



THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
November 16, 2023
5:30 PM

The Public Meeting of November 16, 2023, was called to order by Vice-Chairwoman Clara Glory. 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: Vice-Chairwoman Glory 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	Absent - Excused
Clara Glory, Vice - Chairwoman	Present
Janet Longo, Secretary	Present
Todd Porter, Treasurer	Present
Lewis Wildman, Assistant Secretary/Treasurer	Present
Karen Bressi, Alternate	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Trace Dittenhofer, PE	Present
Court Reporter – Denise Sweet	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
Sana Siddiqui, Supervising Accountant	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.

2023 Rate Hearing – Vice-Chairwoman Glory called the 2024 Rate Hearing to order. The minutes of the rate hearing are transcribed under separate cover.

APPROVAL OF RATES:

2023 – 194 Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2024 Rate Schedule.

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

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of October 26, 2023:

Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: 3
Abstain: Commissioner Porter, Commissioner Bressi

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

At this time, Vice-Chairwoman Glory 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.

Vice-Chairwoman Glory left the public session open until the voting session.

REPORTS:

EXECUTIVE DIRECTOR’S REPORT

Mr. Diaz filled in for Mr. Harpell and reported that the KM arbitration still remains ongoing but it is on standby until mid-December. The Board will continue to be informed on the progress.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE

HomeServe has informed the Authority that \$9,045.03 is available for the 2023 donation. Four (4) charities submitted applications and were deemed eligible. The HomeServe Committee has reviewed the applications and is recommending \$2,500.00 each for the following charities: Adopt a Senior Organization, the Jackson Women of Today Food Pantry, Firemen’s Mutual Benevolent Association of Jackson Local 86 and the Veteran’s Memorial Garden. The deficit of \$954.97 is being recommended to be moved from the bill assistance program, which will bring the available balance in the bill assistance program to \$4,622.39. The Public Relations Committee will meet following tonight’s Public Meeting to discuss and finalize. A resolution will be prepared for consideration at next month meeting of which the Public Relations Committee will offer their recommendation.

ENGINEERING COMMITTEE REPORT

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Inspection and Evaluation of .Four (4) Water Storage Tanks, Contract No. CT-23226, Through a Fair and Open Process, to Mumford-Bjorkman Associates, Inc., in an Amount Not to Exceed \$14,000.00.

The Authority inspects our water storage tanks every five (5) years. The tank to be inspected and evaluated includes the 2 MG Vista Standpipe, 1 MG Liberty Hydropillar, the 0.3 MG Legler Elevated Tank, and the 1 MG Bartley Ground Tank. The 0.5 MG Six Flags Great Adventure Elevated Tank and Elms School 30,000-gallon Hydrostatic Tank were included in the proposal.

The work will include a visual examination of the exterior and interior dry (if applicable), foundations and appurtenances and digital photographs will be taken. The interior wet surfaces will be inspected utilizing a ROV. Upon completion of the evaluation, a full written report of findings and recommendations for repairs and recoating, along with a cost estimate, digital photographs, and a DVD or thumb drive containing ROV footage of the interior inspections will provide for each tank.

The proposal was discussed at the Engineering Committee Meeting and the award to Mumford Bjorkman Associates, Inc. is being recommended for approval this evening, in the amount of \$14,000.00.

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 and Acknowledging the Developer's Decision to Install a Septic Sewer Disposal System to A&A Truck Parts, Block 2508, Lots 6 and 7, on the Tax Map of the Township of Jackson. The Developer, A & A Truck Parts, Inc., assignee is proposing to construct a new compacted asphalt milling parking lot for the purpose of storing trucks and equipment as well as an office trailer. The Developer is applying for preliminary sewer and water approval at this time. The Developer is proposing to provide sanitary sewer service via a dedicated sewer lateral that will convey to a septic field located between the trailer and the West Commodore Boulevard right-of-way since the project is too far for connection. The Developer also proposes to provide water service by connecting to the existing water main in West Commodore Boulevard. The Developer is represented by Professional Design Services, LLC. Preliminary water and acknowledging the Developer's decision to install a septic disposal system has been recommended in our office's November 9, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to 680 Bennetts Mills Road, Block 8701, Lots 18, 22 and 23, on the Tax Map of the Township of Jackson. The Developer, 680 Bennetts Mills Road, LLC, is proposing to construct a 75,000 square-foot office building on the northwest corner of Bennetts Mills Road and North Cooks Bridge Road. The Developer received Preliminary sewer and water approval on August 25, 2022, via Resolution No. 2022-18, which has since expired. The Developer is proposing to service the building for sanitary sewer with a single sanitary sewer lateral conveying to an existing sewer manhole at the corner of Bennetts Mills Road and Cooks Bridge Road. The Developer proposes to provide potable water service to the building with a single water service connecting to an existing water main in Bennetts Mills Road. The Developer is represented by Professional Design Services, LLC. Preliminary Water Approval has been recommended in our office's November 9, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting a Sewer and Water Performance Bond Reduction for Solomon Zolty Major Subdivision, Block 21702, Lot 32 and Block 21801, Lots 57, 58, 59 and 61, on the Tax Map of the Township of Jackson. Solomon Zolty Investments has requested a sewer and water performance bond reduction for Solomon Zolty Major Subdivision, Block 21702, Lot 32 and Block 21801, Lots 57, 58, 59 and 61. Performance Bond No. 800121463, in the amount of \$564,647.00 being reduced to \$164,354.80 has been recommended in our office's November 9, 2023, letter to the Board.

