**THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**

**OPEN MINUTES**

**October 26, 2023**

**5:30 PM**

The Public Meeting of October 26, 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 Absent - Excused

Janet Longo, Secretary Present

Todd Porter, Treasurer Absent - Excused

Lewis Wildman, Assistant Secretary/Treasurer Present

Karen Bressi, Alternate Absent - Excused

**OTHER ATTENDEES:**

**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

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 September 28, 2023:

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC –** Present from the public was Mr. Cordts and Mr. John Giunco, Esq.

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**

Mike and I have been very busy with the KM arbitration. It is going well but it is extremely busy.

Chairman Allmann left the public session open until the voting session.

**ENGINEERING COMMITTEE REPORT**

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

**Megan Commercial Office Building, Block 5601, Lots 61 And 74** – **Authorizing a Sewer Service Agreement**. The Developer proposes to service the project with a sanitary sewer force main extension and on-site private pump station and agrees to be solely responsible for all permits, construction costs, maintenance, and replacement costs now and in the future in connection with the construction of the sanitary sewer force main. The Agreement was discussed at the Engineering Committee Meeting and is being recommended for approval this evening.

**CONSULTING ENGINEER’S REPORT**

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

**David Johnson Trust Office, Block 22206, Lot 2 – Granting Final Sewer and Water Approval.** The Developer, David Johnson Trust, 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 Developer is proposing to service the building for sanitary sewer with a single sanitary sewer lateral conveying to an existing sewer main in Whitesville Road. The Developer proposes to provide potable water service to the project with a single water service connecting to an existing water main in Whitesville Road. The Developer is represented by Professional Design Services, LLC. Final Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**Hope Chapel Associates, Block 22601, Lots 1, 2 And 20 – Granting Tentative Sewer and Water Approval.** The Developer, Hope Chapel Associates, is proposing to construct a 25,935 square-foot, two-story office/retail building on the southwest corner of the intersection of Hope Chapel Road and Whitesville Road. The Developer is proposing to provide sanitary sewer with a lateral connection to the existing sanitary sewer main in Whitesville Road and potable water with a lateral connection to the existing water main in South Hope Chapel Road. The Developer is represented by Professional Design Services, LLC. Tentative Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**Pine View At Grawtown Road, Block 19403, Lot 4 – Granting Preliminary Water Approval.** The Developer, GM Grawtown, LLC, is proposing to construct fifty-eight (58) residential units on the north side of Grawtown Road, between East Veterans Highway and Whitesville Road. This project was granted Preliminary Approval at the Authority’s February 24, 2022, meeting via Resolution 2022-036, which has since expired. The Developer is proposing to construct a gravity sanitary sewer system that will convey flow to a permanent pump station to be constructed by others. The Developer 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. The Developer is represented by Professional Design Services, LLC. The Developer is represented by Professional Design Services, L.L.C. Preliminary Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**RAM Warehouse, Block 22301, Lots 17, 20, 21, 22, 23 And 24 – Granting Tentative Sewer and Water Approval.** The Developer, Yosef Magid, is proposing to construct four combined warehouse-office buildings with 274,890 square feet of warehouse and 48,510 square feet of office space. The site is located on the east side of South Hope Chapel Road approximately 550 feet south of Whitesville Road. The Developer is proposing to provide public sanitary sewer by a sewer main extension connecting to an adjacent development’s sanitary sewer, and public water by a water main extension connecting to two adjacent development’s water mains. The Developer is represented by Dynamic Engineering. Tentative Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**Swanborne Phase V, Block 20802, Lots 8.01 And 8.03 and Block 20901, Lot 4 – Granting Tentative Sewer and Water Approval.** The Developer, Swanborne, LLC, is proposing to construct a 20-lot residential subdivision adjacent to the Swanborne Project. The Developer is proposing to provide sanitary sewer service with an on-site gravity sanitary sewer main extension with dedicated services for each lot. The water service will be provided with an on-site water main extension with dedicated water services for each lot. The Developer is represented by Professional Design Services, LLC. Tentative Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**2100 West County Line Road Office Building, Block 7310, Lot 1** **– Granting Tentative and Final Sewer and Water Approval.** The Developer, 2111 Discovery Way, LLC, is proposing to construct a single-story, 6,000 square-foot office building on the northeast corner of the intersection of Brewers Bridge Road and West County Line Road. The Developer is proposing to install a single sanitary sewer service to the building. The Developer is proposing to provide water service by connecting to the existing potable water service on-site. The Developer is represented by Crest Engineering Associates, Inc. Tentative and Final Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**Whitesville Industrial Park – Phase 1, Block** **22102, Lots 2.01-2.05, Block 22203, Lots 1.05-1.08 – Granting Tentative Sewer and Water Approval.** The Developer, CDR Whitesville LLC, is proposing to construct 33 industrial lots in three (3) phases on the easterly side of Whitesville Road (C.R.527) south of Bradshaw Avenue. The Developer is applying for Tentative Sewer and Water approval at this time for Phase 1 consisting of nine (9) lots. The Developer is proposing to provide sanitary sewer with a force main and on-site pump station to a gravity sanitary sewer system and provide potable water with an on-site water main extension. The Developer is represented by Professional Design Services, LLC. Tentative Sewer and Water Approval has been recommended in our office’s October 18, 2023, letter to the Board.

**ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE**

None.

**FINANCE COMMITTEE**

**Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending September 30, 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 October 2023** – The Finance Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Adoption of the** **2024 JTMUA Sewer/Water Operating/Capital Budget – State Form.** The State version has been finalized along with the annual rate analysis. This month’s agenda includes a resolution to approve the Authority’s 2024 Water/Sewer Operating/Capital Budget State version. The Finance Committee has reviewed and is recommending approval this evening. Also, the Authority has advertised for the Rate Hearing to be held next month.

**Resolution of the Jackson Township Municipal Utilities Authority Appointing the Risk Management Consultant, Contract No. CT-24021 to Connor Strong & Buckalew Companies, LLC Via a Fair and Open Process.** The appointment of a Risk Management Consultant is required by the by-laws of the New Jersey Utility Authorities Joint Insurance Fund (hereinafter referred to as “JIF”). The Authority’s current Risk Management Consultant appointment expires on December 31, 2023. The Authority duly advertised and solicited proposals for the position of 2024 Authority Risk Management Consultant on September 25, 2023 and one (1) proposal submitted by Conner Strong & Buckelew Companies, LLC was received and publicly opened on October 12, 2023. This is for the period of January 1, 2024 to December 31, 2024. The Risk Management Consultant service fee of 6% are established by the JIF and paid from the Authority’s annual JIF premiums. . The Finance Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Bi-Annual Chemical Supply Contracts, Contract No. CT-24001 Through CT-24003, in an Amount not to Exceed $370,447.87. T**he Authority duly advertised and solicited bids on September 15, 2023, for various chemical supplies for a term of six (6) months, from January 1, 2024 through June 30, 2024. Six (6) bids were received and publicly opened on September 28, 2023. Three (3) of the bidders were determined to be lowest responsive and responsible in an amount not to exceed $370,447.87. No bids were received for Ferrous Chloride nor for D-Limone - Citrus Degreaser, which will be rebid. The lowest responsive and responsible bidders are as follows: Univar Solutions USA, Inc., Contract No. CT-24001 (Sodium Hydroxide), in the amount of $136,500.00; George S. Coyne Chemical Co., Inc., Contract No. CT-24002 (Sodium Hypochlorite Drums and Iron Sequestering Agent), in the amount of $20,447.87; and PVS Minibulk, Inc., Contract No. CT-24003 (Sodium Hypochlorite Bulk), in the amount of $213,500.00, for a total price of $370,447.87. The Finance Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Lease/Service Agreement, Contract No. CT-23067, Pursuant to State Contract No. 40467/G2075, to Atlantic Tomorrows Office, in an Amount of $9,534.60 Plus “Cost Per Copy” Overage Charges.** The current Customer Service photocopier five-year “cost per copy” service agreement will end on November 30, 2023 and is in need of replacement. The Authority desires to award a Lease/Service Agreement to Atlantic Tomorrows Office for 60 months, from December 1, 2023 through November 30, 2028, in an amount of $9,534.60, as allowed under State Contract No. 40467/G2075 plus “cost per copy” overage charges billed annually at $.0076 per page for all copies in excess of 9,000 copies quarterly. The Finance Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.** This Handbook is recommended to be updated every two (2) years in accordance with the Municipal Excess Liability Joint Insurance Fund (MEL) as part of a program for lowering insurance deductibles. The most recent changes to the Personnel Policies and Procedures Manual and Employee Handbook (Handbook) has been updated by the Authority staff and has been certified by the Authority’s General Council, as required by the MEL. The staff has met all of the training requirements that goes along with the update. Both the Administrative Committee and Personnel Committee have reviewed the changes and are recommending approval this evening. This will meet the JIF deadline of November 1, 2023.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing Amendments to the Operations and Maintenance Eligibility Requirements.** The Authority's Salary Guide and Eligibility Requirements were last adopted on June 22, 2023. The Authority’s staff believes it is appropriate to amend the current Eligibility Requirements for the Maintenance and Operations Departments. The Finance and Personnel Committees have reviewed and is recommending approval this evening.

