**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**OPEN MINUTES**

**July 28, 2022**

**5:30 PM**

#

The Public Meeting of July 28, 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

Lewis Wildman, Commissioner Present

Clara Glory, Treasurer Present

Janet Longo, Secretary Present

Todd Porter, Assistant Secretary/Treasurer Present

Karen Bressi, 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

Tonya Coccio, Management Assistant Present

Approval of the Minutes of the Open Session Public Meeting of June 23, 2022

Moved: Commissioner Wildman

 Second: Commissioner Porter

 Vote: Unanimous

 Abstain: None

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:** Present from the public were Mr. Cordts, Mr. Trace Dittenhofer, Ms. Lauren Holman from Holman Frenia Allison, PC, Ms. Lindsay Brown, and Mr. Michael Janusz. 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.

**PRESENTATION BY HOLMAN FRENIA ALLISON, PC:** The Authority’s auditor, Ms. Lauren Holman from Holman Frenia Allison, PC was in attendance at this month’s Public Meeting to present the 2021 audit. Ms. Holman reminded the Board that back in March of 2022 when HFA presented the 2020 Audit it was based on including both GASB 68 (Pension Accounting and Financial Reporting) and GASB 75 (Other Postemployment Benefits – OPEB) which took much longer than expected to be released by the State. It was further mentioned that beginning with the Authority’s 2021 audit it might be best to present a preliminary draft audit, excluding GASB 68 and 75 which is needed to complete the Management Discussion and Analysis (MD&A) report, while the information remained more relevant.

Ms. Holman proceeded to present the Authority’s preliminary 2021 audit excluding the above mentioned which will be incorporated and provided to the Board once the information is released by the State Ms. Holman noted that GASB 68 was just released on Friday prior to the Public Meeting and due to the timing, it was not included in the preliminary draft 2021 audit being presented this evening.

Ms. Holman continued with the presentation starting on page 1 explaining the changes related to the Auditor’s opinion one of the biggest differences in this part of the audit is the statement that the Auditors are independent to the Authority. It further explains Authority Managements responsibilities and on page 2 at the Auditor’s responsibilities. Each person’s responsibilities have always been the same although this is the first time it is actually stated in the audit. Ms. Holman continued by informing the Board that pages 4 through 6, which are currently blank, represents the MD&A section that will be incorporated after GASB 68 and 75 are received and completed. The audit presentation continuing with page 7 which represents the Authority’s financial statements. Page 7 includes the Statement of Net Position that summarizes the Authority’s Assets and the Deferred Outflows of Resources. Page 8 continues with the Liabilities, Deferred Inflow of Resources, and the Net Position. Ms. Holman reviewed with the Board the Statement of Revenues, Expenses and Changes in Net Position found on page 9. Ms. Holman continued by reviewing the Statement of Cash Flows found on page 10. Ms. Holman informed the Board that this presentation of the audit excluding GASB 68 and 75 gives a better perspective on the Authority’s finances which she further stated are very good and the numbers are going in the right way. Ms. Holman did explain to the Board that GASB 68 and 75 will change the numbers on paper as with all public entities but informed does not change the financial strength of the Authority. Ms. Holman informed that the next section of the audit represents the Notes to the Financial Statements that provide further required information explaining the many facets of the Authority’s finances. Ms. Holman continued the presentation by reviewing pages 58 through 64 which reflect that there were no findings, comments, and recommendations regarding the 2021 audit.

**REPORTS:**

 **EXECUTIVE DIRECTOR’S REPORT:**

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

**RESOLUTION AUTHORIZING THE ASSIGNMENT OF SEWER AND WATER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC TO D.R. HORTON, INC -** The Jackson Development Company, LLC would like to assign 30 sewer and 30 water connection fee waivers to D.R. Horton, Inc. – New Jersey (D.R. Horton). D.R. Horton is constructing the Southeast Section of Jackson 21 off Freehold Road and this project will include approximately 465 Townhomes.

