

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
January 26, 2023
5:30 PM

The Public Meeting of January 26, 2023, was called to order by Todd Porter, Assistant Secretary/Treasurer. 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 – Commissioner Porter, 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	(Via Teleconference)	Present
Clara Glory, Treasurer		Excused
Janet Longo, Secretary		Present
Todd Porter, Assistant Secretary/Treasurer		Present
Lewis Wildman, Commissioner	(Via Teleconference)	Present
Karen Bressi, Alternate		Present

PROFESSIONALS:

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Pamela Hilla, PE.	Present

AUTHORITY STAFF:

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present
Earl Quijano, Principal Engineer	(Via Teleconference) Present
Carolyn Mauro, Director of Administration and Program Development	Present
Tonya Coccio, Management Assistant	Present

Approval of the Rate Hearing Transcript of November 17, 2022

Moved:	Commissioner Wildman
Seconded:	Commissioner Allmann
Vote:	Unanimous
Abstain:	None

Approval of the Minutes of the Open Session Public Meeting of December 15, 2022

Moved:	Commissioner Allmann
Second:	Commissioner Bressi

Vote: Unanimous
Abstain: None

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC: Present from the public was Mr. Cordts. At this time, Commissioner Porter, 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:

2023 Professional Services

Twenty-Six (26) Professional Proposals have been received for 2023. They were opened on December 15, 2022, and are currently being evaluated for the Reorganization Meeting on February 23, 2023 at 5:00pm.

Water Service Line Evaluation

The water service line for each home consists of 2 components. The Authority owns the water service line from the water main in the street to the curb and the homeowner owns from the curb to the home. There are 12,671 water services in Jackson so we actually need to identify 25,342 service line materials (as the Authority-owned and customer-owned service lines can be different).

Fortunately, our Rules and Regulations have required that the Authority-owned service lines are copper since 1965 so we only had to dig up 1,740 unknown services. Of these, 1,682 have been identified as copper and 36 have been identified as plastic. Both of these materials are acceptable, but we do have 22 more service lines to expose.

For the customer side, we can usually identify the service line material via a customer questionnaire and/or an inspection of the home. So far, 5,374 customer-owned service lines have been identified and 7,297 are still being evaluated. This is a big undertaking but our staff has made this a priority as we are now reporting our service line material to the NJDEP. The USEPA will also require this reporting in 2024.

As expected, the Authority has not identified a single lead service line in our system. We have identified a few galvanized service lines at two (2) apartment complexes and the NJDEP will require these services to be replaced in the next ten (10) years. These galvanized service lines were discussed with the Finance Committee and since the affected services lines are privately owned, we will be asking the apartment complexes to replace these lines.

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

ENGINEERING COMMITTEE REPORT:

Mrs. Mauro, discussed the following from the Engineering report:

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 FOR THE LEAD AND COPPER SURVEY AT CURB STOP, CONTRACT NO. CT-22220, WITH WATERS AND BUGBEE, INC., IN THE DECREASED AMOUNT OF <\$81,700.00> - Final Quantities Change Order No. 1 consists of various item deletions and additions in the project contract. The price decreases and increases are in the amount of <\$81,700.00>.

Final Quantities Change Order No. 1 Revises Contract No. CT-22220 from an amount not to exceed \$548,500.00 to the decreased amount of \$466,800.00.

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

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING TASK ORDER CHANGE NO. 1. THROUGH A FAIR AND OPEN PROCESS, TO H2M ASSOCIATES, INC., FOR THE EVALUATION AND DESIGN OF A NEW MIDDLE PRM WELL FOR THE LONDON DRIVE WATER TREATMENT PLANT, CONTRACT NO. CT-16079, IN THE AMOUNT NOT TO EXCEED \$0.00 - The Evaluation and Design of a New Middle PRM Well for the London Drive Water Treatment Plant, Contract No. CT-16079 was awarded on March 24, 2016, via Resolution No. 2016-55 to H2M Associates, Inc. (H2M

H2M has submitted Task Order Change No. 1, which requests a lump sum cost-of-living allowance increase for design services of the well, due to the lengthy application process for a major modification to the Authority's Water Allocation Permit, which is nearing its conclusion.

