

JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
OPEN MINUTES
February 28, 2019
5:30 PM

The Public Meeting of February 28, 2019 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	Excused
Clara Glory, Treasurer	Present
Vicki Rickabaugh, Vice-Chairwoman	Present
Todd Porter, Alternate	Present

PROFESSIONALS:

Attorney – Michael 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
Joan Haltigan, Executive Assistant	Present

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

Approval of the Open Session Public Meeting of January 24, 2019

Moved:	Commissioner Rickabaugh
Second:	Commissioner Glory
Vote:	Unanimous
Abstain:	Commissioner Blake

Approval of the Minutes of the Reorganization Meeting of February 7, 2019

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

REPORTS:

EXECUTIVE DIRECTOR'S REPORT:

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

RESOLUTION AUTHORIZING A FIVE-YEAR CONTRACT WITH THE ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE - James Diaz's contract is due to expire in February and would like to recommend him for another five (5) year contract, which will bring Mr. Diaz to twenty-five (25) years with the Authority. The contract has been reviewed by the Authority's Labor Counsel, Thomas Gannon, Esq. as well as the Finance and Personnel Committees. The Authority is requesting approval this evening to authorize a five (5) year contract with the Assistant Executive Director/Director of Finance.

OCEAN COUNTY UTILITIES AUTHORITY – The Authority received a Deficiency Notification from the Ocean County Utilities Authority (OCUA) this year as the flows are up. The Authority does not believe the deficiency is representative of our system flows but there was a lot of rain in 2018. The Authority believes it should be monitored and may want to conduct a flow study in early 2019. OCUA is designing the new metering station per our agreement, which is almost ready for construction and should solve a lot of the problems.

RESOLUTION AUTHORIZING THE DESTRUCTION OF RECORDS BEYOND THE STATE'S RETENTION PERIOD REQUIREMENT - Joan has assembled ninety (90) banker boxes that exceed the retention requirement of the Division of Revenue and Enterprise Services – Records Management Services within the State of New Jersey (State). The records have been reviewed by our Auditor as well as the State. This has been reviewed with the Finance Committee and the Authority is requesting approval this evening to authorize the destruction of these records. In addition, the new warehouse will be operational in 2019 and we do not want to bring over excess files. Another destruction of records is being scheduled for this year.

SPRING FLUSHING – The Authority has historically flushed all of our hydrants annually but this is now a requirement of the Water Quality Accountability Act. As such, our staff would like to flush a portion of our hydrants starting on April 1st and complete the flushing in the fall, noting that fall flushing can sometimes be impacted by weather. The schedule will be posted on our website.

ENGINEERING COMMITTEE REPORT:

Mr. Quijano reviewed the following item from the Engineering report.

RESOLUTION AUTHORIZING AWARD OF THE 2019 WATER TANK SPOT REPAIRS, CONTRACT NO. CT-19040, TO US TANK PAINTING, INC., IN AN AMOUNT NOT TO EXCEED \$93,000.00 – In October 2018, Mumford-Bjorkman Associates, Inc., performed the Authority's five (5) year routine inspections/evaluation of our water storage tanks. As preventive maintenance, minor spot repairs on the interior and exterior surfaces of four (4) tanks are necessary. The Authority advertised and solicited bids on January 14, 2019. Five (5) bids were received and publicly opened on February 8, 2019, ranging from a low of \$93,000.00 to a high of \$175,700.00 for the base bid plus the alternate bid item for the Bartley Road Tank Pressure Wash Cleaning Exterior. The Authority's staff and Engineering Committee have reviewed and are recommending award of the Authority's 2019 Water Tank

Spot Repairs, Contract No. CT-19040, to US Tank Painting, Inc., in an amount not to exceed \$93,000.00.

RESOLUTION AUTHORIZING AWARD OF THE GRAWTOWN BRIDGE SEWER FORCE MAIN RELOCATION, CONTRACT NO. CT-19041, TO KARKA CONSTRUCTION, INC., IN AN AMOUNT NOT TO EXCEED \$135,605.00 - The County of Ocean is scheduled to reconstruct the wooden bridge on Grawtown Road in July of this year. Our 8" force main will be in conflict with the construction of the new bridge and will have to be relocated. The new force main will be horizontally directional drilled under the stream bed and outside the proposed bridge footprint to avoid construction activities associated with the bridge replacement. The Authority advertised and solicited bids on February 12, 2019. Five (5) bids were received and publicly opened on February 21, 2019, ranging from a low of \$135,605.00 to a high of \$463,185.00. The Authority's staff and Engineering Committee have reviewed and are recommending award of the Grawtown Bridge Sewer Force Main Relocation, Contract No. CT-19041, to Karka Construction, Inc., in an amount not to exceed \$135,605.00.

