of funding Maple Glen's capital initiatives up to \$50,000.00 for items such as the leach field improvements. The additional revenues received from the MGMHP's rates in excess of the expenses are deposited annually into the MGMHP bank account along with their annual depreciation to support such initiatives.

The 2021 Excess Revenues over Expenses was \$4,611.13 and depreciation was \$12,980.99 for a total amount of \$17,592.12 to be deposited in the MGMHP bank account. The current quarterly rate of \$19,264.00 is sufficient enough to meet MGMHP 2022 expenses. Based on the evaluation a rate

hearing would not be necessary this year. The projected excess revenues over expenses along with the budgeted depreciation, which is built into the rate, will continue to help fund the capital initiatives.

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 assistance 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 03/15/2022
- C. HomeServe Bill Assistance Program

For more information on the programs available to our customers, the Authority is also working on the electronic version of this notice to be uploaded to the Authority website as well.

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

2021 AUDIT – The Authority remains in communication with representatives from the Authority's auditor Holman Frenia Allison (HFA) regarding the status of the 2021 audit. Very similar to last year HFA has indicated that the State has not provided the information to date related to GASB 68 (PERS) and GASB 75 (Post Retirement Liability) which is required to be included in the annual audit. As in the past it is understood that the State may be approving an extension that has not been officially released.

As previously mentioned, HFA will complete as much of the 2021 audit, excluding the GASB 68 and 75, and may present to the Board the draft preliminary financials in the near future.

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

ELECTRIC SUPPLY SERVICES THROUGH THE NEW JERSEY SUSTAINABLE ENERGY JOINT MEETING (NJSEM) - The Authority was notified by NJSEM that they received bids for electric power supply on May 11, 2022. All bids received were well above both the pre-established Strike Prices and the Utility tariff prices for power supply. As a result, no contract awards were made. The Authority's electric accounts will therefore be temporarily reverted back to utility supply when the current contract ends in June. The utility tariff has the lowest supply cost at the current time. NJSEM will closely monitor energy markets and will act to seek re-pricing in the near future.

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

PERSONNEL COMMITTEE REPORT:

RESOLUTION AUTHORIZING THE PROMOTION OF LAUREN MOSKAL TO THE CIVIL SERVICE TITLE OF SENIOR CUSTOMER SERVICE REPRESENTATIVE - Ms. Lauren Moskal has held the Civil Service Commission (CSC) title of Customer Service Representative since July 2, 2018. Ms. Moskal has acquired the requisite education and experience to qualify for a promotion to the CSC title of Senior Customer Service Representative. The promotion would be eligible for an hourly rate increase to \$18.00 (\$32,760.00/yr.) effective May 30, 2022, and has been recommended for the promotion by her Supervisor.

Ms. Kristen Donato (Customer Service Department) who currently holds the same title and with equal experience, will be afforded an increase to the same hourly rate of \$18.00.

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

RESOLUTION AUTHORIZING THE PERMANENT HIRE OF LISA PANTALEO UNDER THE CIVIL SERVICE TITLE OF CLERK 1 - This month's agenda includes one (1) permanent hire for the open budgeted position in the Customer Service Department recently made available due to the promotion of Ms. Tonya Coccio. One candidate was interviewed, and the following was selected to be presented this month for approval:

Ms. Lisa Pantaleo has been working for the Authority in the Customer Service Department on a temporary basis since March 21, 2022. Ms. Pantaleo has the experience and education required to fill the open budgeted Customer Service position under the non-competitive Civil Service Commission title of Clerk 1. The position would be at a rate of \$15.00/hr. (\$27,300.00/yr.) with benefits. Additionally, Ms. Pantaleo's effective date will be on or about June 15, 2022.

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

CONSENT RESOLUTIONS:

- 2022-082 Resolution Accepting the Cash Management Report for the Month Ending April 30, 2022
- 2022-083 Resolution Granting Tentative Sewer and Water Approval to Hunter Subdivision, Block 20201, Lot 27, on the Tax Map of the Township of Jackson
- 2022-084 Resolution Granting Tentative and Final Sewer and Water Approval to Dreamview Commercial Phase II, Block 4201, Lots 1 and 2, on the Tax Map of the Township of Jackson
- 2022-085 Resolution Granting a Sewer Performance Bond Reduction for Liberty Commons Shopping Center, Block 21202, Lots 6.01 and 7, on the Tax Map of the Township of Jackson
- 2022-086 Resolution Granting Final Sewer and Water Approval and Authorizing a Sewer Service Agreement for the Shoppes at Jackson, LLC, Block 5601, Lot 63, on the Tax Map of the Township of Jackson

Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Bressi and Commissioner Porter on Resolution No. 2022-083

RESOLUTIONS OFFERED:

2022-087 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for May 2022

Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Bressi

2022-088 Resolution Adopting Amendment No. 3 to the Sewer System Master Plan Dated October 2008

Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: Unanimous
Abstain: Commissioner Bressi

2022-089 Resolution Authorizing a Water Service Agreement with 3 East Connecticut Concourse, Block 6001, Lot 20, on the Tax Map of the Township of Jackson

Moved: Commissioner Porter
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Bressi

2022-090 Resolution Authorizing Award of the Lead and Copper Survey at Curb Stop, Contract No. CT-22220, to Waters and Bugbee, Inc., in an Amount Not to Exceed \$548,500.00

Moved: Commissioner Porter
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Bressi

2022-091 Resolution Authorizing the Promotion of Lauren Moskal to the Civil Service Title of Senior Customer Service Representative.

Moved: Commissioner Porter
Second: Commissioner Wildman
Vote: Unanimous
Abstain: Commissioner Bressi

2022-092 Resolution Authorizing the Permanent Hire of Lisa Pantaleo Under the Civil Service Title of Clerk 1

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

There was no closed session

Chairman Allmann welcomed new Commissioner Karen Bressi to the Board. She has been a long-time employee of the Authority and the Board is excited to have her and will be looking forward to working with her.

Along with wishing Ms. Fran Tierney a happy retirement and a thank you for her years of service working for the Authority

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, June 23, 2022, 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 May 26, 2022, Public Meeting adjourned.

End of Minutes