The Finance Committee has reviewed and is recommending approval this evening

#### ENGINEERING COMMITTEE REPORT:

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION AUTHORIZING AWARD OF THE DUBLIN ROAD PUMP STATION VARIABLE FREQUENCY DRIVE AND SOFT START REPLACEMENT, CONTRACT NO. CT-22201, TO ABS ELECTRIC, INC, IN AN AMOUNT NOT TO EXCEED $52,000.00 –** On Thursday, July 21st we opened bids for the Dublin Road Pump Station Variable Frequency Drive and Soft Start Replacement. Two (2) Bids were received ranging from $52,000.00 to a high of $68,954.00. For this resolution the work consists of but is not limited to furnishing of all labor, materials, equipment, transportation and means necessary to replace the Allen Bradley Power Flex 200 Variable Frequency Drive and the Allen Bradley SMC Flex bypass soft start for the 100hp solids handling pump #3 at the Dublin Road Pump Station. It includes wiring and interfacing the VFD and soft start with the existing Allen Bradly Model SLC 5/07 CPU and existing SCADA system, programming modifications, testing and any other miscellaneous work associated with the replacements.

The Engineering Committee has reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING A SECOND AMENDMENT TO THE SEWER AND WATER SERVICE AGREEMENT WITH WHITESVILLE COMMONS, BLOCK 22301, LOTS 3 & 4, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON –** Whitesville Commons was required to execute a sewer and water service agreement, which outlined their responsibilities in addressing improvements necessary to service the project as approved by the Authority. The agreement was executed on June 25, 2020, via Resolution No. 2020-078 and revised on October 22, 2020, via Resolution No. 2020-128. The Developer wishes to amend the service agreement to update the size of Building 6 from 9,600 sf to 10,000 sf in size and to revise the contributions due for the Southeast Quadrant 1MG Elevated Water Storage Tank and Whitesville Pump Station, as well as update the current sewer and water connection fee rates for the building.

The Engineering Committee has reviewed and is recommending approval this evening

**CONSULTING ENGINEER’S REPORT:**

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

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO 146 NORTH COUNTY LINE ROAD OFFICE AND RETAIL FACILITY, BLOCK 5301, LOT 12, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON –** The applicant, 146 North County Line Road, LLC. is proposing to construct a two-story, with partially occupied basement, 22,791 square-foot, mixed-usage office, and retail facility, on the North side of North County Line Road, between Piccadilly Drive and Bennett’s Mills Road. The applicant is applying for Preliminary and Tentative Sewer and Water approval at this time. The applicant is proposing to install an on-site and off-site gravity sewer main extension extending to a terminal manhole in North County Line 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 North County Line Road.

This has been recommended in our July 22, 2022, letter to the Board.

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO MAZ PROPERTIES, BLOCK 4601, LOTS 9, 10 AND 11, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON –** The applicant, MAZ Properties, LLC, is proposing to construct a mixed usage office/retail center on County line Road consisting of one (1) warehouse building, one (1) retail building, and two (2) office buildings comprising a total of 133,699 square-feet on the south side of the North County Line Road between Jackson Mills Road and North Cooks Bridge Road**.** The applicant is applying for Preliminary and Tentative Sewer and Water approval at this time. The applicant previously obtained Preliminary Sewer and Water approval for this project at the Authority’s August 23, 2018, meeting, via Resolution #2018-110, which has since expired. The applicant proposes to provide sewer service to the site by constructing a doghouse manhole in North County Line Road and installing approximately 1,619 LF of eight-inch PVC gravity sewer main on the site with laterals to service all the buildings on the site. The applicant proposes to connect to existing water main in North County Line Road with a six-inch wet tap and install 1,130 LF of six-inch DIP water main looped on the site with services to each building on the site.

This has been recommended in our July 22, 2022, letter to the Board.

