

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**January 27, 2022**  
**5:30 PM**

The Public Meeting of January 27, 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 Joan Haltigan, Executive 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
Carol Blake, Vice-Chairwoman	Present
Clara Glory, Treasurer	Present
Janet Longo, Secretary	Present
Todd Porter, Assistant Secretary/Treasurer	Present
Lewis Wildman, 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
Joan Haltigan, Executive Assistant	Present

Approval of the Minutes of the Open Session Public Meeting of December 16, 2021

Moved:	Commissioner Blake
Second:	Commissioner Longo
Vote:	Unanimous
Abstain:	Commissioner Glory and Commissioner Porter abstained

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:**

Present from the public was Mr. Cordts, Mr. Trace Dittenhofer, Ms. Lindsay Brown, Mr. Michael Janusz and Ms. Tonya Coccio. 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:**

First, Mr. Harpell noted that there are some upcoming retirements, including Joan's retirement, and introduced Ms. Tonya Coccio this evening who will be working with Joan over the next few months with the intent of filling this upcoming open position. Also present this evening were Ms. Lindsay Brown and Mr. Michael Janusz.

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

**NEW JERSEY INFRASTRUCTURE BANK (NJIB)** – The Authority was recently notified that the NJIB will receive \$1 billion in federal stimulus funding over the next five (5) years and the Authority participated in a NJIB webinar this past Monday. As expected, the NJIB is prioritizing projects that identify and/or replace lead service lines and there could be \$1 million of principal forgiveness for such a project. This is welcome news as we are expecting to spend millions evaluating our 12,000 accounts by 2024 to confirm the customer owned service line material (which we don't own or inspect) as well as the 1,500 accounts that existed prior to 1965 where our records are not as comprehensive.

In short, we don't believe there are any lead service lines in Jackson due to both our experience and the age of the system. However, this was discussed with the Engineering Committee and it is recommended that we apply for a project to evaluate the 1,500 pre-1965 service lines and replace the curb stop or valve to the home. This project would be estimated to cost around \$3,000,000 but there is no cost or commitment to apply to the NJIB and we don't have to proceed with the project unless the NJIB offers principal forgiveness.

The Authority will continue to update the Board with any further progress or information.

**2022-2023 PUBLIC MEETING SCHEDULE** – The Authority provided a draft copy of the proposed 2022-2023 Public Meeting Schedule to the Board for review. If there are no changes, the Authority will request approval at the February 3, 2022 Reorganization Meeting.

**2022 PROFESSIONAL SUMMARY** - The draft 2022 Professional Summary was provided to the Board for review. It was noted that the current professionals have been very responsive and appear to be cost-effective options for 2022. The Authority is still working on insurance information from a few professionals but do not appear to be any issues which would prelude an award. The Authority will request approval appointing 2022 professionals at the February 3, 2022 Reorganization Meeting.

### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1, IN THE DECREASED AMOUNT OF <\$115,245.80>, RELEASE OF THE PERFORMANCE BOND AND CLOSEOUT OF THE SEWER/WATER EMERGENCY REPAIRS AND SERVICE WORK, CONTRACT NO. CT-19074, WITH J.F. KIELY CONSTRUCTION** – J.F. Kiely Construction Company has fulfilled their contractual obligations and has submitted the required contract closeout documents for this referenced project. The documents have been reviewed and found to be in compliance with Contract

