



THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
December 21, 2023
5:30 PM

The Public Meeting of December 21, 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	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

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 November 16, 2023:

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

APPROVAL OF RATE HEARING MINUTES:

Approval of the Minutes from the Rate Hearing Transcripts on November 16, 2023:

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC – Present from the public was Councilwoman Jennifer Kuhn and Councilman Mordechai Burnstein.

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.

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

REPORTS:

EXECUTIVE DIRECTOR’S REPORT

Mr. Harpell reported that the KM arbitration still remains ongoing and the Board will continue to be informed on the progress.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE

None

ENGINEERING COMMITTEE REPORT

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

Resolution of the Jackson Township Municipal Utilities Authority Adopting Revised Rules and Regulations and Specifications for Construction. Our current Rules and Regulations dated April 2011 are in need of some updates and revisions. The following are the updates and revisions presented this month for approval:

1. Updated material specifications on the Water Service Connection drawing detail.
2. The Statement of Utility Services form has been updated to include more precise verbiage when a full application is required.

3. The Preliminary Application, Tentative Application and Final Application forms have been updated to include the new commercial application fee of \$1,000.00 minimum, space for email addresses and a link for electronic submission of the applications. All forms have been formatted to include the same font.
4. The Bonds and Easement forms have been reformatted to have the same fonts.
5. The cover page has been updated to the current revision date of December 2023.

The Engineering Committee has reviewed the updated and are recommending adoption of the updated Rules and Regulations.

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 Sewer and Tentative 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. 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 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 sewer lateral connecting to a proposed private pump station. A proposed force main will convey flow off the site, down Cooks Bridge Road, and down Bennetts Mills Road before ultimately connecting to a sanitary manhole nearest to the Manhattan Street intersection. The Developer also 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 Sewer and Tentative Sewer and Water Approval have been recommended in our office's December 15, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to 715 Bennetts Mills Road Retail-Office, Block 8101, Lot 10, on the Tax Map of the Township of Jackson. The Developer, 715 Bennetts Mills, LLC., is proposing to construct a two-story office and retail facility comprising a total of 43,768 square-feet on the south side of Bennetts Mills Road, between Bennetts Mills Road and Manhattan Street. The Developer is proposing to service the site with the existing sanitary sewer and water services on site. The Developer is represented by Newlines Engineering. Tentative Sewer Approval has been recommended in our office's December 15, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to 651 Herman Road Warehouse, Block 2201, Lot 43, on the Tax Map of the Township of Jackson. The Developer is proposing to construct a 20,859 square-foot mixed usage warehouse and office facility on the east side of Herman Road. The Developer received preliminary sewer and water approval via Resolution No. 2022-130 on September 22, 2022, which has since expired. The Developer is applying for preliminary and tentative sewer and water approval at this time. The Developer proposes to install a single sanitary sewer lateral from the proposed sanitary sewer main in Herman Road to service the building. The Developer also proposes to install a single domestic water service from the proposed main to the building. The Developer is represented by Professional Design Services, LLC. Preliminary and Tentative Sewer and Water Approval has been recommended in our office's December 15, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to Hope Chapel Associates, Block 22601, Lots 1, 2 and 20, on the Tax Map of the Township of Jackson. 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. Final Sewer and Water Approval has been recommended in our office's December 15, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to Six Flags Great Adventure Wild Safari 2024 Camp Improvements Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson. The Developer is proposing to improve the Wild Safari Camp to include a luxury glamping resort. The Developer is applying for preliminary, tentative and final sewer and water service at this time. The Developer proposes to construct new mains and laterals that will tie into the existing sewer and water services built when Camp Adventura was constructed in 2013. The Developer is represented by Colliers Engineering & Design. Preliminary, Tentative and Final Sewer and Water Approval has been recommended in our office's December 15, 2023, letter to the Board.

Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Water to Jackson Woods Water Directional Drill, Block 4101, Lot 20.01, on the Tax Map of the Township of Jackson. Jackson Development Company, LLC has requested a Performance Guarantee release for the water system and sewer force main directional drill improvements for the above-referenced project. Our office has reviewed the project files and performed a site inspection of the bonded improvements and finds that the water system directional drill has passed all required pressure testing, and all items are satisfactory. Providing the Authority has no outstanding administrative concerns we would recommend that the current Water Performance Guarantee in the amount of \$103,824.00 be released. The Performance Bond Release was discussed at the Engineering Committee Meeting and the Performance Bond Release is being recommended for approval this evening.

FINANCE COMMITTEE

Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2023. As discussed, as in prior years a supplemental bill list is required to pay various vendors including utility invoices and capital projects that were not yet received due to the timing of last month's meeting. The supplemental bill is being presented for ratification this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for December 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 Accepting the Cash Management Report for Month Ending October 31, 2023. The Authority's staff and the Finance Committee are recommending acceptance of the Cash Management Report for October 2023.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Short-Term Disability Plan, Contract No. CT-24037, to The Hartford in the amount of \$15,619.52 per Year, for the Years 2024-2025. This resolution is being recommended to award the Short-Term Disability Insurance Plan, Contract No. CT-24037 to The Hartford as Extraordinary Unspecifiable Services (EUS) for a term of 2 Years (01/01/2024 to 12/31/2025). The yearly contract price is \$15,619.52 per year. Under the

policy, the amount can increase or decrease in the amount of \$24,559 per person based on employee count. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Neptune Water Meter Acquisition, Contract No. CT-24009 to RIO Supply Inc., in an amount not to Exceed \$299,356.00. This resolution is being recommended to award the 2024 Neptune Water Meter Acquisition, Contract No. CT-24009 to Rio Supply Inc. in an amount not to exceed \$299,356.00. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Sensus Water Meter Acquisition, Contract No, CT-24010, to Core & Main LP, in an amount not to exceed \$9,820.00. This resolution is being recommended to award the 2024 Sensus Water Meter Acquisition, Contract No. CT-24010 to Core & Main LP. in an amount not to exceed \$9,820.00. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Purchase of a Replacement Pump for Royal Grove Pump Station, Contract No. CT-23227 from Pumping Services, Inc., in an amount not to exceed \$16,094.00. The Authority previously authorized the purchase of a spare pump for Royal Grove Pump Station, but it was back-ordered and not received until October, 31 2023. Meanwhile, prior to arrival of the new pump, the existing pump irreparably broke and the Authority required a rental replacement immediately to ensure the public's health, welfare and safety. The Authority was offered the opportunity to purchase the rental pump from Pumping Services, Inc., in an amount not to exceed \$20,000.00. Pumping Services, Inc. reduced the cost of the pump by fifty percent (50%) of the previously incurred rental charges paid, in the amount of \$3,906.00. This resolution is being recommended to award the one-time Purchase of Replacement Pump for Royal Grove Pump Station, Contract No. CT-24010 to Pumping Services, Inc. in the amount of \$16,094.00. A new pump can cost as much as \$25,000.00. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Change Order No. 1 for 2024 Annual Furnishing of Chemicals, Sodium Hypochlorite Bulk, Contract No. CT-24003 to PVS Minibulk, Inc., in an increased amount not to exceed \$39,900.00. PVS Minibulk, Inc. was awarded the 2024 Annual Furnishing of Chemicals, Sodium Hypochlorite, Bulk via Resolution No. 2023-185 on October 26, 2023, in the amount of \$213,500.00. PVS Minibulk determined they were unable to provide Sodium Hypochlorite Bulk at the bid price as they inadvertently switched the Sodium Hydroxide and Sodium Hypochlorite proposal rate on their bid. PVS Minibulk requested an increase consideration from \$3.05 per gallon to \$3.62 per gallon. The proposed price was less than that of the next low bidder, which was \$4.529 per gallon. PVS Minibulk, Inc. submitted Change Order No. 1 relative to Contract No. CT-24003 to revise the price per gallon from \$3.05 to \$3.62, which increases the total amount of the contract from \$213,500.00 to \$253,400.00. The Authority looked into it and is following the Local Public Contract Laws. The Finance Committee has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing an Intergovernmental Agreement for Oversized Vehicle Cleaning Services, Contract No. CT-24027, with the County of Ocean, in an amount not to exceed \$1,000.00. The Authority has Oversized Vehicles that require periodic cleaning for regular maintenance and does not have the facilities to accommodate such cleaning and is not feasible to make such accommodations, which includes the treatment of wastewater, as required by the Basic Industrial Storm Water General Permit. The County of Ocean (County) does have such facilities for use by the Authority, at 152 Chestnut Street, Toms River, NJ. The County provides an Intergovernmental Agreement which stipulate the instructions for the use of their oversize vehicle cleaning facility which includes that the Authority payments shall be made to the County's Vehicle Services Department and said Agreement shall take effect upon execution by both parties and shall remain in effect Through December 31, 2024. The Authority recommends entering a 2024

