

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**November 17, 2022**  
**5:30 PM**

The Public Meeting of November 17, 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
Karen Bressi, Alternate	Excused

**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

2023 Rate Hearing – The Rate Hearing will be held until the end of the Public Meeting.

Approval of the Minutes of the Open Session Public Meeting of October 27, 2022

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

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:** Present from the public were Mr. Cordts, Ms. Sana Siddiqui, Ms. Lindsay Brown, and Mr. Chris Parks. 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 OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY ADOPTING THE 2023-2024 PUBLIC MEETING SCHEDULE** - The Authority is recommending approval of the Public Meeting Schedule for 2023/2024. There has been a change of date for the Reorganization Meeting of 2023 which is included in the new Public Meeting Schedule.

It should also be noted that there remains a meeting to be on January 26, 2023, but this has already been advertised so there is no need to advertise it again.

Upon approval, the Public Meeting Schedule will be posted to the Authority's website and same will be advertised in the Asbury Park Press as well as the Star-Ledger.

The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY ADOPTING THE 2023 HOLIDAY SCHEDULE** - The Authority is recommending approval of the 2023 Holiday Schedule. The holidays have remained the same as prior years but the dates for 2023 have been updated.

The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY DESIGNATING VARIOUS ORGANIZATIONS TO RECEIVE A CHARITABLE CONTRIBUTION FROM HOMESERVE USA** - HomeServe has informed the Authority that \$9,503.63 is available for the 2022 donation. Three (3) charities submitted applications and were deemed eligible. The Public Relations Committee has reviewed the applications and is recommending \$3,000.00 each for the following charities: Adopt a Senior Organization, the Jackson Women of Today Food Pantry, and the Veteran's Memorial Garden.

The remaining \$503.63 is being recommended to be set aside for bill assistance program which will bring the available balance to \$6,327.38.

The Authority is hoping that HomeServe and the charity recipients can make it to the December Public Meeting but we will speak to HomeServe to confirm as the weather can be challenging in December.

It was further discussed that these are all wonderful charities, but we will do some research prior to the 2023 donation to see if there are other worthy, local charities for future consideration.

The Public Relations Committee has reviewed and is recommending approval this evening

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**NORTH COOKS BRIDGE** – The water main extension on North Cooks Bridge Road will start on or about December 1<sup>st</sup>. The work is anticipated to take approximately 30 days to complete weather permitting.

**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 WATER APPROVAL TO 361 GRAWTOWN ROAD SUBDIVISION, BLOCK 19501, LOT 36, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, WP Operating, L.L.C., c/o Joseph Rabinowicz, is proposing to construct a major subdivision comprised of 65 single-family dwellings and 16 multi-family units on Grawtown Road, southwest of Whitesville Road. The applicant is applying for Preliminary Sewer and Water Approval at this time. The applicant is proposing to install a system of on-site gravity sewer mains discharging to an on-site pump station. The applicant proposes to provide water service to the site by installing an on-site water main extension through the subdivision and connecting to an adjacent subdivision.

This has been recommended in our November 10, 2022, letter for Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

Mr. David Harpell mentioned the Authority met last month related to the HomeServe USA charitable donations previously discussed.

**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 OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR NOVEMBER 2022** – The total bills submitted for approval are \$1,371,607.75. This includes the operating expense of \$260,000.00 for funding the payroll account for the month of December and \$732,068.75 for OCUA's 4<sup>th</sup> quarter 2022 installment.

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

Mr. Diaz further noted that as in prior years, a supplemental bill list will be required to pay various vendors including utility invoices and capital projects not yet received due to the timing of this month's meeting. The supplemental bill list would be presented for ratification at next month's Public Meeting.

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF THE 2023 CHEMICAL SUPPLY CONTRACTS, CONTRACT NO. CT-23003 THROUGH CT-23004, IN AN AMOUNT NOT TO EXCEED \$31,903.59** – The Authority advertised and solicited bids for the 2023 Chemical Supply Contracts (01/01/2023 to 12/31/2023) on 09/28/2022. Bids were opened on October 13, 2022, with six (6) respondents. The Resolution this month is for the Chemical Supply Contracts for 2023 which includes Iron Sequestering Agent (drums) and Ferrous Chloride (bulk).

Sodium Hypochlorite had two (2) bids that exceeded the anticipated budget of the Authority so it will have to be rebid.