Specifications and General Conditions. The Authority staff is recommending that the Final Quantities Change Order, in the decreased amount of <\$115,245.80> be approved, the Performance Bond released and the contract closed in the amount of \$678,909.52. This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION ADOPTING THE UPDATED EMERGENCY RESPONSE PLAN** – On March 25, 2004, the Authority adopted an Emergency Response Plan (ERP) via Resolution No. 103-04. The America’s Water Infrastructure Act of 2018, by the United States Environmental Protection Agency (EPA), required an updated plan be in place by December 31, 2021. In 2021, the Authority updated the ERP and on December 7, 2021, the Authority executed the ERP certification with the EPA to meet the regulatory deadline. The Authority’s staff is recommending the adoption of the updated ERP and memorializing the certification with the EPA. This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2021 WATER METER CHANGE OUT PROGRAM, CONTRACT NO. CT-21215, TO NATIONAL METERING SERVICES, INC, IN AN AMOUNT NOT TO EXCEED \$543,220.00** - It was noted that some of the current meters in the South Knolls Development are failing due to age. The Authority advertised and solicited bids for the 2021 Water Meter Change Out Program, Contract, No. CT-21215, on November 19, 2021. The program would consist of replacing approximately 1,126 of the Authority’s current indoor meters with Neptune 5/8” x 3/4” indoor meters at locations within Jackson Township and reduce and replace approximately twenty-one (21) large commercial meters. The program would consist of, but not limited to, the furnishing of materials, contacting residents and scheduling appointments, changing out existing meters to new radio read meters, recording existing and new meter information, supplying the Authority with data sheets for entry into the Authority’s billing software, testing old meters, supplying the Authority with test results, obtaining a forced read from Neptune when necessary, seal the new meters, photograph the completed installation and disposal of the old meters. Three (3) bids were received and publicly opened on January 6, 2022, in amounts ranging from a low of \$543,220.00 to a high of \$700,644.00.

The Authority’s Legal Counsel and staff reviewed the bids and are recommending award to National Metering Services, Inc., as the lowest responsive and responsible bidder, in an amount not to exceed \$543,220.00. This has been reviewed with the Engineering Committee and are recommending approval this evening. Mr. Harpell stated that Chairman Allmann requested that the Authority confirm some of the quantities in the bid and the bid was found to be in order but we appreciate the oversight on the project.

**CONSULTING ENGINEER’S REPORT:**

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

**RESOLUTION GRANTING TENTATIVE AND FINAL SEWER AND WATER APPROVAL TO DREAMVIEW COMMERCIAL PHASE 1, BLOCK 4201, LOTS 1 AND 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Dreamview Commercial, LLC, is proposing to construct a convenience store with a fuel filling station on the south side of Cedar Swamp Road. 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 No. 2020-122. The applicant is proposing to install a dedicated two-inch domestic water service and on-site fire hydrant to service the

project. Sanitary sewer service shall be provided to the site via a single six-inch sanitary sewer lateral. This approval was recommended in our January 21, 2022 letter to the Board.

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO KLEINMAN OFFICE BUILDING, BLOCK 7309, LOTS 12 AND 13, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Jackson Project, LLC, is proposing to construct an 11,340 square foot office building on the north side of West County Line Road. The applicant is applying for final sewer and water approval at this time. This project was granted tentative approval on July 22, 2021 via Resolution 2021-094. The applicant is proposing to reconnect an existing six-inch sanitary sewer service as well as install a single 1½” domestic water service to serve the proposed building. This approval was recommended in our January 21, 2022 letter to the Board.

**RESOLUTION GRANTING TENTATIVE SEWER AND WATER APPROVAL TO ADVENTURE CROSSING PHASE 3, BLOCK 3001, LOT 1, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Cardinale & Jackson Crossing #2, is proposing to construct ten (10) mixed-use residential apartment buildings and commercial buildings containing a total of 481 residential units comprising five (5) residential buildings and 61,700 square feet of commercial space. The project is located on the south side of Monmouth Road, adjacent to the Six Flags Great Adventure site. Preliminary sewer and water approval was issued for this project on November 18, 2021 via Resolution No. 2021-138. The applicant is applying for tentative sewer and water approval at this time. The tentative application was submitted on December 1, 2021. The applicant is proposing to construct an on-site sanitary sewer gravity system discharging to a pump station to be constructed under a separate phase of the project. The applicant proposes to provide water to the development by looping an eight-inch water main extension through the site. This approval was recommended in our January 21, 2022 letter to the Board.

**PUBLIC RELATIONS COMMITTEE REPORT:**

The Public Relations Committee will meet briefly this evening to discuss the new website.

**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:**

Mr. Diaz noted that the Authority currently has two open years, 2020 and 2021 and we are preparing for the 2021 Field Audit scheduled for March. Holman Frenia Allison informed the Authority today that the GASB 75 numbers should be released shortly and the Authority may be able to complete the 2020 Audit soon.

**RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING NOVEMBER 30, 2021** – The November Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rate for all accounts for the month is 1.66%. This rate reflects a decrease of 0.01% from prior month.

**RESOLUTION ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING DECEMBER 31, 2021** - The December Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this evening. The average rate for all accounts for the month is 1.65%. This rate reflects a decrease of 0.01% from the month of November.

**RESOLUTION RATIFYING THE SUPPLEMENTAL PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR DECEMBER 2021** - The December Supplemental Bill List was presented this month for approval totaling \$94,930.46. This list represents various vendors including utility bills and capital projects that were not received in time to include in the December meeting package. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JANUARY 2022** - The January Bill List was presented this month for approval totaling \$1,226,984.27. This includes the monthly payroll transfer plus the 2022 employer PERS contribution. The Finance Committee has reviewed and is recommending approval this evening. It was noted that the Authority may require a Supplemental January Bill List to help closeout the 2021 purchase orders. The Authority requested approval from the Board this evening to have a resolution on the February 3, 2022 agenda if needed. The Board agreed.

**RESOLUTION AUTHORIZING AWARD OF THE PRINTER MAINTENANCE, SERVICE AND REPAIR, CONTRACT NO. CT-22018, TO ATLANTIC TOMORROW'S OFFICE, IN THE AMOUNT OF \$12,336.51** – The resolution being presented this evening is for the approval of the 2022 printer, maintenance, service and repair contract, Contract No. CT-22018, was done by a Request for Quote. This is for the Communication/IT Department. There were three (3) respondents ranging from a low of \$12,336.51 to a high of \$21,573.08, plus overages, repair parts and labor as applicable. This would be a term from 02/01/2022 to 12/31/2023. The Authority is requesting approval to award to Atlantic Tomorrow's Office, in the amount of \$12,336.51, which includes overages, repair parts and labor as applicable. This has been reviewed with the Finance Committee and is recommending approval this evening.

**RESOLUTION AMENDING THE CONTRACT FOR COMPUTER SERVICES, CONTRACT NO. CT-20022, WITH MILES TECHNOLOGY, INC., FROM \$32,000 TO \$35,000 ANNUALLY** - The resolution being presented this evening is for the approval to amend the contract for computer services, Contract No. CT-20022, for the Communication/IT Department. This request is to increase the annual amount from \$32,000.00, originally awarded under Resolution No. 2019-173 for Contract No. CT-20022 to \$35,000.00 (\$3,000.00 additional per year) for IT Computer Services with Miles Technology, Inc., related to future upgrades and services as required and possible unforeseen expenses that may be incurred with the aging system. The term would be for the remaining time of the contract from 01/28/2022 to 12/31/2024. This has been reviewed with the Finance Committee and is recommending approval this evening.

Mr. Diaz noted, the Authority is currently working on receiving proposals to replace out the majority of its aging computer system desktops which may be presented to the Board for approval consideration at next month meeting.

**RESOLUTION AUTHORIZING AWARD OF AN OXFORD WHITE 2022 FORD T150 TRANSIT LOW CARGO VAN, CONTRACT NO. CT-22204, TO DFFLM, LLC, T/A DITSCHMAN/FLEMINGTON FORD, IN AN AMOUNT NOT TO EXCEED \$30,677.00**

– The resolution being presented for approval this evening is to purchase an Oxford White 2022 Ford T150 Transit Low Cargo Van, Contract No. CT-22204, with DFFLM, LLC, T/A Ditschman/Flemington Ford, under State Contract No. T2103/A88211. This State Contract would include the vehicle with listed options in the amount not to exceed \$24,878.00 as well as factory installed options which offer a 10% discount in the amount of \$1,269.00. Additionally, the vehicle would include listed options not included under State Contract in the amount of \$4,530.00 for a total purchase cost of \$30,677.00. This vehicle would be used in the Billing Department for the Meter Readers. This has been reviewed with the Finance Committee and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF THE 2022 OXFORD WHITE FORD EXPLORER, CONTRACT NO. CT-22205 TO GENTILINI FORD, INC., IN AN AMOUNT NOT TO EXCEED \$29,852.32**