**RESOLUTION GRANTING TENTATIVE SEWER APPROVAL TO 211 NORTH COUNTY LINE ROAD, BLOCK 5001, LOT 5, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, DMS Equities, LLC. is proposing to construct a sanitary sewer main extension to service an existing structure located at 211 North County Line Road. This project received Preliminary Sewer Approval at the Authority’s July 22, 2021, meeting, via Resolution #2021-089. The applicant is applying for Tentative sewer approval at this time. The applicant is proposing to service the project with a sanitary sewer force main extension which shall be connected to a gravity sewer main extension. An on-site lift-station is also proposed to service the site.

This has been recommended in our July 22, 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 THE CASH MANAGEMENT REPORT FOR THE MONTH ENDING JUNE 30, 2022 –** The Cash Management Report for June 30, 2022, has an average rate of 0.45%. There is an increase of 0.12% from the prior month. This is due to 2 of the banks increasing their rates:

* Manasquan Savings – from 0.25% to 1.00% with a blended rate of 0.81% due to the timing of the rate increase.
* Parke Bank – from 0.75% to 1.00% with a blended rate of 0.82% due to the timing of the rate increase.

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

**RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JULY 2022 –** The total bills submitted for approval are $677,078.52. This includes the operating expense of $280,000.00 for funding the payroll account for the month of August.

The Finance Committee has reviewed and is recommending approval this evening

**RESOLUTION AUTHORIZING AWARD OF THE DUBLIN ROAD PUMP REPAIR AND INSTALLATION, CONTRACT NO. CT-22226, TO A.C. SCHULTES, INC, IN AN AMOUNT NOT TO EXCEED $9,716.00 -** On Wednesday July 20, 2022, a bid was held to award a pump repair and reinstallation of an unassembled Gorman-Rupp Super T Series Pump at Dublin Road, it included three (3) Bids which were received in an amount ranging from $9,716.00 to $14,783.00.

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

**RESOLUTION AUTHORIZING INSULATION WORK AT VARIOUS SITES, CONTRACT NO. CT-22227 TO NORRIS INSULATION, INC., IN AN AMOUNT NOT TO EXCEED $10,750.00** – This is to award insulation work at the Susan Drive Pump Station as well as the London & Hyson Water Treatment Plants with listed accessories. The Authority obtained two (2) quotes ranging from $10,750.00 to $12,986.00.

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.

The bill assistant programs being offered are as follows for those customers who have experienced financial difficulties related to the Pandemic:

1. Low Income Household Water Assistance program (LIHWAP) – 6 applications approved
2. Twelve (12) month interest free payment plan option for customers who have arrearages between the time period of 03/09/2020 through 3/15/2022. Letters were mailed out July 1, 2022, of which there were 20 responses and 7 confirmed pending agreements.
3. HomeServe Bill Assistance Program - No applications received

The Billing Department ran the reports on customers who still owe during that period for a total of 1,185 eligible accounts. The Authority has a total of 186 customers under the $10.00 threshold (principal only) with a total amount of $225.72. These accounts were written off as per the Local Finance Notice 2022-11. This resulted in a total of 999 accounts remaining that are eligible for the payment installment plan in the amount of $780,119.16.

Edmunds has updated their software to reapply water interest that has been paid between the dates of 03/09/2020 through 3/15/2022 against their open principal water balance for those same dates. The amount totaled to $65,107.06 and was adjusted as of June 30, 2022.

**2021 DEFERRED COMP AUDIT –** The Authority’s 2021 Deferred Compensation (DC) audit has been completed. No action is required.

**PERSONNEL COMMITTEE REPORT:**

**RESOLUTION AUTHORIZING THE PROMOTION OF SANA SIDDIQUI TO THE CIVIL SERVICE TITLE OF SUPERVISING ACCOUNTANT -** Ms. Sana Siddiqui has held the Civil Service Commission (CSC) title of Principal Account Clerk since February 26, 2018. Ms. Siddiqui has acquired the requisite education and experience to qualify for a promotion to the CSC title of Supervising Accountant. The promotion would be eligible for an hourly rate increase from $25.950 to $28.366 ($59,001.28/yr.) effective August 1, 2022, and has been recommended for the promotion by their supervisor.

