

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**February 24, 2022**  
**5:30 PM**

The Public Meeting of February 24, 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
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 – Trace Dittenhofer, PE	Present

**AUTHORITY STAFF:**

David Harpell, Executive Director	Present
James Diaz, Asst. Executive Director/Director of Finance	Present (Via Teleconference)
Earl Quijano, Principal Engineer	Present
Joan Haltigan, Executive Assistant	Present

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

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

Approval of the Minutes of the Open Session Reorganization Meeting of February 3, 2022

Moved:	Commissioner Longo
Second:	Commissioner Porter
Vote:	Unanimous

Abstain: None

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

Present from the public was 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:**

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

**AEA Utility Management Conference** – The Association of Environmental Authorities (AEA) Utility Management Conference will be held on March 22<sup>nd</sup> and March 23<sup>rd</sup>. The conference agenda will be available next week and the hotel booking deadline is February 25, 2022. Please let Joan know if you would like to attend.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION AUTHORIZING AWARD OF THE MANHATTAN STREET FACILITY IMPROVEMENTS PHASE 2, CONTRACT NO. CT-22203, THROUGH A FAIR AND OPEN PROCESS, TO D&B ARCHITECTS, PC, IN AN AMOUNT NOT TO EXCEED \$300,540.00**

– The Authority is now ready to undertake multiple building and infrastructure improvements at our main Administration Building Complex and at the London Drive Water Treatment Plant Facility. The Plan is to construct a new 4-bay truck grade building with an office at our London Drive Water Treatment Plant Facility. The existing garage at our main location will be converted to office spaces and parts storage for our growing Field Operations Department. Our existing Administration Building that was built in 1992 and is now in need of major upgrades and modifications. In general, the majority of the work is the renovation of our first-floor offices and constructing new offices at the basement floor, as the Accounting Department will be moving downstairs. In addition, the Billing Department will be moving to the current accounting office. The improvements will also include an installation of a new HVAC system, plumbing, fire alarm system and additional employee parking. Renovations will also include a new drive thru window in the customer service department. Noted, this is a big undertaking for the Authority. The Authority needs professional engineering and architectural services to plan, design and manage the construction of Phase 2 of the Manhattan Street Facility Improvements. Four (4) proposals were solicited from engineering firms appointed as special project engineers and two (2) were received and opened on February 11, 2022, at 2:00pm., ranging in price from a low of \$300,540.00 to high of \$559,465.00. The Authority's staff has reviewed the proposals relative to Contract No. CT-22203 and find that the proposal from D&B Architects, PC, relative to Manhattan Street Facility Improvements Phase 2, Contract No. CT-22203, in the amount of \$300,540.00, dated February 11, 2022, to be fair and reasonable. Also noted, the new garage facility will be large enough to accommodate some of the Authority's larger and more expensive vehicles including the Vac Truck. Mr. Quijano noted that the Authority would receive a conceptual plan prior to final and full design.

This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION GRANTING PRELIMINARY SEWER AND FINAL WATER APPROVAL TO JACKSON PROPERTIES WAREHOUSE, BLOCK 2101, LOT 5.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The Developer is proposing to Construct an 18,000 S.F. warehouse and light commercial facility on the South Side of Hyson Road, East of Stanley Place, which will be serviced with a sanitary septic system and an 8-inch water main extension and one (1) on-site fire hydrant. The project was granted preliminary sewer (with no further action required) and final water service, via Resolution No. 2019-140 on October 17, 2019, which was valid for a period of two (2) years, in accordance with the Authority’s Rules and Regulations. Since the approval expired on October 16, 2021, and the Developer is not proposing any changes to the project, the Authority’s staff and the Engineering Committee are recommending preliminary sewer, with no further action required and final water approval be granted to Jackson Properties Warehouse, Block 2101, Lot 5.01, extending the approvals for two (2) more years.

This has been reviewed with the Engineering Committee and is recommending approval this evening.

**RESOLUTION GRANTING A TWO (2) YEAR EXTENSION FOR FINAL SEWER AND WATER APPROVAL TO HOUSE OF WORSHIP, BLOCK 19703, LOT 2, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** - The Developer is proposing to construct a 7,055 square foot, two-story House of Worship, off the west side of East Veterans Highway, south of Grand Boulevard. The site contains a total of 3.75 acres. The project was granted final sewer and water approval via Resolution No. 2020-037 on February 27, 2020, valid for a period of two (2) years in accordance with the Authority’s Rules and Regulations. The approval is set to expire on February 26, 2022, and the Developer has requested a two (2) year extension of time. The Authority’s staff and the Engineering Committee are recommending a two (2) year extension to final sewer and water approval be granted to House of Worship, Block 19703, Lot 2.