– The resolution being presented for approval this evening is to purchase an Oxford White 2022 Ford Explorer, Contract CT-22205, to Gentilini Ford, Inc., under State Contract No. T2007/A8822, 20-FLEET-01393. This State Contract would include the vehicle with listed options in the amount not to exceed \$27,814.88. Additionally, the vehicle would include listed options not included under State Contract in the amount of \$2,037.44 for a total purchase cost of \$29,852.32. This vehicle would be used in the Regulatory/Safety Department. Commissioner Wildman asked how long these vehicles last and Mr. Harpell responded usually ten years. It was also noted that once these vehicles are no longer of use, they are sold as surplus on a government auction site. This has been reviewed with the Finance Committee and is recommending approval this evening.

**NJUA JIF ANNUAL DIVIDEND** – The Authority received notification from the NJ Utility Authorities Joint Insurance Fund (NJUA JIF) that it will not be issuing a dividend to its members which the Authority uses annually to offset the next year premium. This is primarily due to uncertainties related to the 2021 claims regarding Worker’s Compensation, COVID-19 and Cyber Security. The NJUA JIF also conveyed that they may need to utilize these funds in order to offset these costs and are hoping to reimplement again next year.

**PERSONNEL COMMITTEE REPORT:**

There were no action items to report this month.

**CONSENT RESOLUTIONS:**

- 2022-001 Resolution Accepting Cash Management Report for Month Ending November 30, 2021
- 2022-002 Resolution Accepting Cash Management Report for Month Ending December 31, 2021
- 2022-003 Resolution Granting Tentative and Final Sewer and Water Approval to Dreamview Commercial Phase 1, Block 4201, Lots 1 and 2, on the Tax Map of the Township of Jackson
- 2022-004 Resolution Granting Final Sewer and Water Approval to Kleinman Office Building, Block 7309, Lots 12 and 13, on the Tax Map of the Township of Jackson

2022-005 Resolution Granting Tentative Sewer and Water Approval to Adventure Crossing Phase 3, Block 3001, Lot 1, on the Tax Map of the Township of Jackson

Moved: Commissioner Blake  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on Resolution No. 2022-003

**RESOLUTIONS OFFERED:**

2022-006 Resolution Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for December 2021

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

2022-007 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for January 2022

Moved: Commissioner Blake  
Second: Commissioner Porter  
Vote: Unanimous  
Abstain: Commissioner Glory abstained on Check Nos. 22-00044, 22-00049 and 28699

2022-008 Resolution Adopting the Updated Emergency Response Plan

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

2022-009 Resolution Authorizing Final Quantities Change Order No. 1, in the Decreased Amount of <\$115,245.80>, Release of the Performance Bond and Closeout of the Sewer/Water Emergency Repairs and Service Work, Contract No. CT-19074, with J.F. Kiely Construction

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

2022-010 Resolution Authorizing Award of the 2021 Water Meter Change Out Program, Contract No. CT-21215, to National Metering Services, Inc., in an Amount Not to Exceed \$543,220.00

Moved: Commissioner Blake  
Second: Commissioner Porter  
Vote: Unanimous

Abstain: None

2022-011 Resolution Authorizing Award of an Oxford White 2022 Ford T150 Transit Low Cargo Van, Contract No. CT-22204, to DFFLM, LLC, T/A Ditschman/Flemington Ford, in an Amount Not to Exceed \$30,677.00

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

2022-012 Resolution Authorizing Award of a 2022 Oxford White Ford Explorer, Contract No. CT-22205 to Gentilini Ford, Inc., in an Amount Not to Exceed \$29,852.32

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

2022-013 Resolution Amending the Contract for Computer Services, Contract No. CT-20022, with Miles Technology, Inc., from \$32,000.00 to \$35,000.00 Annually

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

2022-014 Resolution Authorizing Award of the Printer Maintenance, Service and Repair, Contract No. CT-22018 to Atlantic Tomorrow's Office, in the Amount of \$12,336.51

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

There was no closed session

Chairman Allmann noted that the next regular scheduled Public Reorganization Meeting to be held will on Thursday, February 3, 2022 at 5:30 PM. There may be some action items on the agenda.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Glory made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the January 27, 2022 Public Meeting adjourned.

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End of Minutes