RESOLUTION AUTHORIZING CHANGE ORDER NO. 1 FOR THE MANHATTAN STREET COMPLEX WATER STORAGE IMPROVEMENT AND WAREHOUSE, CONTRACT NO. CT-17069, WITH EAGLE CONSTRUCTION SERVICES, INC., IN THE INCREASED AMOUNT OF \$670.77 – The Authority has some additions to the contract totaling \$128,891.77. At the same time the Authority has elected not to proceed with certain items in the contract which decreases the contract price in the amount of \$128,221.00. As a result, the Authority is requesting authorization for Change Order No. 1 in the increased amount of \$670.77. The Authority staff and Engineering Committee have reviewed and are recommending approval this evening. It was noted, one of the biggest changes in the project was to upgrade the painting system on the water storage tank, both interior and exterior. The upgrade includes a product that is guaranteed up to twenty (20) years. Chairman Allmann stated that the tanks will continue to be inspected every five (5) years.

RESOLUTION AUTHORIZING AWARD OF TASK ORDER CHANGE NO. 2, TO O'BRIEN AND GERE ENGINEERS, INC., FOR THE MANHATTAN STREET FACILITY IMPROVEMENTS, CONTRACT NO. C4-00039, IN AN AMOUNT NOT TO EXCEED \$27,796.48 – Task Order Change No. 2 is to replenish O'Brien & Gere Engineers, Inc., construction management service fees, which were expended during the original contract with KM Construction, Inc., whose contract was in default. Task Order Change No. 2, revises the construction management services, which replenishes some of the expenses occurred while working with KM Construction, Inc. The total amount for the additional construction services is \$27,796.48. The Authority's staff and Engineering Committee are recommending approval of Task Order Change No. 2.

RESOLUTION AUTHORIZING WATER SERVICE AGREEMENTS WITH JERRY'S AUTO BODY, BLOCK 2603, LOT 16, AND ALEF NJ, LLC (WEST COMMODORE BUSINESS PARK), BLOCK 2603, LOT 13, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – Jerry's Auto Body and ALEF NJ, LLC, (Owners) wish to connect their premises to the newly installed water mains on West Commodore Blvd, which is part of the Western Water Main Extension Project. The Owners are utilizing our Contractor to install the water services and will reimburse the Authority for the cost of work being completed via a Water Service Agreement. The Authority's staff and Engineering Committee are recommending approval of the Water Service Agreements.

CONSULTING ENGINEER'S REPORT:

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

RESOLUTION GRANTING PRELIMINARY SEWER APPROVAL TO WEST COMMODORE WAREHOUSE, BLOCK 2501, LOT 3, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, 340 West Commodore, LLC, is proposing to construct three (3) one-story warehouse buildings with a total of 334,110 square feet of floor area, between West Commodore Blvd and Interstate Highway 195. The applicant is applying for preliminary sewer service at this time. The applicant proposes to provide sanitary sewer service to the warehouses by installing a pump station and connecting to the existing 16" force main located in Commodore Blvd. Alternatively, the applicant proposes to service the facilities with a septic system. The applicant was informed that the Authority does not permit direct connections to their force main and they should investigate alternative methods to provide sewer service to this site. We recommended preliminary sewer approval be granted to this project with a pumping station and force main or septic system, both being acceptable proposals. We recommended this approval in our February 18, 2019 letter to the Board.

RESOLUTION GRANTING FINAL SEWER AND WATER TO JACKSON TOWNSHIP SCHOOL DISTRICT TRANSPORTATION FACILITY, BLOCK 13801, LOT 1.01, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Jackson Township Board of Education, is proposing to construct a transportation facility consisting of a fueling station, a bus maintenance facility, and school bus parking facilities along Pride Parkway. The applicant is applying for final approval at this time. The applicant proposes to install a 3" water main to provide domestic water service to the bus maintenance facility as well as a 6" water main to provide fire service to the site. The applicant proposes to provide sewer service to the site by extending a 6" lateral through the site. We recommended this approval in our February 18, 2019 letter to the Board.

