



**THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
JANUARY 25, 2024
5:30 PM**

The Public Meeting of January 25, 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
Clara Glory, Vice - Chairwoman	Present
Janet Longo, Secretary	Present
Todd Porter, Treasurer	Present
Lewis Wildman, Assistant Secretary/Treasurer	Present
Karen Bressi, Alternate	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Trace Dittenhofer, PE	Present
Auditor – Evan Jensen	Present

AUTHORITY STAFF

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

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 Open Session Meeting of December 21, 2023:

Moved: Commissioner Porter
Second: Commissioner Wildman
Vote: unanimous
Abstain: none

PRESENTATION OF 2022 AUDIT BY HOLMAN FRENIA ALLISON, PC:

Evan Jensen, from Homan Frenia Allison, PC (HFA) presented an overview of the final 2022 audit at this month's meeting. Mr. Jensen informed the Board that the Authority's 2022 audit indicated there were no notes or recommendations. He further stated that the Authority continues to do well financially. Additionally, it was mentioned that 2022 audit marks the 24th consecutive audit of such an accomplishment.

The resolution presented this month certifying that the Board has reviewed the audit is in accordance with N.J.S.A. 40A:5A-17 that stipulates the governing body, within 45 days of receipt of the annual audit, must certify by resolution to the Local Finance Board that each member has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments and Recommendations".

2024 – 001 Resolution of the Jackson Township Municipal Utilities Authority **Certifying Audit Has Been Reviewed** by the Board.

:

Moved: Commissioner Wildman
Second: Commissioner Porter
Vote: unanimous
Abstain: none

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC – Present from the public was Councilwoman Jennifer Kuhn and Councilman Mordechai Burnstein and Authority Employees: Sana Siddiqui, Michael Janusz, Christopher Parks and Tonya Coccio.

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

Professional Summary. The Authority is not awarding the Authority's professionals until the Reorganization meeting in February. The Authority had to rebid for the Authority Engineer and Special Projects Engineers. The recommendations will be ready to be presented on February 22, 2024.

Mr. Harpell reported that the KM arbitration still remains on-going, with the Authority Attorney preparing paperwork due to be presented to the arbitrators by March 1, 2024. The Board will continue to be informed on the progress.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE

None

ENGINEERING COMMITTEE REPORT

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

Resolution of the Jackson Township Municipal Utilities Authority Granting a Two (2) Year Extension for Tentative Sewer and Water Approval to Adventure Crossing Phase 3, Block 3001, Lot 1, on the Tax Map of the Township of Jackson. Adventure Crossing Phase 3 was granted Sewer and Water Approval via Resolution No. 2022-005 on January 27, 2022, for a period of two years in accordance with the Authority's Rules and Regulations. The approval is set to expire on January 27, 2024, and the Developer has requested a two (2) year extension of time. The extension was discussed at the Engineering Committee Meeting and is being recommended for approval at this evening's Public Meeting.

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 Acknowledging 2024 Sewer and Water Capital Improvements at Six Flags Great Adventure Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson. The Developer, Six Flags Great Adventure, is proposing to reconfigure the northwest area of the park for a new roller coaster, midway area, and arboretum with food/retail stands. The Developer is applying for Preliminary, Tentative and Final sewer and water approval at this time. The Developer is proposing to provide sanitary sewer and water service to the site by connecting to the existing on-site sewer main and water service in the northwest area. The Developer also proposes to replace the existing sanitary sewer main located immediately north of the Cyborg Cyber Spin ride. The Developer is represented by Colliers Engineering & Design. Acknowledging the applicant's proposal to amend the existing sanitary sewer and water on-site has been recommended in our office's January 19, 2024, letter to the Board.

FINANCE COMMITTEE

Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending November 30, 2023.** The Authority's staff and the Finance Committee are recommending acceptance of the Cash Management Report for October 2023.

Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending December 31, 2023.** The Authority's staff and the Finance Committee are recommending acceptance of the Cash Management Report for December 2023.

Resolution of the Jackson Township Municipal Utilities Authority **Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2023.** As discussed, as in prior years a supplemental bill list is required to pay various vendors including utility invoices and capital projects that were not yet received due to the timing of last month's meeting. The supplemental bill is being presented for ratification this evening.

