

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**April 28, 2022**  
**5:30 PM**

The Public Meeting of April 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
Clara Glory, Treasurer	Present
Janet Longo, Secretary	Present
Todd Porter, Assistant Secretary/Treasurer	Present
Lewis Wildman, 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 March 24, 2022

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

**QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:** Present from the public was Mr. Trace Dittenhofer and Mr. Cordts. 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.

**REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT:**

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

**RESOLUTION AUTHORIZING A SHARED SERVICE AGREEMENT WITH THE TOWNSHIP OF JACKSON FOR WATER/SEWER EMERGENCY REPAIRS AND SERVICES ON AN AS-NEEDED BASIS-** The Township of Jackson has asked us to enter into a Shared Services Agreement so that they can utilize our Water/Sewer Emergency Repair and Service Work contractor – J.F. Kiely. We have no objection to this request as we had a similar agreement in-place in 2010 which worked well. In reality, we are just committing to including a provision in our specifications that the selected contractor will honor our prices for the Township as the Township will contract directly with J.F. Kiely if they have work that needs to be completed.

The Engineering and Finance Committees have reviewed and are recommending approval this evening

**RESOLUTION AUTHORIZING THE ASSIGNMENT OF SEWER AND WATER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC TO THE GARDENS AT JACKSON TWENTY-ONE, LLC -** The Authority has received paperwork from Jackson Development Company, LLC to assign twenty-six (26) sewer and water connection fee waivers to the Gardens at Jackson Twenty-One, LLC. At this time there are about 40 units left to be rented, and so it looks like this may be the authorities last waiver request or if anything, maybe 10 more as they are paying cash for the affordable units.

This matter has been discussed with the Engineering and Finance Committees

**FINANCIAL DISCLOSURES** – Financial Disclosures are due April 29, 2022. Joan or Tonya are available if anyone needs assistance with the form.

**ENGINEERING COMMITTEE REPORT:**

Mr. Quijano discussed the following from the Engineering report:

**RESOLUTION AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND AND THE CLOSEOUT OF THE SANITARY SEWER EXTENSION AND PUMP STATION ABANDONMENT, CONTRACT NO. CT-16086, WITH D'ERASMO EXCAVATING, L.L.C. –** D'Erasmus Excavating, LLC. has fulfilled their contractual obligations and has submitted the required contract closeout documents 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 amount of \$282,686.94

The Engineering Committee has reviewed and is recommending approval this evening

**RESOLUTION GRANTING A ONE (1) YEAR EXTENSION FOR PRELIMINARY WATER APPROVAL TO WHITESVILLE COMMONS II, BLOCK 22301, LOTS 17 AND 20 THROUGH 24, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON, –** The Developer is proposing to construct an office park consisting of four (4) 80,000 square foot four-story buildings on the east side of South Hope Chapel Road and south side of Whitesville Road. Hope Chapel Business Park, L.L.C. was granted preliminary water approval via Resolution No. 2021-049 on March 25, 2021, which expired on March 24, 2022. The Developer requested a one (1) year extension of time for this approval. The Staff is recommending a one (1) year extension for preliminary water approval be granted.

**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 AMENDED FINAL WATER APPROVAL TO JACKSON PROPERTIES WAREHOUSE, BLOCK 2101, LOTS 5.01, 5.02 AND 5.03 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The Applicant, Jackson Properties, Inc., is proposing to construct a warehouse facility comprised of three buildings totaling 55,400 square-feet on the South Side of Hyson Road, East of Stanley Place. The applicant is applying for Amended Final Sewer and Water Approval at this time. This project was originally granted Final Sewer and Water Approval at the Authority's February 24, 2022, meeting via Resolution 2022-033. Under the amendment the applicant proposes to install an on-site, eight-inch water main extension to service the site and install one (1) on-site fire hydrant and three (3) two-inch water service to service the proposed warehouses. The applicant proposes to provide sanitary sewer service to the site and a septic system installation. The applicants primary place of business is located at 78 Clinton Road, Fairfield, New Jersey 07004. The applicant is represented by William A. Stevens, P.E. of Professional Design Services, L.L.C., as the engineer.