RESOLUTION GRANTING TENTATIVE SEWER (ON-SITE) AND WATER (ON-SITE AND OFF-SITE) APPROVAL TO DENTON PINES SUBDIVISION, BLOCK 20601, LOT 10, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Denton Pines, LLC, is proposing to construct thirty-five (35) residential lots and eight (8) affordable housing units according to the RG-2 zone requirements. The site is located on the north side of Whitesville just west of Denton Ave. Sanitary sewer service is to be provided by gravity sewer connection to a proposed regional pump station. Water service is to be provided by extension of the water main located at South Hope Chapel Road. We recommended this approval in our February 18, 2019 letter to the Board. Chairman Allmann noted that this is a stand-alone application, which would become regional when other developers come on board.

RESOLUTION GRANTING PRELIMINARY SEWER AND WATER APROVAL TO JACKSON TRAILS MAJOR SUBDIVISION, BLOCK 23001, LOTS 22 THROUGH 29, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON - The applicant, Jackson Trails, LLC, is proposing to construct a four hundred fifty nine (459) lot subdivision along South Hope Chapel Road. The applicant proposes to provide water service to the site by extending a 12" DIP water main from the corner of Whitesville Road and South Hope Chapel Road in Jackson Township to the project location and from Route 571 in Manchester Township to the site. The applicant proposes to provide sewer service to the site by installing an on-site pump station and extending a system of force main and gravity sewer to the existing gravity sewer located at the corner of Arden Drive and Ridgeway Road in Manchester Township. It was noted, it is

approximately fifty-eight (58) acres and will interconnect with Manchester Township. The applicant is applying for preliminary sewer and water approval. We recommended this approval in our February 18, 2019 letter to the Board.

RESOLUTION GRANTING PRELIMINARY REGIONAL PUMP STATION APPROVAL TO PINEROCK WALK AT JACKSON, BLOCK 19501, LOTS 29 AND 30, ON THE TAX MAP OF THE TOWNSHIP OF JACKSON – The applicant, Yerek Jackson 46, LLC, is proposing to construct a Sanitary Sewer Pumping Station to service a forty-six (46) subdivision and serve as a Regional Pumping Station for the Jackson MUA Sanitary Sewer System. The applicant is applying for sewer service at this time. We recommended this approval in our February 18, 2019 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 ACCEPTING CASH MANAGEMENT REPORT FOR MONTH ENDING JANUARY 31, 2019 - The January Cash Management Report has been reviewed by the Finance Committee and is being recommended for approval this month.

RESOLUTION AUTHORIZING PAYMENT OF VOUCHERS, DEPOSIT REFUNDS AND PAYROLL FOR FEBRUARY 2019 - The February Bill List was presented this month for approval totaling \$2,486,682.47. The majority is for the New Jersey Environmental Infrastructure Financing Program (NJEIFP) projects. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE PURCHASE OF DBI-SALA CONFINED SPACE EQUIPMENT, CONTRACT NO. CT-19043, PURSUANT TO STATE CONTRACT NO. 19-FLEET-00566, TO W.W. GRAINGER, INC., IN AN AMOUNT NOT TO EXCEED \$7,019.44 – The Authority is in need of new confined space entry equipment. Two (2) quotes were obtained for a DBI-SALA Tripod, Winch and Harness in amounts ranging from \$7,019.44 to \$7,205.76. The quote submitted by W.W. Grainger, Inc., which is also a State Contract vendor, was most responsive and cost effective. The resolution being presented this evening is authorize the award to W.W. Grainger, Inc., for the purchase of confined entry safety equipment, Contract No. CT-19043, under State Contract No. 19-Fleet-00566, in an amount not to exceed \$7,019.44. It was noted that even though the Authority is afforded the ability to purchase through the Cooperative Purchasing Organizations and the State, we still request second quotes to obtain the best available pricing. The Finance Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING THE APPROVAL OF LINE ITEM ADJUSTMENTS TO THE 2018 SEWER/WATER OPERATING BUDGET - The Authority reviews budget line items annually where there are shortfalls on individual expense line items and entails reclassing budget dollars from one expense line that is projected to come in under budget to cover an expense line item that is projected to come in over budget. This report was previously submitted to the Board for review. The line item adjustments would not cause an increase/decrease in the 2018 operating expense but rather clean up the individual line items. The Finance Committee has reviewed and is recommending approval this evening.

ELECTED OFFICIAL TRAINING - As a reminder, the Elected Official Training is scheduled for March 28, 2019 at 5:00 pm. Mr. Mike Avalone from Conner Strong & Buckelew will conduct the annual training. Also before the Board, is the on-line version should you choose this method of training.