Iron Sequestering Agent had two (2) bids that ranged in price from \$11,542.38 to a high of \$12,703.59 but the lowest bidder was found to be non-responsive since they included a stipulation that the price could change during the contract. Therefore, the second bidder, who was found to be responsible and responsive, is being presented this evening for approval.

Ferrous Chloride had one (1) bid in the amount of \$19,200.00 which was found to be responsible and responsive.

D-Limonene-Citrus Floating Degreaser had no bids that were received, so it will have to be rebid.

Contracts are being recommended for Kemira Water Solutions, Contract No-23003 for Ferrous Chloride (Bulk), in the amount of \$19,200.00 and to Shannon Chemical Corporation, Contract No-23004 for Iron Sequestering Agent, in the amount of \$12,703.59. Totaling in the amount of \$31,903.59.

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

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF THE 2023 DENTAL COVERAGE, CONTRACT NO. CT-23023, TO DELTA DENTAL, THROUGH THE CENTAL JERSEY HEALTH INSURANCE FUND, IN AN AMOUNT NOT TO EXCEED \$67,000.00** – The Authority is recommending the 2023 Dental Coverage, as Extraordinary Unspecifiable Services, Contract No. CT-23023 to Delta Dental, through the Central Jersey Health Insurance Fund, in the amount not to exceed \$67,000.00. This award would be for one (1) year (01/01/2023-12/31/2023). The Contract rate remained the same from 2022.

The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF THE HARTFORD LONG-TERM DISABILITY PLAN, CONTRACT NO. CT-23031, IN AN AMOUNT NOT TO EXCEED \$12,000.00 ANNUALLY, FOR THE YEARS 2023 AND 2024** - The Authority is recommending the Long-Term Disability Plan, as Extraordinary Unspecifiable Services, Contract No. CT-23031, to The Hartford, in an amount not to exceed \$12,000.00 Annually. This award would be for two (2) years (01/01/2023-12/31/2024). The Contract rate remained the same from 2022.

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

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF THE 2023 SOFTWARE SUPPORT AGREEMENT WITH EDMUNDS GOVTECH, CONTRACT NO. CT-23015, IN THE AMOUNT NOT TO EXCEED \$14,643.51** – The Authority is recommending the Software Support Agreement, Contract No. CT-23015, to Edmunds GovTech, in an amount not of exceed \$14,643.51. This award would be for one (1) year (01/01/2023-12/31/2023). Edmunds GovTech is the sole service provider of above referenced software

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

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE ADOPTION OF THE 2023 JTMUA SEWER AND WATER OPERATING CAPITAL BUDGET-STATE FORM** - The Authority received a budget memo from the State on Monday, October 31, 2022, regarding one item reported on the Authority's 2023 Budget related to the Net Position Reconciliation.

The item has been addressed and was submitted to the State on November 1, 2022. The State reviewed the provided documentation and informed the Authority on Tuesday, November 3, 2022, that the 2023 budget has been approved for adoption. The resolution being presented this month would be to adopt the 2023 Water/Sewer Operating/Capital budget.

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

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AMENDING ITS AGREEMENT WITH EMPOWER RETIREMENT TO ACCEPT THE CARES ACT AND SECURE ACT POLICY CHANGES FOR THE AUTHORITY'S 457 (B) DEFERRED COMPENSATION PLAN** - The Authority accepted Empower as the Authority's 457(b) Deferred Compensation Plan provider on February 25, 2021. The Authority 's Plan document is required to be amended to reflect recent legal and regulatory changes as follows:

The Coronavirus Aid, Relief, and Economic Security Act (CARES) which will allow plan sponsor to:

- Suspended 2020 required minimum distributions.
- Permit CARES distributions and loan during 2020; and
- Extend Loan repayments during 2020

The SECURE (Setting Every Community Up for Retirement Enhancement Act) passed in law in December 2019. Some Changes under SECURE include:

- Increased RMD to age 72
- Allowed for distributions for qualified birth or adoptions
- Increased QACA maximum cap to 15% (401k and 403(b) plans only); and Expanded coverage for long-term part-time employees (401k plans only).