This has been reviewed with the Engineering Committee and is recommending approval this evening.

#### **CONSULTING ENGINEER’S REPORT:**

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

First Noted - Mr. Dittenhofer stated that the preliminary design has been completed for the Manhattan Street Water Main Replacement Project. A meeting has been scheduled for March 1, 2022, for review.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO EARLE ASPHALT WAREHOUSE, BLOCK 23001, LOTS 20.05, 20.06 AND 20.07, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Earle Investments, LLC, is proposing to construct four (4) warehouses totaling 53,225 square-feet along Earle Way, on the west side of South Hope Chapel Road. The applicant is applying for preliminary sewer and water approval at this time. The applicant is proposing to service the site via individual septic disposal systems and potable water wells. This approval was recommended in our February 18, 2022, letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO GOOD FRIEND ELECTRIC, BLOCK 7306, LOT 5, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Dazey Investors, L.L.C., c/o Good Friend Electric, is proposing to construct a 2,357 square-foot commercial warehouse addition to the existing 2,735 square-foot one-story masonry building on the north side of West County Line Road, between Steuben Lane and Seminole Drive. The applicant is applying for preliminary sewer and water approval at this time. The applicant is proposing to provide sanitary sewer service to the site by installing a four-inch PVC sewer lateral. The applicant is proposing to provide water service to the site by installing a one-inch copper water service. This approval was recommended in our February 18, 2022, letter to the Board.

**RESOLUTION GRANTING PRELIMINARY WATER APPROVAL TO PINE VIEW AT GRAWTOWN ROAD, BLOCK 19403, LOT 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, GM Grawtown, LLC, is proposing to construct forty (40) residential units on the north side of Grawtown Road, between East Veterans Highway and Whitesville Road. The applicant is applying for preliminary sewer and water approval at this time. The applicant is proposing to construct a gravity sanitary sewer system conveying flow to a temporary pump station, and ultimately will convey flow to a permanent pump station to be constructed by others. The applicant also proposes to install a water main extension along Grawtown Road extending through the subdivision and ultimately connecting to the water system to be constructed by the adjacent development. This approval was recommended in our February 18, 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 CASH MANAGEMENT REPORT FOR MONTH ENDING JANUARY 31, 2022** – The January 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 1.64%. This rate reflects a decrease of 0.01% from prior month.

**RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR FEBRUARY 2022** - The February Bill List was presented this month for approval totaling \$1,464,863.32. The operating expense includes \$420,000.00 for funding the payroll account for the month of March. Additionally, it includes \$642,689.72 for OCUA's 1<sup>st</sup> quarter 2022 installment.

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

**RESOLUTION AUTHORIZING AWARD OF A FOURTY FOUR (44) WEEK CONTRACT FOR CUSTODIAL SERVICES, CONTRACT NO. CT-22020, TO QC CLEANING, LLC, IN THE AMOUNT OF \$27,502.66** – The resolution being presented this evening is for approval of the forty-four (44) week contract for custodial services, Contract No. CT-22020. This was done through competitive contracting and the Authority received five (5) bids which were reviewed by an internal evaluation committee. The Authority is requesting approval to award this contract to QC Cleaning, LLC. in the amount of \$27,502.66. This is for the Buildings & Grounds (Maintenance) Department, for the term of 03/01/2022 to 12/31/2022 with an option to extend two (2) year terms.

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

**RESOLUTION AUTHORIZING AWARD OF THE PURCHASE OF HP PROBOOK LAPTOPS, CONTRACT NO. CT-22212, TO CDW GOVERNMENT, LLC., IN AN AMOUNT NOT TO EXCEED \$13,750.00** - There is a resolution on the agenda this evening requesting approval to purchase (11) HP ProBook Laptops. It is noted that the current computers were purchased back in 2014. The requested purchase would be under State Contract. Additionally, the Authority received three (3) quotes from the State contract vendors. The Authority is requesting approval to award Contract No. CT-22212, to CDW Government LLC, in an amount not to exceed \$13,750.00. This is for the IT/ Communications Department, State Contract No. M0483.

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

**RESOLUTION AUTHORIZING AWARD OF THE PURCHASE OF (15) HP WORKSTATIONS, CONTRACT NO. CT-22208, TO SHI INTERNATIONAL CORP., IN AN AMOUNT NOT TO EXCEED \$14,850.00** – There is a resolution on the agenda this evening requesting approval to purchase (15) HP Workstations. The requested purchase would be under State Contract. Additionally, the Authority received three (3) quotes from the State contract vendors. The Authority is requesting approval to Award Contract No. CT-22208, to SHI International Corp., in an amount not to exceed \$14,850.00. This is for the IT/Communications Department, State Contract No. M0483.