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

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO SAFSTOR SELF STORAGE, BLOCK 6501, LOT 42.03 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**-The applicant, Safstor Land Co. L.L.C., is proposing to construct a three-story, 104, 211 square-foot self-storage facility on the north side of County Line Road, and west of Corporal Luigi Marciante Memorial Drive. The applicant received Tentative Sewer and Water Approval for this project on October 22, 2020, via Resolution 2020-124. The applicant is applying for Final Sewer and Water Approval at this time. The applicant proposes to construct a water main extension across the frontage of the site and install two (2) fire service as well as one (1) two-inch domestic water service to serve the site. The applicant also proposes to construct a sanitary sewer main extension to be terminated at a manhole on County Line Road and install a sanitary sewer lateral to the proposed sanitary sewer main. The applicant's primary place of business is located at 355 Oneta Street, Suite D100, Athens, Georgia 3061. The applicant is represented by David F Wisotsky, P.E. of Bohler Engineering.

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

**RESOLUTION GRANTING FINAL SEWER AND WATER APPROVAL TO DUBIN OFFICE BUILDING, BLOCK 6501, LOT 42.04, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON**- The applicant, Dubin Contracting, L.L.C. is proposing to construct a 6,000 square-foot office building on the north side of West County Line Road and west of Corporal Luigi Marciante Jr. Memorial Drive. The applicant is applying for final Sewer and Water Approval at this time. This project received Tentative Sewer and Water Approval at the Authority's December 16, 2021, meeting via Resolution 2021-157. The applicant proposes to provide sanitary sewer service to the site by installing a sanitary sewer lateral connecting directly to an existing sanitary manhole in West County Line Road. After service shall be provided by installing a wet tap onto the existing water main on West County Line Road. The applicant's primary mailing address is P.O. Box 1533, Jackson, New Jersey 08527. The applicant's engineer is Robert Espasa, P.E. of PS & S.

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

**RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APPROVAL TO METEDECONK NATIONAL GOLF CLUB, BLOCK 601, LOTS 1.02 AND 42 ON THE TAX MAP OF THE TOWNSHIP OF JACKSON** – The applicant, Metedeconk National Golf Club, is

proposing to construct an on-site annex building, and a 3,320 square-foot training center at the Golf Club's current location on the north side of Routh 195. The applicant is applying for preliminary sewer and water approval at this time. The applicant is proposing to service the site via individual septic disposal systems and potable water wells. The applicant's primary mailing address is 50 Hannah Hill Road, Jackson, New Jersey 08527. The applicant is represented by Mr. William A. Stevens, P., of Professional Design Services, L.L.C.

This has been recommended in our April 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 MARCH 31, 2022** – The Cash Management Report for March 2022 has an average rate of 0.30%. There is no change in fluctuations from the prior month.

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

**RESOLUTION AUTHORIZING THE PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR APRIL 2022** – The total bills submitted for approval are \$799,680.54. This includes the operating expense transfer of \$280,000.00 for funding the payroll account for the month of May.

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

**RESOLUTION AUTHORIZING THE TRANSFER AND RESTRICTION OF FUNDS** – This month's agenda includes a resolution for two fund transfers in a total amount of Three Million Dollars (\$3,000,000.00) to be reserved and restricted for purposes of funding the Authority's capital needs. The first is a request to transfer Two Million dollars (\$2,000,000.00) from the BNY Mellon General Fund account in accordance with the 1996 Bond Covenants to Parke Bank Capital Reserve Fund account. The second request is to transfer One Million Dollars (\$1,000,000) from Ocean First Bank NJEIT Project Account to Parke Bank Capital Reserve Fund account.

