

**JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY**  
**OPEN MINUTES**  
**July 26, 2018**  
**5:30 PM**

The Public Meeting of July 26, 2018 was called to order by William Allmann, Chairman

**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 Joan Haltigan, Executive Assistant.

**ROLL CALL OF THE BOARD OF COMMISSIONERS:**

|                                           |         |
|-------------------------------------------|---------|
| William Allmann, Chairman                 | Present |
| Carol Blake, Secretary                    | Present |
| Geneva Clayton, Asst. Secretary/Treasurer | Present |
| Clara Glory, Treasurer                    | Present |
| Vicki Rickabaugh, Vice-Chairwoman         | Present |
| Todd Porter, Alternate                    | Present |

**PROFESSIONALS:**

|                                            |         |
|--------------------------------------------|---------|
| Attorney – William Hiering, 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 |
| Joan Haltigan, Executive Assistant                       | Present |

Approval of the Minutes of the Open Session Public Meeting of June 28, 2018

|          |                     |
|----------|---------------------|
| Moved:   | Commissioner Blake  |
| Second:  | Commissioner Glory  |
| Vote:    | Unanimous           |
| Abstain: | Commissioner Porter |

**QUESTIONS/COMMENTS FROM THE PUBLIC:** At this time, Chairman Allmann closed the public portion of the meeting noting he would reopen it if needed.

**REPORTS:**

**EXECUTIVE DIRECTOR'S REPORT:**

Mr. Harpell reviewed the following item from the Executive Director's report.

**RESOLUTION CONSENTING TO THE ASSIGNMENT OF WATER AND SEWER CONNECTION FEE WAIVERS FROM JACKSON DEVELOPMENT COMPANY, LLC TO THE GARDENS AT JACKSON TWENTY-ONE, LLC** – Jackson Development Company, LLC (f/k/a Leigh Realty Company) would like to assign forty (40) more water and

sewer waivers to The Gardens at Jackson Twenty-One, which is located off West Commodore Boulevard. Per the 2003 Agreement, Jackson Development Company, LLC has the right to assign these waivers to a third-party who obtains an interest in the project and they have elected to do so. This assignment is being done by resolution as the Authority is being asked to “acknowledge and accept” the agreement between the parties.

#### **ENGINEERING COMMITTEE REPORT:**

Mr. Quijano did not have any capital projects or action items to report this month.

#### **CONSULTING ENGINEER’S REPORT:**

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

#### **RESOLUTION GRANTING PRELIMINARY, TENTATIVE AND FINAL WATER APPROVAL TO CARDINALE & JACKSON CROSSING #2, FOR THE MODIFICATION TO THE WESTERN WATER MAIN EXTENSION, BLOCK 3001, LOTS 2, 3, 5, 19 AND 20, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON –**

The applicant, Cardinale & Jackson Crossing #2, is proposing to construct a water main extension. The applicant is applying for Preliminary, Tentative and Final Water approval at this time. The applicant proposes to connect to a proposed water main on Anderson Road and extend a 16” water main through the property to a water main on Monmouth Road in the vicinity of Pine Drive. This is a modification to the Authority’s project by the applicant. We recommended this approval in our July 17, 2018 letter to the Board.

#### **PUBLIC RELATIONS COMMITTEE REPORT:**

None

#### **ADMINISTRATIVE COMMITTEE REPORT:**

None

#### **ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE REPORT:**

Mr. Diaz reviewed the following from the Assistant Executive Director/Director of Finance report.

#### **FINANCE COMMITTEE REPORT:**

**RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR JULY 2018** – The July Bill List presented this month for approval totals \$1,955,411.49. The total amount includes \$225,000.00 for funding the payroll account and \$717,750.00 for OCUA’s 3<sup>rd</sup> quarter 2018 installment.