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

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 AND CLOSEOUT OF THE 2021 NEPTUNE WATER METER ACQUISITION, CONTRACT NO. CT-21009, WITH RIO SUPPLY, INC., IN THE DECREASED AMOUNT OF <\$28,730.00>** –The Authority has prepared the FQCO No. 1 to Contract No. CT-21009 for 2021 Neptune Water Meter Acquisition, calling for various additions and deductions of contract quantities. The original amount of \$272,387.00 was decreased by <\$28,730.00>, resulting in a final amount of \$243,657.00. The resolution on the agenda this evening is to request approval for final closeout of the 2021 Neptune Water Meter Acquisition.

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

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 AND CLOSOUT OF THE 2021 SENSUS WATER METER ACQUISITION, CONTRACT NO. CT-21010, WITH CORE & MAIN LP, IN THE DECREASED AMOUNT OF <\$17,698.00>** – The Authority has prepared the FQCO No. 1 to Contract No. CT-21010 for 2021 Sensus Water Meter Acquisition, calling for various additions and deductions of contract quantities. The original amount of \$30,275.00 was decreased by <\$17,698.00>, resulting in a final amount of

\$12,577.00. The resolution on the agenda this evening is to request approval for final closeout of the 2021 Sensus Water Meter Acquisition.

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

**RESOLUTION AUTHORIZING FINAL QUANTITIES CHANGE ORDER NO. 1 AND CLOSOUT OF THE 2021 CHEMICAL SUPPLY CONTRACTS, CONTRACT NO. CT-21002 AND CT-21003, IN THE DECREASED AMOUNT OF <\$46,534.12>** - The Authority has prepared the FQCO No. 1 to Contract No. CT-21002 (JCI Jones Chemicals) and CT-21003 (George S Coyne Chemical Co.) for 2021 Chemical Supply Contracts, calling for various additions and deductions of contract quantities. The original amount of \$235,819.34 was decreased by <\$46,534.12> (<\$24,879.58> for JCI Jones and < \$21,654.54> for George S. Coyne) resulting in a final amount of \$189,285.22. The resolution on the agenda this evening is to request approval for final closeout of the 2021 Chemical Supply Contracts.

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

**RESOLUTION AUTHORIZING THE APPROVAL OF LINE-ITEM ADJUSTMENTS TO 2021 SEWER/WATER OPERATING BUDGET** - There is a resolution on the agenda this evening requesting approval to consider adjusting line-items from the 2021 operating budget to cover shortfalls on individual expense line-items. This would entail reclassing budget dollars from one expense line that is projected to come in under budget to cover the shortfall on another expense budget line. The line-item adjustments would not cause an increase/decrease in the 2021 operating expense but rather clean up the individual line items.

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

Lastly, Mr. Diaz noted that arrangements have been made with Mr. Mike Avalone of Conner, Strong and Buckelew to conduct the Elected Officials Training for the Board prior to the start of the March 24, 2022, Public Meeting, at 4:45pm. The topic is Risk Management. If any Commissioner cannot attend in person there is an online option.

**PERSONNEL COMMITTEE REPORT:**

**RESOLUTION AUTHORIZING THE PROMOTION OF JOSEPH HACKETT TO THE CIVIL SERVICE TITLE OF CLERK 1** - Mr. Joseph Hackett, is currently serving under the Civil Service Commission title of Laborer 1 (Meter Reader Department) and has been recommended for a promotion to the Civil Service Commission title of Clerk 1 (Safety/Regulatory Department). This promotion has been recommended by his supervisor.

The Personnel and the Finance Committee have reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING THE PERMANENT HIRE OF ERIN MORIARITY UNDER THE CIVIL SERVICE TITLE OF CLERK 1** - Ms. Erin Moriarity has been recommended for hire under the Civil Service Commission Title of Clerk 1 (Engineering Department) effective on or about March 14, 2022, to replace an employee who is moving to the Billing Department.

The Personnel and the Finance Committee have reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING THE TEMPORARY, PART-TIME HIRE OF LISA PANTALEO** - Ms. Lisa Pantaleo is being hired as a Temporary Part-Time Position in Customer Service, who will be filling in for an individual who will be going out on Short-Term Disability Leave. In addition, Ms. Tonya Coccio is currently training with Ms. Joan Haltigan and the Customer Service Department is in need of assistance. This position will follow the State guidelines with regard to sick leave. In addition, this temporary position is not entitled to benefits. Ms. Pantaleo start date would be on or about March 15, 2022.