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

**RESOLUTION AMENDING THE FIVE (5) YEAR SERVICE AGREEMENT FOR SOLID WASTE COLLECTION AND RECYCLING PICK UP, CONTRACT NO. CT-21019 WITH TRI-STATE CARTING, INC.** - The Authority is requesting to amend the original contract to include a monthly fuel surcharge to offset the rising cost of fuel. In accordance with the current Waste Removal Service Contract No. CT-21019, Terms and Conditions, Article 5, mutually agreed upon by the Authority and Tri-State Carting, Inc. said company reserves the right to adjust the rates specified based upon any increase in landfill and fuel costs.

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

**PANDEMIC-RELATED WATER AND SEWER ARREARAGES** – The Authority has three (3) different bill assistant programs to assist customers in need to help pay their water and sewer bill arrearage. They include Interest Forgiveness, Low-Income Household Water Assistance, and HomeServe.

Public Law P.L. 2022, c.4 extends the relief measures put in place through P.L. 2021, c. 317 for those residential customers who apply for a State-administered utility assistance program prior to June 15, 2022.

As of Friday, April 1, 2022, 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 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 Division of Local Government Services strongly recommends that local utilities providing water, sewer, or electric service refrain from taking any enforcement action against residential customers, including allowing existing lienholders to satisfy the unpaid open charges of residential ratepayers as subsequent payments, until after June 15, 2022.

On March 2, 2022, the Low-Income Household Water Assistance Program (LIHWAP) opened for applications. The program will provide financial assistance to low-income households to reduce the balances they have on their residential water and wastewater bills. This program will in-turn help replace the revenues lost as a result of the pandemic. If the customer who applies qualifies then the state will make payments on their behalf.

The Authority has been informed that the State will be issuing a Local Finance Notice (LFN) with additional information, guidance and clarification related to the bill assistance programs. At this time the Authority is offering the following bill assistance programs in an effort to help its customers who are experiencing financial difficulties including arrearages related to the Pandemic.

- A. Offer effected customers a minimum twelve (12) month interest free payment plan option;
- B. Low-income Household Water Assistance Program (LIHWAP); and
- C. HomeServe Bill Assistance

Along with those two assistance programs we also have HomeServe which also helps customers who need the help of paying their bills. This one is the main bill assistance program that we are trying to help customers to receive.

We are also looking into finding a threshold with the state for these programs.

If anyone needs help or wants information on any of these bill assistance programs, will be able to find more information on our website at [jacksonmua.com](http://jacksonmua.com).

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

**2021 AUDIT**– The Authority remains in communication with representatives from the Authority's auditor, Holman Frenia Allison (HFA), regarding the status of the 2021 audit. Very similar to last year HFA informed that the State has not provided the information to date related to GASB 68 (PERS) and GASB 75 (Post Retirement Liability) which is required to be included in the annual audit. As in the past it is understood that the State may be approving an extension that has not been officially released.

As discussed during the 2020 audit presentation HFA will complete as much of the 2021 audit, excluding the GASB 68 and 75, and plan to present to the Board the draft preliminary financials in either May or June.

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

#### **PERSONNEL COMMITTEE REPORT:**

**RESOLUTION AUTHORIZING AMENDMENTS TO THE SALARY GUIDE AND ELIGABILITY REQUIREMENTS** - The Authority's Salary Guide and Eligibility Requirements were last updated in June 2021. The Authority believes it is appropriate to amend the current Salary Guide and Eligibility Requirements based on the December 2021 CPI which is 5.0%. The 2022 New Jersey minimum wage (\$13.00/hr.) requirement has also been updated as of January 1, 2022. There are also multiple add-on positions including:

- a. Addition of (1) new title under "Clerical" Accounting
  - i. Assistant Supervisor of Accounts
  
- b. Accounting Category of "Non- Clerical" added with eight (8) titles
  - i. Accounting Assistant
  - ii. Accountant
  - iii. Senior Accountant
  - iv. Principal Accountant
  - v. Supervising Accountant
  - vi. Assistant Director of Finance
  - vii. Director Of Finance
  - viii. Chief Financial Officer
  