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

1. Low Income Household Water Assistance program (LIHWAP): As of the date of this report the Authority has received a net total of $100,194.73 from the State. This represents ninety-five (95) applications approved, seven (7) applications denied, and forty-three (43) applications submitted. The LIHWAP portal is currently closed to new applications.

1. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. There are twelve (12) accounts that remain compliant with the Payment Plan option. The total amount due from the accounts is $9,172.11. The payment plan is coming to an end as of October 31, 2023.
2. 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 latest one received in May. There has been no new activity.

**PERSONNEL COMMITTEE**

Proposed Employee Promotions

There are three (3) promotions listed on this month’s agenda, which have been recommended by their supervisors.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Lisa Childs to the Civil Service Title of Clerk 3 (Billing).** Ms. Lisa Childs has held the Civil Service Commission (CSC) title of Clerk 2 (Billing) since September 27, 2021. She has acquired the requisite experience to qualify for a promotion to the CSC title of Clerk 3. The promotion would be eligible for an hourly rate increase to $20.05/hr ($41,704.00/yr) effective October 30, 2023.The Personnel Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Daniel Howell to the Civil Service Title of Sewer Repairer 1/Water Repairer 1 (Operations).** Mr. Daniel Howell has held the Civil Service Commission (CSC) title of Water Repairer 1 since November 25, 2019. He has acquired the requisite experience to qualify for a promotion to the CSC title of Sewer Repairer 1/Water Repairer 1 (Operations). The promotion would be eligible for an hourly rate increase to $24.00/hr ($49,920.00/yr) effective October 30, 2023.The Personnel Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of David Price to the Civil Service Title of Sewer Repairer 1/Water Repairer 1 (Operations).** Mr. David Price has held the Civil Service Commission (CSC) title of Water Repairer 1 since November 25, 2019. He has acquired the requisite experience to qualify for a promotion to the CSC title of Sewer Repairer 1/Water Repairer 1 (Operations). The promotion would be eligible for an hourly rate increase to $24.00/hr ($49,920.00/yr) effective October 30, 2023.The Personnel Committee has reviewed and is recommending approval this evening.

**New Hire(s)**

The Authority is looking to ratify the hiring of an open full-time position in the Technical Maintenance Department.

**Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Permanent Hire of Brian Ricciardella under the Civil Service Title of Laborer 1 (Technical Maintenance).** Mr. Brian Ricciardella has the experience and education required to fill the open Technical Maintenance position under the non-competitive Civil Service Commission title of Laborer 1. The position would be at a rate of $18.00/hr ($37,440.00/yr) with benefits. Mr. White’s effective date will be on or about October 23, 2023.The Personnel Committee has reviewed and is recommending approval this evening.

**Resolution of the Jackson Township Municipal Utilities Authority** **Appointing Michael Janusz as the Public Agency Compliance Officer for 2024.** N.J.A.C. 17:27-3.3 requires the Authority to designate a public agency compliance officer (hereinafter referred to as “P.A.C.O.”) and to notify the Division of Purchase and Property of this designation annually by January 10th of the following year. The Authority’s staff is recommending designating Michael Janusz as the P.A.C.O. for 2024.The Personnel Committee has reviewed and is recommending approval this evening.

