



**THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**August 24, 2023**  
**5:30 PM**

The Public Meeting of August 24, 2023, 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	Absent - Excused
Todd Porter, Treasurer	Absent - Excused
Lewis Wildman, Assistant Secretary/Treasurer	Present
Karen Bressi, Alternate	Present

**OTHER ATTENDEES:**

**PROFESSIONALS**

Attorney – Michael J. McKenna, Esq.	Telephone
Consulting Engineer – Trace Dittenhofer, PE	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 July 27, 2023:

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

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC** – Present from the public was Mr. Cordts.

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.

**REPORTS:**

**EXECUTIVE DIRECTOR’S REPORT**

The Authority would like to remind everyone that the St. Baldrick’s Event to raise money to ‘Conquer Childhood Cancers’ will be hosted on Friday September 1, 2023 from 11am to 4:30pm. The Authority previously hosted the event back in 2016 and 2017.

In speaking to EI at Jackson, it appears that they will be moving ahead with the revised design for the Great Adventure Pump Station replacement. The pump station needs serious work, which will be a benefit to all parties. The Executive Director reached out to the new contacts at Great Adventure, and they are open to idea of modifying the design. The project appears to be going in the right direction.

**ENGINEERING COMMITTEE REPORT**

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

**Rehabilitation of Well No. 8, Contract No. CT-23201 – Authorizing the Release of the Performance Bond and Closeout of Rehabilitation of Well No. 8 with A.C. Schultes, Inc.** A.C. Schultes, Inc. has fulfilled their contractual obligations and has submitted the required contract closeout document for the above-referenced project. The documents have been reviewed and found to be in compliance with Contract Specifications, General Conditions – Article 8.7. We are recommending that the Performance Bond be released, and the contract closed in the final decreased amount of \$143,360.00.

**North Cooks Bridge Road Water Main Extension, Contract No. CT-21219 – Authorizing Final Quantities Change Order with P&A Construction, Inc., in the Decreased Amount of <\$220,468.00>.** 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 <\$220,468.68>. This Final Quantities Change Order No. 1 revises Contract No. CT-21219 from an amount not to exceed \$1,471,494.00 to the decreased amount of \$1,251,025.32. The Final Quantities Change Order was discussed at the Engineering Committee Meeting and is being recommended for approval this evening.

**SCADA Software Upgrades, Contract No. CT-23212 – Authorizing Award Through a Fair and Open Process to Scadatek, Inc., in an amount not to exceed \$77,905.00.** The SCADA System is in need of professional services to upgrade SCADA software and provide related programming services. This is for

new top-end software for our SCADA system. Two (2) proposals were solicited from firms appointed as special project engineers and two (2) were received and opened on August 2, 2023, at 2:00pm, ranging in price from a low of \$77,905.00 to a high of \$94,769.73 to upgrade the software. The Authority's Staff have reviewed the proposals and have found Scadatek Inc., as the lowest responsive and responsible submitter, in the amount of \$77,905.00. The proposals were discussed at the Engineering Committee Meeting and the award to Scadatek Inc. is being recommended for approval this evening.

**390 New Central Avenue, Block 13701, Lot 13 – Authorizing a Sewer and Water Service Agreement with New Jersey-American Water Company, Inc.** 390 New Central Avenue, Block 13701, Lot 13 is located within Jackson Township, under the jurisdiction of the Authority for the provision of sanitary sewer and potable water services. The Authority would like to consent to said sanitary sewer and potable water being provided by New Jersey-American Water Company, Inc. (NJAWC) because the Authority does not currently have sanitary sewer or potable water services at the property. NJAWC acknowledges that entering into this agreement does not affect the franchise area of either NJAWC or the Authority.

### **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 Granting Preliminary Water Approval to Royal Grove Mikvah and EMS Building, Block 19703, Lots 1 and 2, on the Tax Map of the Township of Jackson.** The applicant is proposing to construct a 10,730 square-foot Mikvah building and a 3,200 square-foot emergency medical services and ambulance facility on the southwest corner of the intersection of Grand Boulevard and East Veterans Highway. The Applicant is proposing to install an on-site and off-site sanitary sewer main extension with designated sanitary sewer laterals to service the buildings. The Applicant is proposing to provide potable water to the site with an on-site water main extension connecting to a water main extension constructed on an adjacent lot. The Applicant is represented by Graham J. Macfarlane, PE of Professional Design Services, LLC. The Applicant's attorney is Donna M. Jennings, Esq. Preliminary water approval has been recommended in our office's August 18, 2023, letter to the Board.

**Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to David Johnson Trust Office, Block 22206, Lot 2, on the Tax Map of the Township of Jackson.** The Applicant is proposing to construct a 14,300 square-foot office building on the northeast corner of the intersection of Whitesville Road and White Road. The Applicant is proposing to provide sanitary sewer service to the site with a single sanitary sewer lateral conveying to an existing sewer main in Whitesville Road. The applicant proposes providing potable water service to the site with a single water service connecting to an existing water main in Whitesville Road. The Applicant is represented by William A. Stevens, P.E. of Professional Design Services, LLC. Preliminary and Tentative sewer and water approval has been recommended in our office's August 18, 2023, letter to the Board.

**Resolution of the Jackson Township Municipal Utilities Authority Granting A Sewer Performance Bond Release for Dawn Cypress Pump Station Improvements, Block 1203, Lot 29, on the Tax Map of the Township of Jackson.** GM Highview Apartments has requested a Performance Guarantee for the Dawn Cypress Pump Station Improvements. Our office reviewed the project files and performed a site inspection of the bonded improvements and finds all items to be satisfactory. A Performance Guarantee has been recommended in our office's August 18, 2023, letter to the Board.