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

**RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF HYSON ROAD MONOPOLE NO. 2 LEASE AGREEMENT, CONTRACT NO. CT-22233 TO NEW CINGULAR WIRELESS PCS. LLC ("AT&T")** – The Authority advertised and solicited bids for the Hyson Road Monopole No. 2 Lease Agreement, which is for five (5) years starting 12/17/2023, with the right to extend the Term for four (4) successive five (5) year periods automatically unless Lessee notified the Authority of its intention not to renew prior to commencement of the succeeding renewal term. Bids were opened on October 12, 2022, with one (1) respondent, with an initial annual lease price of \$60,980.02, with an increase of three percent (3%) per year, in accordance with the Authority's bid specifications. This month's Resolution would be to award the Hyson Road Monopole No. 2 Lease Agreement, Contract No. CT-22233 to New Cingular Wireless PCS, LLC ("AT&T").

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

**NEW HIRES** - There was one new hire included in the monthly meeting packet which was reviewed by the Personnel Committee who 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.

Following is the update on the bill assistance programs being offered:

**A. Low Income Household Water Assistance program (LIHWAP)**

There are 10 confirmed customer accounts that have been accepted into the program. An additional 13 accounts have not made it on the DCA payout list yet, but the Authority has received confirmation numbers for them from the customers. As previously reported, the Authority received the first check payment from the State, in the amount of \$8,960.27, which represented eight (8) accounts back in October.

**B. Twelve (12) month interest free payment plan option for customers who have arrearages through 3/15/2022:**

As of November 7, 2022, there remains 76 confirmed accounts that accepted the Payment Plan option. The total amount due from the payment plan accounts is \$112,033.67. This is a reduction of \$8,584.17 related to payments received during the month.

**C. HomeServe Bill Assistance Program:**

As previously noted, four applications have been received to date in 2022, three of which qualified for assistance totaling \$750.00. No new applications have been received since last month's report.

**CONSENT RESOLUTIONS:**

2022-176 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to 361 Grawtown Road Subdivision, Block 19501, Lot 36, on the Tax Map of the Township of Jackson

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

**RESOLUTIONS OFFERED:**

2022-177 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2022

Moved: Commissioner Porter  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Glory on Check #29524

2022-178 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Adoption of the 2022 JTMUA Sewer and Water Operating Capital Budget – State Form

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

- 2022-179 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2023 Software Support Agreement with Edmunds GovTech, Contract No. CT-23015, in the Amount Not to Exceed \$14,643.51
- Moved: Commissioner Porter  
 Second: Commissioner Glory  
 Vote: Unanimous  
 Abstain: None
- 2022-180 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2023 Chemical Supply Contracts, Contract No. CT-23003 Through CT-23004, in an Amount not to Exceed \$31,903.59
- Moved: Commissioner Glory  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-181 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of Hyson Road Monopole No. 2 Lease Agreement, Contract No. CT-22233 to New Cingular Wireless PCS, LLC ("AT&T")
- Moved: Commissioner Glory  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: None
- 2022-182 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2023 Dental Coverage, Contract No. CT-23023, to Delta Dental, Through the Central Jersey Health Insurance Fund, in an Amount Not to Exceed \$67,000.00
- Moved: Commissioner Wildman  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-183 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Hartford Long-Term Disability Plan, Contract No. CT-23031, in an Amount Not to Exceed \$12,000.00 Annually, for the Years 2023 and 2024
- Moved: Commissioner Glory  
 Second: Commissioner Wildman  
 Vote: Unanimous  
 Abstain: None
- 2022-184 Resolution of the Jackson Township Municipal Utilities Authority Amending its Agreement with Empower Retirement to Accept the Cares Act and Secure Act Policy Changes for the Authority's 457 (b) Deferred Compensation Plan
- Moved: Commissioner Wildman  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: None

2022-185 Resolution of the Jackson Township Municipal Utilities Authority Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA

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

2022-186 Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2023 Holiday Schedule

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

2022-187 Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2023-2024 Public Meeting Schedule

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

2022-188 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Matthew Rumsby under the Civil Service Title of Laborer 1

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

2023 Rate Hearing – Chairman Allmann called the 2023 Rate Hearing to order. The minutes of the rate hearing are transcribed under separate cover.

2022-175 Resolution Adopting the 2023 Rate Schedule

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

**CLOSED SESSION:**

There was no closed session

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, December 15, 2022, at 5:30 PM.

**OTHER MATTERS:**



With no further matters to discuss, Commissioner Porter made a motion to adjourn. Commissioner Glory seconded the motion, and it was passed unanimously. Chairman Allmann declared the November 17, 2022, Public Meeting adjourned.

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End of Minutes