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

**RESOLUTION AUTHORIZING AWARD TO PURCHASE AND INSTALL LAB EQUIPMENT FOR THE HYSOY ROAD WATER TREATMENT PLANT, CONTRACT NO. CT-18089, TO LAB DESIGN, FENCO, A DIVISION OF UNITED HOSPITAL SUPPLY CORPORATION, IN AN AMOUNT NOT TO EXCEED**

**\$14,291.40** – The Hyson Road Water Treatment Plant laboratory equipment used for daily water testing, including the fume hood, is in need of replacement. The Purchasing Department obtained two (2) quotes to purchase and install lab equipment in an amount ranging from \$14,291.40 to \$23,300.00. The Authority is requesting approval this evening to award Contract No. CT-18089 to Lab Design, Fenco, a Division of United Hospital Supply Corporation in an amount not to exceed \$14,291.40. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AWARD OF A CLEANING SERVICES AGREEMENT, CONTRACT NO. CT-18088, TO ACCSES NEW JERSEY, INC., PURSUANT TO STATE CONTRACT NO. 77110, IN AN AMOUNT NOT TO EXCEED \$13,424.20** – The Authority's current cleaning service agreement expired on June 30, 2018. The Authority's Purchasing Department obtained pricing, under State Contract No. 77110, from its current vendor ACCSES New Jersey, Inc. (ACCSES) in an amount not to exceed \$13,424.20 for a seventeen (17) month period beginning August 1, 2018 through December 31, 2019. ACCSES was originally awarded a six (6) month contract in November 2017 as a trial period. The Purchasing Department has determined that the service provided by ACCSES has been satisfactory over the past six (6) months. The Authority is requesting approval this evening to award Contract No. CT-18088 to ACCSES in an amount not to exceed \$13,424.20. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING AN INTERGOVERNMENTAL AGREEMENT SCHEDULE C WITH THE COUNTY OF OCEAN, CONTRACT NO. CT-18091, IN AN AMOUNT NOT TO EXCEED \$1,000.00** – The Authority's Maintenance Department has oversized vehicles including a Peterbilt Jet/Vac Truck, a Chevrolet 3500 Dump Truck, a Ford F-250 Crane Truck and a Chevrolet 3500 Utility Body Truck, that require periodic cleaning as a regular maintenance program. These vehicles cannot be cleaned on the premises as the Authority would need to have the ability for the treatment of the wastewater which is required by the Basic Industrial Storm Water General Permit, NJPDES Permit No. NJ0088315. The current facility where the Authority brings most of its vehicles for cleaning cannot accommodate the oversized ones. Ocean County Department of Vehicle Services located in Toms River has the facilities for such cleaning and has provided an Intergovernmental Agreement Schedule C to be approved by the Authority. The Authority is requesting approval this evening to award Contract No. CT-18091 to the County of Ocean in an amount not to exceed \$1,000.00 beginning August 1, 2018 through December 31, 2018. The Finance Committee has reviewed and is recommending approval this evening.

**RESOLUTION AUTHORIZING THE TRANSFER AND RESTRICTION OF AUTHORITY FUNDS** – The Authority is requesting approval this evening to transfer Five Hundred Thousand dollars (\$500,000.00) from the BYN Mellon General Fund account to the Parke Bank Capital Reserve account. The transfer is in accordance with the 1996 Bond Covenants and will be used to support the Authority's capital initiatives including 2018. The Finance Committee has reviewed and is recommending approval this evening.

**OTHER MATTERS:** The Authority has been working on a number of projects related to the Hazard Mitigation Grant Program (HMGP) for a number of years following Hurricane Sandy. An application was submitted and the Authority received approval to purchase One (1) Bypass Pump, Two (2) Portable Generators, One (1) 2,000 Gallon Convault Diesel Tank and Two (2) Quick Connects. All projects were completed and paid prior to the June 12, 2018 deadline with a total cost of \$134,955.63. Closing documents were filed with HMGP and the Authority received a check in the beginning of July in the amount of \$128,547.27, with an out-of-pocket

expense of \$6,411.36. This was a long process but the benefits to the Authority and its rate payers certainly made it worthwhile.