**COMMENTS FROM THE PUBLIC**

None.

**CONSENT RESOLUTIONS:**

2023 – 173 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending September 30, 2023.

2023 – 174 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds, and Payroll for October 2023.

2023 – 175 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to David Johnson Trust Office, Block 22206, Lot 2, On the Tax Map of the Township of Jackson.

2023 – 176 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to Hope Chapel Associates, Block 22601, Lots 1, 2 and 20, On the Tax Map of the Township of Jackson.

2023 – 177 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to Pine View at Grawtown Road, Block 19403, Lot 4, On the Tax Map of the Township of Jackson.

2023 – 178 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to RAM Warehouse, Block 22301, Lots 17, 20, 21, 22, 23 and 24, On the Tax Map of the Township of Jackson.

2023 – 179 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to Swanborne Phase V, Block 20802, Lots 8.01 and 8.03 and Block 20901, Lot 4, On the Tax Map of the Township of Jackson.

2023 – 180 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative and Final Sewer and Water Approval to 2100 West County Line Road Office Building, Block 7310, Lot 1, On the Tax Map of the Township of Jackson.

2023 – 181 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to Whitesville Industrial Park – Phase 1, Block 22102, Lots 2.01-2.05 and Block 22203, Lots 1.04-108, On the Tax Map of the Township of Jackson.

2023 – 182 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a Sewer Service Agreement with Megan County Office Building, Block 5601, Lots 61 and 74, On the Tax Map of the Township of Jackson.

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

**RESOLUTIONS OFFERED**:

2023 – 183 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Adoption of the 2024 JTMUA Sewer and Water Operating Capital Budget – State Form.

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 184 Resolution of the Jackson Township Municipal Utilities Authority Appointing the Risk Management Consultant, Contract No. CT-24021 to Connor Strong & Buckalew Companies, LLC Via a Fair and Open Process.

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 185 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Bi-Annual Chemical Supply Contracts, Contract No. CT-24001 Through CT-24003, in an Amount not to Exceed $370,447.87.

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

2023 – 186 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Lease/Service Agreement, Contract No. CT-23067, Pursuant to State Contract No. 40467/G2075, to Atlantic Tomorrows Office, in an Amount of $9,534.60 Plus “Cost Per Copy” Overage Charges.

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

2023 – 187 Resolution of the Jackson Township Municipal Utilities Authority Appointing Michael Janusz as the Public Agency Compliance Officer for 2024.

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 188 Resolution of the Jackson Township Municipal Utilities Authority Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 189 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Lisa Childs to the Civil Service Title of Clerk 3 (Billing).

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

2023 – 190 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of Daniel Howell to the Civil Service Title of Sewer Repairer 1/Water Repairer 1 (Operations).

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

2023 – 191 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of David Price to the Civil Service Title of Sewer Repairer 1/Water Repairer 1 (Operations).

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 192 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Permanent Hire of Brian Ricciardella under the Civil Service Title of Laborer 1 (Technical Maintenance).

Moved: Commissioner Longo

Second: Commissioner Wildman

Vote: Unanimous

Abstain: none

2023 – 193 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Amendments to the Operations and Maintenance Eligibility Requirements.

Moved: Commissioner Wildman

Second: Commissioner Longo

Vote: Unanimous

Abstain: none

**CLOSED SESSION:**

There was no closed session.

**OTHER MATTERS:**

The Board sends their condolences to Commissioner Glory on the loss of her husband, George. Visiting hours will be held at Hassler Funeral Home on Sunday, October 29, 2023 from 1pm to 4pm.

Chairman Allmann noted that the next regular scheduled Public Meeting will be held on Thursday, November 16, 2023, at 5:30 PM. Chairman Allmann will not be in attendance.

The December meeting will be held on the third Thursday of the month, December 21, 2023.

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

Chairman Allmann declared the October 26, 2023, Public Meeting adjourned.

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 End of Minutes