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

**RESOLUTION RATIFYING THE TEMPORARY HIRE OF NATALEE PIZARRO -** Ms. Natalee Pizarro – has the experience and education required to fill a temporary position for the Billing/Customer Service Departments in order to assist with recent ongoing projects. Ms. Pizarro will be considered a temporary part-time employee at an hourly rate of $15.00/hr. with a twenty-five (25) hour work week. Ms. Pizzaro is entitled to sick leave subject to “New Jersey’s Earned Sick Leave Law” and will not be eligible for any other Authority benefits including paid holidays. Ms. Pizarro’s effective date began on July 11, 2022.

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

**CONSENT RESOLUTIONS**:

2022-105 Resolution Accepting the Cash Management Report for the Month Ending June 30, 2022

2022-106 Resolution Authorizing a Second Amendment to the Sewer and Water Service Agreement with Whitesville Commons, Block 22301, Lots 3 & 4, on the Tax Map of the Township of Jackson

2022-107 Resolution Granting Preliminary Sewer and Water Approval to 146 North County Line Road Office and Retail Facility, Block 5301, Lot 12, on the Tax Map of the Township of Jackson

2022-108 Resolution Granting Preliminary Sewer and Water Approval to MAZ Properties, Block 4601, Lots 9, 10, and 11, on the Tax Map of the Township of Jackson

2022-109 Resolution Granting Tentative Sewer Approval to 211 North County Line Road, Block 5001, Lot 5, on the Tax Map of the Township of Jackson

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: None

**RESOLUTIONS OFFERED**:

2022-110 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for July 2022

Moved: Commissioner Wildman

Second: Commissioner Porter

Vote: Unanimous

Abstain: Commissioner Glory on Check #29239

2022-111 Resolution Authorizing Award of the Dublin Road Pump Repair and Installation, Contract No. CT-22226, to A.C. Schultes, Inc., in an Amount Not to Exceed $9,716.00

Moved: Commissioner Porter

Second: Commissioner Longo

Vote: Unanimous

Abstain: None

2022-112 Resolution Authorizing Award of the Dublin Road Pump Station Variable Frequency Drive and Soft Start Replacement, Contract No. CT-22201, to ABS Electric, Inc., in an Amount Not to Exceed $52,000.00

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: None

2022-113 Resolution Authorizing Insulation Work at Various Sites, Contract No. CT-22227 to Norris Installation Inc., in an Amount Not to Exceed $10,750.00

Moved: Commissioner Glory

Second: Commissioner Porter

Vote: Unanimous

Abstain: None

2022-114 Resolution Authorizing the Assignment of Sewer and Water Connection Fees Waivers from Jackson Development Company, LLC to D.R. Horton, Inc. – New Jersey

Moved: Commissioner Porter

Second: Commissioner Wildman

Vote: Unanimous

Abstain: Commissioner Glory

2022-115 Resolution Ratifying the Temporary Hire of Natalee Pizarro

Moved: Commissioner Wildman

Second: Commissioner Porter

Vote: Unanimous

Abstain: None

2022-116 Resolution Authorizing the Promotion of Sana Siddiqui to the Civil Service Title of Supervising Accountant

Moved: Commissioner Porter

Second: Commissioner Longo

Vote: Unanimous

Abstain: None

There was no closed session

Chairman Allmann noted that the next regular scheduled Public Meeting to be held will be on Thursday, August 25, 2022, at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Wildman made a motion to adjourn. Commissioner Longo seconded the motion, and it was passed unanimously. Chairman Allmann declared the July 28, 2022, Public Meeting adjourned.

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 End of Minutes