FINANCE COMMITTEE

Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending October 31, 2023 – The Cash Management Report is on hold until next month since the Authority had not received all the bank statements in time for this meeting.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2023 – The Finance Committee has reviewed and is recommending approval this evening.

The Finance Committee discussed that as in prior years a supplemental bill list will be required to pay various vendors including utility invoices and capital projects not yet received due to the timing of this month's meeting. The supplemental bill list would be presented for ratification at next month's Public Meeting.

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 adopt the Authority's 2024 Water/Sewer Operating/Capital Budget State version. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Software Support Agreement with Edmunds GovTech, Contract No. CT-24015, in an Amount Not to Exceed \$15,375.68. The Authority is recommending the accounting Software Support Agreement, Contract No. CT-24015, to Edmunds GovTech, in an amount not to exceed \$15,375.68. This award would be for one (1) year (01/01/2024 – 12/31/2024). Edmunds GovTech is the sole service provider of the Edmunds software. The Finance Committee has reviewed and is recommending approval this evening.

Delta Dental Coverage through the Central Jersey Health Insurance Fund (CJHIF). This resolution is being recommended to award the 2024 Dental Coverage, Contract No. CT-24023 to Delta Dental, through the Central Jersey Health Insurance Fund under an Extraordinary Unspecifiable Services. It is for a term of one (1) year from January 1, 2024 through December 31, 2024, in the amount of \$76,000.00, which may increase or decrease based on the addition or deletion of employees.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 of the 2024 Bi-Annual Ferrous Chloride (Bulk) Contract, Contract No. CT-24004 to Kemira Water Solutions, in an Amount Not to Exceed \$17,440.00. The Authority duly advertised and solicited bids on October 10, 2023, for 2024 Bi-Annual Chemical Supply Contracts, specifically, Ferrous Chloride (Bulk) and Citrus Degreaser for a term of six (6) months, from January 1, 2024 through June 30, 2024. One (1) bid was received and publicly opened on October 20, 2023 for Ferrous Chloride (Bulk) and no bids were received for D-Limone- Citrus Degreaser. The lowest responsive and responsible bidder for the Ferrous Chloride (Bulk) , Contract No. CT-24004, was Kemira Water Solutions, in the amount of \$17,440.00. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Award of a Contract for Caustic Cleanup and Waste Disposal Services, Contract No. CT-23225 to Industrial Environmental Contracting, Inc., in an Amount Not to Exceed \$29,585.00. A chemical storage tank experienced a breach in the primary containment at the Perrineville Water Treatment Plant, which was then contained in the secondary containment area. The emergency could not have been anticipated as the age of the caustic storage tank was less than the normal chemical storage tanks life cycle of twenty (20) to thirty (30) years. The Superintendent of the Authority submitted an emergency purchase requisition dated September 27, 2023 for the removal of approximately 2,750 gallons of 25% Caustic liquid, contained in the secondary containment area, as well as for cleaning the impacted areas of the secondary containment area, itself, in an amount not to exceed \$29,585.00. The Finance Committee reviewed and recommended approval; however, this resolution was inadvertently omitted from the report cited at the Public Meeting.

Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2024 Holiday Schedule. The Authority is recommending approval of the 2024 Holiday Schedule. The holidays have remained the same as prior years but the dates for 2024 have been updated. The Finance Committee has reviewed and is recommending approval this evening.