The Personnel and the Finance Committee have reviewed and is recommending approval this evening

**CONSENT RESOLUTIONS:**

- 2022-031 Resolution Accepting Cash Management Report for Month Ending January 31, 2022
- 2022-032 Resolution Granting a Two (2) Year Extension for Final Sewer and Water Approval to House of Worship, Block 19703, Lot 2, On the Tax Map of the Township of Jackson
- 2022-033 Resolution Granting Preliminary Sewer and Final Water Approval to Jackson Properties Warehouse, Block 2101, Lot 5.01, on the Tax Map of the Township of Jackson
- 2022-034 Resolution Granting Preliminary Sewer and Water Approval to Good Friend Electric, Block 7306, Lot 5, on the Tax Map of the Township of Jackson
- 2022-035 Resolution Granting Preliminary Sewer and Water Approval to Earle Asphalt Warehouse, Block 23001, Lots 20.05, 20.06 and 20.07, on the Tax Map of the Township of Jackson
- 2022-036 Resolution Granting Preliminary Water Approval to Pine View at Grawtown Road, Block 19403, Lot 4, on the Tax Map of the Township of Jackson

Moved: Commissioner Glory  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Porter Abstained from Resolution 2022-036

**RESOLUTIONS OFFERED:**

- 2022-037 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for February 2022
- Moved: Commissioner Wildman  
Second: Commissioner Longo  
Vote: Unanimous  
Abstain: Commissioner Glory Abstained from Check # 22-00213

- 2022-038 Resolution Authorizing Award of the Manhattan Street Facility Improvements Phase 2, Contract No. CT-22203, Through a Fair and Open Process, to D&B Architects, PC, in an Amount Not to Exceed \$300,540.00
- Moved: Commissioner Wildman  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-039 Resolution Authorizing the Approval of Line-Item Adjustments to the 2021 Sewer/Water Operating Budget
- Moved: Commissioner Glory  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-040 Resolution Authorizing Final Quantities Change Order No. 1 and Closeout of the 2021 Neptune Water Meter Acquisition, Contract No. CT-21009, with Rio Supply, Inc., in the Decreased Amount of <\$28,730.00>
- Moved: Commissioner Glory  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-041 Resolution Authorizing Final Quantities Change Order No. 1 and Closeout of the 2021 Sensus Water Meter Acquisition, Contract No. CT-21010, with Core and Main LP, in the Decreased Amount of <\$17,698.00>
- Moved: Commissioner Wildman  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: None
- 2022-042 Resolution Authorizing Final Quantities Change Order No. 1 and Closeout of the 2021 Chemical Supply Contracts, Contract No. CT-21002 and CT-21003, in the Decreased Amount of <\$46,534.12>
- Moved: Commissioner Wildman  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None
- 2022-043 Resolution Authorizing Award of the Purchase of HP Probook Laptops, Contract No. CT-22212, to CDW Government LLC, in an Amount Not to Exceed \$13,750.00
- Moved: Commissioner Glory  
 Second: Commissioner Longo  
 Vote: Unanimous  
 Abstain: None



2022-044 Resolution Authorizing Award of the Purchase of 15 HP Workstations, Contract No. CT-22208, to SHI International Corp., in an Amount Not to Exceed \$14,850.00

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

2022-045 Resolution Authorizing Award of the Forty-Four (44) Week Contract for Custodial Services, Contract No. CT-22020, to QC Cleaning, LLC, in the Amount of \$27,502.66

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

2022-046 Resolution Authorizing the Permanent Hire of Erin Moriarity Under the Civil Service Title of Clerk 1

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

2022-047 Resolution Authorizing the Temporary, Part-Time Hire of Lisa Pantaleo

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

2022-048 Resolution Authorizing the Promotion of Joseph Hackett to Civil Service Title of Clerk 1

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

There was no closed session

Chairman Allmann on behalf of the Board and Staff expressed sympathy for the passing of Commissioner Carol Blake. Commissioner Blake will be missed.

Commissioner Glory questioned and was advised by legal counsel that she did not need to abstain from voting on Resolution 2022-032.

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, March 24, 2022, at 4:45 PM for elected officials training and 5:30 PM start for the public meeting.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Porter made a motion to adjourn. Commissioner Longo seconded the motion, and it was passed unanimously. Chairman Allmann declared the February 24, 2022, Public Meeting adjourned.

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End of Minutes