**Resolution of the Jackson Township Municipal Utilities Authority Granting a Water Performance Bond Release for Clayton Property, Block 13801, Lots 4.01 and 6.01, on the Tax Map of the Township of Jackson.** 528, LLC has requested a Performance Guarantee release for the water system

improvements for the project. A Performance Guarantee has been recommended in our office's August 18, 2023, letter to the Board.

**Resolution of the Jackson Township Municipal Utilities Authority Granting a Sewer and Water Performance Bond Reduction for Valley Ridge Estates Major Subdivision, Block 7001, Lots 18 and 33, on the Tax Map of the Township of Jackson.** Signature Communities has requested a Performance Guarantee reduction for the Water and Sanitary Sewer System. A Performance Guarantee Reduction has been recommended in our office's August 18, 2023, letter to the Board.

#### **PUBLIC RELATIONS COMMITTEE**

None. We will be meeting next month.

#### **ADMINISTRATIVE COMMITTEE**

None.

#### **FINANCE COMMITTEE**

**Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending July 31, 2023** – 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 August 2023** – The Finance Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Fourth Quarter Furnishing of Chemicals 2023, Contract No CT-23036 Through CT-23038, in an Amount Not to Exceed \$172,094.60.** The bid was advertised on July 28, 2023 and opened on August 10, 2023. There were 3 responsive and responsible bidders. For Sodium Hypochlorite Bulk): W.R. Neumann Company, Inc. d/b/a Miracle Chemical Company, in the amount of \$87,780.00. George S. Coyne Chemical Co., Inc. for Sodium Hypochlorite Drums, in the amount of \$6,314.60 and Univar Solutions USA, Inc. for Sodium Hydroxide Bulk, in the amount of \$78,000.00. This is for 3 months: October 1, 2023 through December 31, 2023. There was one bid received for each of the chemicals. One additional bid was received indicating that they were not bidding.

**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 \$85,822.90 from the State. This represents fifty-seven (57) applications approved, four (4) applications denied, and fifty-one (51) applications submitted. Applications are still being accepted by the State so we will continue with it as long as the State does.
- B. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. There are thirty-four (34) accounts that remain compliant with the Payment Plan option. The total amount due from the accounts is \$17,456.27.
- C. HomeServe Bill Assistance Program: There has been no new activity.

These programs will continue until further notice.

**PERSONNEL COMMITTEE**

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Joseph Hackett to the Civil Service Title of Clerk 2.** Joseph is in our Safety Department.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Jason Goodrich to the Civil Service Title of Account Clerk/Clerk 2.** Jason is in our Purchasing Department.

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

**COMMENTS FROM THE PUBLIC**

None.

**CONSENT RESOLUTIONS:**

- 2023 – 142 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending July 31, 2023.
- 2023 – 143 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds, and Payroll for August 2023.
- 2023 – 144 Resolution of the Jackson Township Municipal Utilities Authority Granting a Water Performance Bond Release for Clayton Property, Block 13801, Lots 4.01 and 6.01, on the Tax Map of the Township of Jackson.
- 2023 – 145 Resolution of the Jackson Township Municipal Utilities Authority Granting A Sewer Performance Bond Release for Dawn Cypress Pump Station Improvements, Block 1203, Lot 29, on the Tax Map of the Township of Jackson.
- 2023 – 146 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to David Johnson Trust Office, Block 22206, Lot 2, on the Tax Map of the Township of Jackson.
- 2023 – 147 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to Royal Grove Mikvah and EMS Building, Block 19703, Lots 1 and 2, on the Tax Map of the Township of Jackson.
- 2023 – 148 Resolution of the Jackson Township Municipal Utilities Authority Granting a Sewer and Water Performance Bond Reduction for Valley Ridge Estates Major Subdivision, Block 7001, Lots 18 and 33, on the Tax Map of the Township of Jackson.

Moved: Commissioner Wildman  
Second: Commissioner Bressi  
Vote: Unanimous  
Abstain: Commissioner Glory – Resolutions #2023-143, check no. 4081 and 4083.

**RESOLUTIONS OFFERED:**

2023 – 149 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a Sewer and Water Service Agreement with New Jersey-American Water Company Inc., for 390 New Central Avenue, Block 13701, Lot 13, on the Tax Map of the Township of Jackson.

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

2023 – 150 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the SCADA Software Upgrades, Contract No. CT-23212, Through a Fair and Open Process to Scadatek, Inc., in an amount not to exceed \$77,905.00.

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

2023 – 151 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the Performance Bond and Closeout of the Rehabilitation of Well No. 8, Contract No. CT-23201 with A.C. Schultes, Inc.

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

2023 – 152 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order No. 1 for North Cooks Bridge Road Water Main Extension, Contract No. CT-21219 with P&A Construction, Inc. in the Decreased Amount of <\$220,468.68>.

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

2023 – 153 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Fourth Quarter Furnishing of Chemicals 2023, Contract No CT-23036 Through CT-23038, in an Amount Not to Exceed \$172,094.60.

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

2023 – 154 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Joseph Hackett to the Civil Service Title of Clerk 2.

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

2023 – 155 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Jason Goodrich to the Civil Service Title of Account Clerk/Clerk 2.

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

**CLOSED SESSION:**

There was no closed session.

**OTHER MATTERS:**

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on Thursday, September 28, 2023, at 5:30 PM.

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

Chairman Allmann declared the August 24, 2023, Public Meeting adjourned.

---

---

End of Minutes