Intergovernmental Agreement for Oversized Vehicle Cleaning Services, Contract No. CT-23027, with the County of Ocean, in an amount not to exceed \$1,000.00. 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. However, the State has advised that there are still some pending applications that the Authority may receive payment related to their arrearages.
- B. Twelve (12) month interest free payment plan option for customers who have arrearages through this date. The payment plan has been closed out.
- 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. HomeServe has advised the Authority that there has been no further activity.

Resolution of the Jackson Township Municipal Utilities Authority Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA. 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 Public Relations 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 has reviewed and is recommending approval this evening.

Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2024-2025 Public Meeting Schedule. The Authority’s staff is recommending the adoption of the Public Meeting Schedule for 2024/2025. The 2025 Reorganization meeting will be held prior to the scheduled Public Meeting at 5:30 pm on February 27, 2025.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Assignment of Sewer and Water Connection Fee Waivers from Jackson Development Company, LLC to D. R. Horton, Inc. – New Jersey. The Agreement with Leigh Realty Company (now referred to as Jackson Development Company, LLC) allows for up to 1,545 sewer and 1,447 water connection fee waivers be assigned. Jackson Development Company, LLC and D. R. Horton, Inc. – New Jersey have submitted an Assignment of Connection Rights for Sewer and Water Service dated November 20, 2023 for an additional fifty-five (55) sewer and fifty-five (55) water connection fee waivers. A total of 684 sewer and 684 water connection fee waivers were previously assigned per the Agreement. The Finance Committee has reviewed and is recommending approval this evening.

There is a non-Resolution item. The FSA can increase the contribution by employees each year. This is to advise that the amount will remain the same for next year.

PERSONNEL COMMITTEE

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Alex Hunsinger under the Civil Service Title of Laborer 1. The Authority is looking to authorize the hiring of an open budgeted full-time position for a Meter Reader in the Billing Department. Mr. Alex

Hunsinger has the experience and education required to fill the open Meter Reader position under the non-competitive Civil Service Commission title of Laborer 1. The position would be at a rate of \$16.00/hr (\$33,280.00/yr) with benefits. Mr. Hunsinger’s effective date will be on or about January 2, 2024.

COMMENTS FROM THE PUBLIC

Councilwoman Kuhn asked where she can obtain a list of how many water and sewer connections have been connected. The Authority can provide a copy of the last five (5) years to the Councilwoman.

CONSENT RESOLUTIONS:

- 2023 – 208 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2023.
- 2023 – 209 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the Supplemental Payment of Vouchers, Deposit Refunds and Payroll for November 2023.
- 2023 – 210 Resolution of the Jackson Township Municipal Utilities Authority Accepting the Cash Management Report for Month Ending October 31, 2023.
- 2023 – 211 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Tentative 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 – 212 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to 715 Bennetts Mills Road Retail-Office, Block 8101, Lot 10, on the Tax Map of the Township of Jackson.
- 2023 – 213 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to 651 Herman Road Warehouse, Block 2201, Lot 43, on the Tax Map of the Township of Jackson.
- 2023 – 214 Resolution of the Jackson Township Municipal Utilities Authority Granting Final 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 – 215 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Water to Jackson Woods Water Directional Drill, Block 4101, Lot 20.01, on the Tax Map of the Township of Jackson.
- 2023 – 216 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to Six Flags Great Adventure Camp Adventura Site Improvements Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson.