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order No. 1, in the Decreased Amount of <\$131,345.20>, Release of the Performance Bond and **Closeout of the Water/Sewer Emergency Repairs and Service Work**, Contract No. CT-22092, With J. F. Kiely Construction Co., Inc. This resolution is to authorize the final contract price, close out the contract and to accept the Maintenance Bond in the amount of \$141,156.63. The original contract was in the amount of \$413,658.45. The final quantities change order reduced the contract by <\$131,345.20>, leaving the final contract price at \$282,313.25. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Termination of the 2024 Bi-Annual Chemical Supply Contract for Sodium Hypochlorite Bulk**, Contract CT-24003 with PVS Minibulk, Inc. This resolution is being recommended to terminate the 2024 Bi-Annual Chemical Supply Contract for Sodium Hypochlorite, Contract No. C-24003. The award was granted via Resolution No. 2023-185 on October 26, 2023, in an amount not to exceed \$213,500.00 (\$3.05 per gallon). Task Order Change No. 1 under the contract revised the price per gallon from \$3.05 to \$3.62 increasing the not to exceed amount to \$253,400.00. The vendor informed the Authority that they are unable to deliver Sodium Hypochlorite to all the sites as indicated in the technical specifications of the bid. The Finance Committee has reviewed and is recommending termination of the contract this evening.

Resolution of the Jackson Township Municipal Utilities Authority Awarding the **2024 Chemical Supply Contract for Sodium Hypochlorite Bulk**, Contract CT-24033 to Miracle Chemical Co., in an Amount Not to Exceed \$298,900.00. The original contract was terminated with PVS Minibulk, Inc. and has been rebid. This resolution is being recommended to award the 2024 Annual Furnishing of Chemicals, Sodium Hypochlorite, Bulk to Miracle Chemical. The Finance Committee has reviewed and is recommending approval this evening.

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

- A. Low Income Household Water Assistance program (LIHWAP): As of the date of this report the Authority has received a net total of \$121,326.12. from the State. This represents 95 applications approved, 7 applications denied and 43 applications. The LIHWAP portal is currently closed to new applications. However, the State has advised that there are still some pending applications that the Authority may receive payment related to their arrearages.
- B. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. The payment plan has been closed out.
- C. HomeServe Bill Assistance 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. HomeServe has advised the Authority that there has been no further activity.

PERSONNEL COMMITTEE

There is one item for Closed Session.

COMMENTS FROM THE PUBLIC

None

CONSENT RESOLUTIONS:

2024 – 002

Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending November 30, 2023.**

- 2024 – 003 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending December, 2023.**
- 2024 – 004 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2023.**
- 2024 – 005 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll for January, 2024.**
- 2024 – 006 Resolution of the Jackson Township Municipal Utilities Authority Granting a Two (2) Year Extension for Tentative Sewer and Water Approval to **Adventure Crossing Phase 3**, Block 3001, Lot 1, on the Tax Map of the Township of Jackson.
- 2024 – 007 Resolution of the Jackson Township Municipal Utilities Authority Acknowledging 2024 Sewer and Water Capital Improvements at **Six Flags Great Adventure** Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson.
- Moved: Commissioner Glory
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: Commissioner Glory abstained from Resolution No. 2024-005, Check No. 30817

RESOLUTIONS OFFERED:

- 2024 – 008 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order No. 1, in the Decreased Amount of <\$131,345.20>, Release of the Performance Bond and **Closeout of the Water/Sewer Emergency Repairs and Service Work**, Contract No. CT-22092, With J. F. Kiely Construction Co., Inc.
- Moved: Commissioner Porter
 Second: Commissioner Wildman
 Vote: Unanimous
 Abstain: none
- 2024 – 009 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Termination of the 2024 Bi-Annual Chemical Supply Contract for Sodium Hypochlorite Bulk**, Contract CT-24003 with PVS Minibulk, Inc.
- Moved: Commissioner Glory
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: none
- 2024 – 010 Resolution of the Jackson Township Municipal Utilities Authority Awarding the Award **of the Chemical Supply Contract for Sodium Hypochlorite Bulk**, Contract CT-24033 to Miracle Chemical Co., in an Amount Not to Exceed \$298,900.00.
- Moved: Commissioner Porter
 Second: Commissioner Wildman
 Vote: Unanimous
 Abstain: none

CLOSED SESSION:

2024 – 011 Resolution of the Jackson Township Municipal Utilities Authority **Declaring a Closed Session** Excluding the Public from Private and Confidential Matters.

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

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

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

RESOLUTIONS OFFERED:

2024 – 012 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 Three-Year Contract with the Appointee.

No Action was taken.

OTHER MATTERS:

Chairman Allmann presented Commissioner Glory with a Crystal Award, thanking her for her years of service to the Authority.

Chairman Allmann noted that the Reorganization Meeting will be held on Thursday, February 22 2024 at 5:00 PM , with the regular scheduled Public Meeting at 5:30 PM.

With no further matters to discuss, Commissioner Glory made a motion to adjourn. Commissioner Longo seconded the motion, and it was passed unanimously.

Chairman Allmann declared the January 25, 2024, Public Meeting adjourned.

End of Minutes