The Authority wishes to re-allocate funds from Task 2 of the Request for Proposal, in the amount of \$37,500.00 for Construction Management Services to the Design and Permitting tasks, that will result in a net zero change in the award.

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

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING AWARD OF THE REHABILITATION OF WELL NO. 8, CONTRACT NO. CT-23201, TO A.C SCHULTES, INC., IN THE AMOUNT NOT TO EXCEED \$196,050.00 - The Authority advertised and solicited bids for the Rehabilitation of Well No. 8, Contract No. CT-23201, on January 4, 2023.

The work consists of the Furnishing all equipment, labor, materials, transportation, and supervision required to complete the Rehabilitation of Jackson Township MUA Well No. 8. Work shall be performed by a master well driller possessing a valid driller's license in the State of New Jersey.

One (1) bid was received and publicly opened on January 18, 2023, in the amount of \$196,050.00.

The Authority's Staff and Legal Counsel has reviewed the bid and has found the bid to be responsive and responsible.

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

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING A TWO (2) YEAR EXTENSION FOR TENTATIVE SEWER AND WATER ON-SITE APPROVAL AND TENTATIVE PUMP STATION APPROVAL TO RG2 ASSOCIATES MAJOR SUBDIVISION, BLOCK 19403, LOTS 2, 6, 7, 10, 12, 19, 20 AND 30 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - RG2 Associates Major Subdivision was granted On-Site Sewer and Water Approval via Resolution No. 2021-004 on January 28, 2021, and Tentative Pump Station Approval was granted on May 27, 2021, via Resolution No. 2021-068

for a period of two years in accordance with the Authority's Rules and Regulations.

The approvals are set to expire on January 27, 2023, and May 26, 2023, respectively and the Developer has requested a two (2) year extension of time for both.

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

CONSULTING ENGINEER'S REPORT:

On behalf of Remington & Vernick Engineers, ~~Mr. Trace Dittenhofer~~ Ms. Pamela Hilla reported on the following developer approvals this evening:

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING PRELIMINARY AND TENTATIVE SEWER AND WATER APPROVAL TO CLAYTON PROPERTY RETAIL, BLOCK 13801, LOTS 4.01, 5, AND 6.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The Applicant, 528, L.L.C., is proposing to construct two (2) retail/office restaurant buildings and one (1) convenience store/gas station on the north side of East Veterans Highway (C.R. 547/528) adjacent to Cross Street. This project received Preliminary Sewer and Water Approval at the Authority's April 22, 2021, meeting via resolution 2021-059 which has since expired. The Applicant is reapplying for Preliminary Sewer and Water Approval and also applying for Tentative Sewer and Water Approval at this time. The Applicant is proposing to service the site with an eight-inch PVC sanitary sewer main and an eight-inch DIP water main extension.

This has been recommended in our January 20, 2023, letter for Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING TENTATIVE 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, L.L.C., 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 a 34,145 square-foot office building. The site contains a total of 6.07 acres. This project was granted Preliminary Sewer and Water Approval at the Authority's June 23, 2022, meeting via resolution # 2022-095. The Applicant is applying for Tentative Sewer and Water Approval at this time. The Applicant proposes to extend eight-inch gravity sewer main to an on-site pump station and then extend a three-inch force main to the discharge gravity manhole in East Veterans Highway in front of Block 21202, Lot 6.01. The Applicant proposes to connect to the existing water main in East Veterans Highway and install services for both domestic use and fire protection for the buildings.

This has been recommended in our January 20, 2023, letter for Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO JACKSON CHEDER SCHOOL, BLOCK 14301, LOT 8, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The Applicant, Jackson Cheder School, Inc., is proposing to construct a two-story, 132,159 square-foot elementary school on the east side of Brewers Bridge Road, south of Green Valley Road. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to install an on-site sanitary sewer main extension with a single lateral to service the building from an existing sanitary sewer main in Brewers Bridge Road. The Applicant is proposing to provide water service by extending a domestic water service and fire water service to the building from the existing main in Brewers Bridge Road.