## **PERSONNEL REPORT:**

**NEW HIRE** – This evening's agenda includes the ratification of one (1) new hire for Mr. Robert Searles, under the Civil Service Commission title of Laborer 1, in the Meter Reader Department. The Personnel Committee has reviewed and is recommending approval this evening.

## **CONSENT RESOLUTIONS:**

2018-99      Resolution Accepting Cash Management Report for June 2018

2018-100      Resolution Granting Preliminary, Tentative and Final Water Approval to Cardinale & Jackson Crossing #2, for the Modification to the Western Water Main Extension, Block 3001, Lots 2, 3, 5, 19 and 20, on the Tax Map of the Township of Jackson

Moved:      Commissioner Rickabaugh

Second:      Commissioner Blake

Vote:      Unanimous

Abstain:      None

## **RESOLUTIONS OFFERED:**

2018-101      Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for July 2018

Moved:      Commissioner Glory

Second:      Commissioner Blake

Vote:      Unanimous

Abstain:      Commissioner Rickabaugh abstained on check #24733 and Commissioner Clayton abstained on check #24718

2018-102      Resolution Consenting to the Assignment of Water and Sewer Connection Fee Waivers from Jackson Development Company, LLC to The Gardens at Jackson Twenty-One, LLC

Moved:      Commissioner Clayton

Second:      Commissioner Rickabaugh

Vote:      Unanimous

Abstain:      Commissioner Glory

2018-103      Resolution Authorizing Award to Purchase and Install Lab Equipment for the Hyson Road Water Treatment Plant, Contract No. CT-18089, to Lab Design, Fenco, a Division of United Hospital Supply Corporation, in an Amount Not to Exceed \$14,291.40

Moved:      Commissioner Clayton

Second:      Commissioner Glory

Vote:      Unanimous

Abstain: None

2018-104 Resolution Authorizing Award of a Cleaning Services Agreement, Contract No. CT-18088, to ACCSES New Jersey, Inc., Pursuant to State Contract No. 77110, in an Amount Not to Exceed \$13,424.20

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

2018-105 Resolution Authorizing an Intergovernmental Agreement Schedule C with the County of Ocean, Contract No. CT-18091, in an Amount Not to Exceed \$1,000.00

Moved: Commissioner Rickabaugh  
Second: Commissioner Blake  
Vote: Unanimous  
Abstain: None

2018-106 Resolution Authorizing the Transfer and Restriction of Authority Funds

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

2018-107 Resolution Ratifying the Permanent Hire of Robert Searles Under the Civil Service Title of Laborer 1

Moved: Commissioner Blake  
Second: Commissioner Rickabaugh  
Vote: Unanimous  
Abstain: None

At this time, present from the public was Mr. Cordts. Mr. Cordts had a question pertaining to the earlier discussion this evening regarding the Intergovernmental Agreement Schedule C with the County of Ocean. Mr. Cordts' question was whether the Authority was cleaning the vehicles on the water or sewer side. Mr. Harpell responded the cleaning is for the entire fleet. The County has a recycling system at a cost of approximately \$30.00 per wash. The vehicles could be washed inside and outside. This contract is not for the cleaning of the inside tank of the jet/vac truck which is washed out and disposed into the sewer system. The smaller vehicles are currently being cleaned at the Country Sudser Car Wash in Howell, however, this facility cannot accommodate the larger vehicles. Mr. Cordts asked about the timeline for the western water main extension. Mr. Quijano responded that the contractors should start stringing the pipe tomorrow and Monday, and the project should be starting next week, following the approval of the traffic control plan. The project will begin on Patterson Road, before schools open. Mr. Harpell stated that the Authority is still waiting on some County road opening permits and their traffic plan so the county roads may not be started right away. Patterson Road is a Township road.

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place August 23, 2018 at 5:30 PM.

**OTHER MATTERS:**

With no further matters to discuss, Commissioner Rickabaugh made a motion to adjourn. Commissioner Blake seconded the motion and it was passed unanimously. Chairman Allmann declared the July 26, 2018 Public Meeting adjourned.

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End of Minutes