Moved: Commissioner Wildman
Second: Commissioner Porter
Vote: Unanimous
Abstain: Commissioner Glory abstained from Resolution No. 2023-209, PO No. 23-01693

RESOLUTIONS OFFERED:

2023 – 217 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the Short-Term Disability Plan, Contract No. CT-24037, to The Hartford in the amount of \$15,619.52 per Year, for the Years 2024-2025.

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

2023 – 218 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Neptune Water Meter Acquisition, Contract No. CT-24009 to RIO Supply Inc., in an amount not to Exceed \$299,356.00.

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

2023 – 219 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the 2024 Sensus Water Meter Acquisition, Contract No, CT-24010, to Core & Main LP, in an amount not to exceed \$9,820.00.

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

2023 – 220 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Purchase of a Replacement Pump for Royal Grove Pump Station, Contract No. CT-23227 from Pumping Services, Inc., in an amount not to exceed \$16,094.00.

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

2023 – 221 Resolution of the Jackson Township Municipal Utilities Authority Authorizing an Intergovernmental Agreement for Oversized Vehicle Cleaning Services, Contract No. CT-24027, with the County of Ocean, in an amount not to exceed \$1,000.00.

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

- 2023 – 222 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Change Order No. 1 for 2024 Annual Furnishing of Chemicals, Sodium Hypochlorite Bulk, Contract No. CT-24003 to PVS Minibulk, Inc., in an increased amount not to exceed \$39,900.00.
- Moved: Commissioner Wildman
 Second: Commissioner Porter
 Vote: Unanimous
 Abstain: none
- 2023 – 223 Resolution of the Jackson Township Municipal Utilities Authority Designating Various Organizations to Receive a Charitable Contribution from HomeServe USA.
- Moved: Commissioner Wildman
 Second: Commissioner Glory
 Vote: Unanimous
 Abstain: none
- 2023 – 224 Resolution of the Jackson Township Municipal Utilities Authority Adopting the 2024-2025 Public Meeting Schedule.
- Moved: Commissioner Wildman
 Second: Commissioner Longo
 Vote: Unanimous
 Abstain: none
- 2023 – 225 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Assignment of Sewer and Water Connection Fee Waivers from Jackson Development Company, LLC to D. R. Horton, Inc. – New Jersey.
- Moved: Commissioner Wildman
 Second: Commissioner Porter
 Vote: 4
 Abstain: Commissioner Glory
- 2023 – 226 Resolution of the Jackson Township Municipal Utilities Authority Adopting Revised Rules and Regulations and Specifications for Construction.
- Moved: Commissioner Glory
 Second: Commissioner Wildman
 Vote: Unanimous
 Abstain: none
- 2023 – 227 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of Alex Hunsinger under the Civil Service Title of Laborer 1.
- Moved: Commissioner Porter
 Second: Commissioner Wildman
 Vote: Unanimous
 Abstain: none

CLOSED SESSION:

There was no closed session.

OTHER MATTERS:

Convenience Fee Waiver and Auto Bill Pay request. The Authority received an e-mail requesting consideration to waive convenience charges issued by a third -party provider and implementing auto bill pay. The Authority reached out to the customer and explained that it cannot waive convenience fees for a third-party company. Additionally, auto bill pay would be a concern as it is a high cybersecurity risk. Further noted was that water/sewer bills can vary each quarter which could cause financial complications with a customer. It is suggested that they check with their bank to see if their bank can send in an automatic payment for them.

Chairman Allmann Glory noted that the next regular scheduled Public Meeting will be held on Thursday, January 25, 2024, at 5:30 PM.

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 December 21, 2023, Public Meeting adjourned.

End of Minutes