This has been recommended in our January 20, 2023, letter for Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO 115 NORTH COUNTY LINE ROAD OFFICE, BLOCK 8401, LOT 8, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The Applicant, R&K Jordan Realty, L.L.C., is proposing to construct a two-story, 10,750 square-foot office building on the south side of the terminus of Bartley Road. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to install a single sanitary sewer lateral from an existing sanitary sewer main in North County Line Road to the building. The Applicant is proposing to provide water service by extending a domestic water service and fire water service to the building from the existing main in North County Line Road.

This has been recommended in our January 20, 2023, letter for Board.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY GRANTING A SEWER AND WATER PERFORMANCE BOND REDUCTION FOR JACKSON WOODS SOUTHEAST, PHASE 1, BLOCK 4101, LOT 20.02, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Jackson Development Company, L.L.C., has requested a Sewer and Water performance bond reduction for Jackson Woods Southeast, Phase 1. The Authority's Engineer has recommended that Performance Bond No. S322684, in the amount of \$3,484,083.77 be reduced to \$2,756,233.43, subject to terms and conditions set forth in the Authority Engineer's letter dated December 9, 2022.

This has been recommended in our December 9, 2022, letter for 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 OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY ACCEPTING THE CASH MANAGEMENT REPORT FOR MONTH ENDING NOVEMBER 30, 2022 - The average rate for all accounts for the month of November was 1.60%. That was an increase of 0.24% from October.

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 THE MONTH ENDING DECEMBER 31, 2022 - The average rate for all accounts for the month of December is 1.81%. That is an increase of 0.21% from November. It was discussed that Ocean First and Lakeland's rates do not automatically adjust, and they are not keeping up with some of the other banks.

The Finance Committee has reviewed and is recommending approval this evening. The staff may look to move some accounts but will keep the Finance Committee posted.

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2022 - The total bills submitted for ratification are \$135,905.62. The bill list represents various vendors including utility bills and capital projects that were not received by the cutoff for the meeting packets.

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

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JANUARY 2023 – The total bills submitted for approval are \$1,299,660.72. The operating expense includes \$280,000.00 for funding the payroll account.

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

RESOLUTION OF THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY AUTHORIZING THE FINAL QUANTITIES CHANGE ORDER NO. 2 AND CLOSEOUT OF THE 2022 CHEMICAL SUPPLY CONTRACTS, CONTRACT NO. CT-22002, CT-22003, CT-22004, CT- 22005, THE DECREASED AMOUNT OF <\$73,672.46> – On December 16, 2021, via Resolution No. 2021-163, the Authority authorized the award of the 2022 Chemical Supply Contract No's CT-22002, CT-22003, CT-22004 and CT-22005 in an amount not to exceed \$183,374.19.

On October 27, 2022, the Authority authorized the award of Change Order No. 1 to Contract No. CT-22002 with Shannon Chemical Corporation in the increased amount of \$1,212.42 changing Shannon Chemical Corporation total award amount from \$6,870.38 to \$8,082.80. Change Order No. 1 increased the total aggregate contract amount from \$183,374.19 to the increased amount not to exceed \$184,586.61.

The Authority staff has prepared the Final Quantities Change Order No. 2 document relative to Contract No's CT-22002, CT-22003, CT-22004 and CT-22005 for the 2022 Chemical Supplies calling for various deductions of contract quantities resulting in a decrease in the amount of <\$73,672.46> as follows:

A decrease of \$ 8,165.98 to Contract No. CT-22003 (George S Coyne Chemical Co.)

A decrease of \$10,966.06 to Contract No. CT-22004 (JCI Jones Chemicals)

A decrease of \$54,540.42 to Contract No. CT-22005 (JCI Jones Chemicals)

Final Quantities Change Order No. 2 will result in a change to the total 2022 Chemical Supply contract from \$184,586.61 to \$110,914.15.

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.

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

a. Low Income Household Water Assistance program (LIHWAP):

To date there remains 10 confirmed customer accounts that have been accepted into the program. Additionally, the Authority has received confirmation numbers for an additional 13 customer accounts. The Authority's first and only check payment received from the State back in October 2022 remains at the amount of \$8,960.27, which represented eight (8) accounts. Since that time, the State has requested the pay-off amounts for four (4) more accounts totaling \$1,297.20.