- c. Addition of two (2) new titles under Human Resource
  - i. Clerk 4
  - ii. Assistant Personnel Director
  
- d. Addition of two (2) new titles under Purchasing
  - i. Account Clerk
  - ii. Account Clerk/Clerk 2
  
- e. Addition of two (2) new titles under Regulatory/Safety
  - i. Clerk 4
  - ii. Coordinator of Safety Programs
  
- f. Addition of two (2) new titles under Office Management
  - i. Clerk 1
  - ii. Clerk 2
  
- g. Addition of two (2) new titles under Information Technology
  - i. Clerk 1
  - ii. Clerk 2
  
- h. Pumping Services Category added with eight (8) titles
  - i. Laborer 1

- ii. Pumping Station Attendant
- iii. Pumping Station Operator
- iv. Sewage Plant Repairer
- v. Pumping Station Repairer
- vi. Pumping Station Repairer/Water Repairer
- vii. Senior Pumping Station Repairer
- viii. Supervising Pumping Station Operator/Sewer Repairer

**Eligibility Requirements Maintenance/Operations**

- 1. Maintenance - No change
- 2. Operations - Revised Senior Water Treatment Plant Operator
  - a. T-2 and W-2 or S-2 or C-2 License

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

**CONSENT RESOLUTIONS:**

- 2022-069 Resolution Accepting the Cash Management Report for the Month Ending March 31, 2022
- 2022-070 Resolution Granting Preliminary Sewer and Amended Final Water Approval to Jackson Properties Warehouse, Block 2101, Lots 5.01, 5.02 and 5.03 on the Tax Map of the Township of Jackson
- 2022-071 Resolution Granting a One (1) Year Extension for Preliminary Water Approval to Whitesville Commons II, Block 22301, Lots 17 and 20 Through 24, on the Tax Map of the Township of Jackson
- 2022-072 Resolution Granting Final Sewer and Water Approval to Safstor Self Storage, Block 6501, Lot 42.03 on the Tax Map of the Township of Jackson
- 2022-073 Resolution Granting Preliminary Sewer and Water Approval to Metedeconk National Golf Club, Block 601, Lots 1.02 and 42 on the Tax Map of the Township of Jackson
- 2022-074 Resolution Granting Final Sewer and Water Approval to Dubin Office Building, Block 6501, Lot 42.04, on the Tax Map of the Township of Jackson

Moved: Commissioner Glory  
 Second: Commissioner Porter  
 Vote: Unanimous  
 Abstain: None

**RESOLUTIONS OFFERED:**

- 2022-075 Resolution Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for April 2022

Moved: Commissioner Porter  
 Second: Commissioner Longo

Vote: Unanimous  
Abstain: Commissioner Glory Abstained from Checks #22-00505 and 22-00549

2022-076 Resolution Authorizing the Transfer and Restriction of Funds

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

2022-077 Resolution Authorizing the Release of the Performance Bond and the Closeout of the Sanitary Sewer Extension and Pump Station Abandonment, Contract No. CT-16086, with D'Erasmus Excavating, LLC

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

2022-078 Resolution Amending the Five (5) Year Service Agreement for Solid Waste Collection and Recycling Pick Up, Contract No. CT-21019 with Tri-State Carting, Inc.

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

2022-079 Resolution Authorizing a Shared Service Agreement with the Township of Jackson for Water/Sewer Emergency Repairs and Services on an As-Needed Basis

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

2022-080 Resolution Authorizing the Assignment of Sewer and Water Connection Fee Waivers from Jackson Development Company, LLC to the Gardens at Jackson Twenty-One, LLC

Moved: Commissioner Porter  
Second: Commissioner Wildman  
Vote: Unanimous  
Abstain: Commissioner Glory

2022-081 Resolution Authorizing Amendments to the Salary Guide and Eligibility Requirements

Moved: Commissioner Glory  
Second: Commissioner Porter  
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, May 26, 2022, at 5:30 PM.

**OTHER MATTERS:**

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

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End of Minutes