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 \$121,326.12. from the State. This represents 95 applications approved, 7 applications denied and 43 applications. The LIHWAP portal is currently closed to new applications.
- B. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. option for customers who have arrearages through 4/15/2022. The payment plan has been closed out. All Accounts/customers who did not finish paying off their plans had their balances moved back to their main account. The plan started with 78 accounts but by the end of the 12 months only 17 accounts actually paid their entire payment plan. Sixty-One (61) accounts had balances moved back to their main account.
- C. 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 last one received in May.

PERSONNEL COMMITTEE

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

1. **Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Temporary Full-Time Hire of Megan Torres.** Ms. Megan Torres has the experience and education required to fill the open temporary position under the non-competitive Civil Service Commission title of Clerk 1. The position would be at a rate of \$15.00/hr without benefits, except for the entitlement of sick leave subject to the "New Jersey Earned Sick Leave Law". Ms. Torres' effective date was on November 6, 2023. The Personnel Committee has reviewed and is recommending approval this evening.
2. **Resolution of the Jackson Township Municipal Utilities Authority Authorizing an Unpaid Leave of Absence for Scott Engelbrecht.** Mr. Scott Engelbrecht currently remains out on disability. Mr. Engelbrecht is eligible for unpaid family and medical leave under the Federal Family and Medical Leave Act (FMLA) and may receive up to twelve (12) weeks per year under FMLA, in accordance with the Authority's Personnel Policies and Procedures Manual and Employee Handbook adopted as of October 2023. All absences including temporary disability, workers compensation and sick time will count towards the FMLA twelve (12) week threshold and may be eligible for an extension, as requested in writing by employee and so approved by the Authority's Board. The Authority received

a written request from Mr. Engelbrecht for such extension for (3) three months or as extended by acceptable medical evidence. The Personnel Committee has reviewed and is recommending approval this evening.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

- 2023 – 195 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2023.
- 2023 – 196 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval and Acknowledging the Developer’s Decision to Install a Septic Sewer Disposal System to A&A Truck Parts, Block 2508, Lots 6 and 7, on the Tax Map of the Township of Jackson.
- 2023 – 197 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to 680 Bennetts Mills Road, Block 8701, Lots 18, 22 and 23, on the Tax Map of the Township of Jackson.
- 2023 – 198 Resolution of the Jackson Township Municipal Utilities Authority Granting a Sewer and Water Performance Bond Reduction for Solomon Zolty Major Subdivision, Block 21702, Lot 32 and Block 21801, Lots 57, 58, 59 and 61, on the Tax Map of the Township of Jackson.

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

RESOLUTIONS OFFERED:

- 2023 – 199 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Inspection and Evaluation of Six (6) Water Storage Tanks, Contract No. CT-23226, Through a Fair and Open Process, to Mumford-Bjorkman Associates, Inc., in an Amount Not to Exceed \$14,000.00.
- 2023 – 200 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Software Support Agreement with Edmunds GovTech, Contract No. CT-24015, in an Amount Not to Exceed \$15,375.68.

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

- 2023 – 201 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Bi-Annual Ferrous Chloride Contract, Contract No. CT-24004 to Kemira Water Solutions, in an Amount Not to Exceed \$17,440.00.
- Moved: Commissioner Wildman
Second: Commissioner Porter
Vote: Unanimous
Abstain: none
- 2023 – 202 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 Bressi
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2023 – 203 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Award of a Contract for Caustic Cleanup and Waste Disposal Services, Contract No. CT-23225 to Industrial Environmental Contracting, Inc., in an Amount Not to Exceed \$29,585.00.
- Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2023 – 204 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Temporary Full-Time Hire of Megan Torres.
- Moved: Commissioner Wildman
Second: Commissioner Bressi
Vote: Unanimous
Abstain: none
- 2023 – 205 Resolution of the Jackson Township Municipal Utilities Authority Authorizing an Unpaid Leave of Absence for Scott Engelbrecht.
- Moved: Commissioner Porter
Second: Commissioner Longo
Vote: Unanimous
Abstain: none
- 2023 – 206 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Award of the 2024 Dental Coverage, Contract No. CT-24023 to Delta Dental, Through the Central Jersey Health Insurance Fund, in an Amount Not to Exceed \$76,000.00.
- Moved: Commissioner Bressi
Second: Commissioner Longo
Vote: Unanimous
Abstain: none

2023 – 207 Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2024 Holiday Schedule.

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

CLOSED SESSION:

There was no closed session.

OTHER MATTERS:

Vice Chairwoman Glory noted that the next regular scheduled Public Meeting will be held on Thursday, December 21, 2023, at 5:30 PM.

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

Vice Chairwoman Glory declared the November 16, 2023, Public Meeting adjourned.

End of Minutes