PERSONNEL COMMITTEE REPORT:

NEW HIRE – This month’s agenda includes one (1) new hire for the open budgeted position in Buildings & Grounds for Mr. William Gajdzisz, under the Civil Service title of Laborer 1. The Personnel Committee has reviewed and is recommending approval this evening.

RESOLUTION AUTHORIZING AN UNPAID LEAVE OF ABSENCE FOR SANA SIDDIQUI – Sana Siddiqui has been placed on short-term disability effective February 18, 2019. Mrs. Siddiqui’ short-term disability coverage will end on or about May 13, 2019 and she would like to further utilize New Jersey Family Leave Insurance for the period of May 14, 2019 until on or about June 20, 2019. The resolution being presented this evening is for approval to authorize an unpaid leave of absence for Sana Siddiqui until one about June 20, 2019. The Personnel Committee has reviewed and is recommending approval this evening.

CONSENT RESOLUTIONS:

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| 2019-027 | Resolution Accepting the Cash Management for Month Ending January 31, 2019 |
| 2019-028 | Resolution Granting Final Sewer and Water Approval to Jackson Township School District Transportation Facility, Block 13801, Lot 1.01, on the Tax Map of the Township of Jackson |
| 2019-029 | Resolution Granting Preliminary Regional Pump Station Approval to Pinerock Walk at Jackson, Block 19501, Lots 29 and 30, on the Tax Map of the Township of Jackson |
| 2019-030 | Resolution Granting Tentative Sewer (On-Site) and Water (On-Site and Off-Site) Approval to Denton Pines Subdivision, Block 20601, Lot 10, on the Tax Map of the Township of Jackson |
| 2019-031 | Resolution Granting Preliminary Sewer Approval to West Commodore Warehouse, Block 2501, Lot 3, on the Tax Map of the Township of Jackson. |
| 2019-032 | Resolution Granting Preliminary Sewer and Water Approval to Jackson Trails Major Subdivision, Block 23001, Lots 22 through 29, on the Tax Map of the Township of Jackson |

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

RESOLUTIONS OFFERED:

2019-033 Resolution Authorizing Payment of Vouchers, Deposit Refunds and Payroll for February 2019

Moved: Commissioner Glory
Second: Commissioner Rickabaugh
Vote: Unanimous
Abstain: Commissioner Rickabaugh abstained on check #25403

2019-034 Resolution Authorizing Award of the 2019 Water Tank Spot Repairs, Contract No. CT-19040, to US Tank Painting, Inc., in an Amount Not to Exceed \$93,000.00

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

2019-035 Resolution Authorizing Award of the Grawtown Bridge Sewer Force Main Relocation, Contract No. CT-19041, to Karka Construction, Inc., in an Amount Not to Exceed \$135,605.00

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

2019-036 Resolution Authorizing Change Order No. 1 for the Manhattan Street Complex Water Storage Improvement and Warehouse, Contract No. CT-17069, with Eagle Construction Services, Inc., in the Increased Amount of \$670.77

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

2019-037 Resolution Authorizing Award of Task Order Change No. 2, to O'Brien & Gere Engineers, Inc., for the Manhattan Street Facility Improvements, Contract No. C4-00039, in an Amount Not to Exceed \$27,796.48

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

2019-038 Resolution Authorizing Water Service Agreements with Jerry's Auto Body, Block 2603, Lot 16 and ALEF NJ, LLC (West Commodore Business Park), Block 2603, Lot 13, on the Tax Map of the Township of Jackson

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

2019-039 Resolution Authorizing the Purchase of DBI-SALA Confined Space Equipment, Contract No. CT-19043, Pursuant to State Contract No. 19-FLEET-00566, to W.W. Grainger, Inc., in an Amount Not to Exceed \$7,019.44

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

2019-040 Resolution Authorizing the Destruction of Records Beyond the State's Retention Period Requirement

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

2019-041 Resolution Authorizing the Approval of Line Item Adjustments to the 2018 Sewer/Water Operating Budget

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

2019-042 Resolution Authorizing the Permanent Hire of William Gajdzisz Under the Civil Service Title of Laborer 1

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

2019-043 Resolution Authorizing a Five-Year Contract with the Assistant Executive Director/Director of Finance

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

2019-044 Resolution Authorizing an Unpaid Leave of Absence for Sana Siddiqui

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

There was no closed session.

Chairman Allmann noted that the next Public Meeting will take place March 28, 2019 at 5:30 PM. There will be a training session at 5:00 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 February 28, 2019 Public Meeting adjourned.

End of Minutes