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

As of the date of this report, there remains 76 confirmed accounts that accepted the Payment Plan option. The total amount due from the payment plan accounts is \$94,578.79. This is a reduction of \$8,830.58 related to payments received during the month.

c. HomeServe Bill Assistance Program:

As previously noted, four applications have been received to date, three of which qualified for assistance totaling \$750.00. One (1) new application has been received and approved in the amount of \$250.00 since last month's reporting.

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

2023 NJUA JIF ELECTED OFFICIALS TRAINING - This year's JIF Elected Officials training focuses on Local Government Risk Management. The MEL will provide a credit of \$250 against the member's MEL JIF assessment for each of the Authority's Commissioners and the Executive Director who completes the course by May 1, 2023. Mr. Michael C. Avalon from Connor Strong & Buckelew has been scheduled to present an in-person training session on March 23, 2023, at 5:00 pm prior to the Public Meeting. It was further mentioned that the MEL still offers the online course for those wishing to utilize the service for the credit incentive.

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

PERSONNEL

UNPAID LEAVE OF ABSENCE

There is one (1) unpaid leave of absence that has been discussed with the Personnel Committee and is being recommended for approval this evening.

CONSENT RESOLUTIONS:

- 2023-01 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending November 30, 2022
- 2023-02 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending December 31, 2022
- 2023-03 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to Clayton Property Retail, Block 13801, Lots 4.01, 5, and 6.01, on the Tax Map of the Township of Jackson

- 2023-04 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to The Concourse, Block 13801, Lot 7.01, on the Tax Map of the Township of Jackson
- 2023-05 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to Jackson Cheder School, Block 14301, Lot 8, on the Tax Map of the Township of Jackson
- 2023-06 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to 115 North County Line Road Office, Block 8401, Lot 8, on the Tax Map of the Township of Jackson
- 2023-07 Resolution of the Jackson Township Municipal Utilities Authority Granting a Sewer and Water Performance Bond Reduction for Jackson Woods Southeast, Phase 1, Block 4101, Lot 20.02, on the Tax Map of the Township of Jackson
- 2023-08 Resolution of the Jackson Township Municipal Utilities Authority Granting a Two (2) Year Extension for Tentative Sewer and Water On-Site Approval and Tentative Pump Station Approval to RG2 Associates Major Subdivision, Block 19403, Lots 2, 6, 7, 10, 12, 19, 20 and 30 on the Tax Map of the Township of Jackson

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

RESOLUTIONS OFFERED:

- 2023-09 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order No. 1 for the Lead and Copper Survey at Curb Stop, Contract No. CT-22220, with Waters & Bugbee, Inc., in the Decreased Amount of <\$81,700.00>

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

- 2023-10 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Re-Allocation of Funds for Task Order Change No. 1. Through a Fair and Open Process, to H2M Associates, Inc., for the Evaluation and Design of a New Middle PRM Well for the London Drive Water Treatment Plant, Contract No. CT-16079, in the Amount Not to Exceed \$0.00

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

- 2023-11 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Rehabilitation of Well No. 8, Contract No. CT-23201, to A.C. Schultes, Inc., in the Amount Not to Exceed \$196,050.00

Moved: Commissioner Bressi
 Second: Commissioner Longo

Vote: Unanimous
Abstain: None

2023-12 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2022

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

2023-13 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for January 2023

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

2023-14 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Final Quantities Change Order No. 2 and Closeout of the 2022 Chemical Supply Contracts, Contract No. CT-22002, CT-22003, CT-22004, and CT-22005, in the Decreased Amount of <\$73,672.46>

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

2023-15 Resolution of the Jackson Township Municipal Utilities Authority Authorizing an Unpaid Leave of Absence for Anthony Parrella

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

CLOSED SESSION:

There was no closed session.

OTHER MATTERS:

With no further matters to discuss, Commissioner Allmann made a motion to adjourn. Commissioner Bressi seconded the motion, and it was passed unanimously. Commissioner Porter declared the January 26, 2023, Public Meeting adjourned.

End of Minutes