THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
May 22, 2025, 5:30PM

The Public Meeting of May 22, 2025, was called to order by Chairman Todd Porter. 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 Todd Porter led the Commissioners in the Pledge of Allegiance.

The Open Public Meetings Act notice was read into the record by Heather Famelio, Executive 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:

THE BOARD OF COMMISSIONERS

Karen Bressi, Secretary	Present
Richard Egan, Assistant Secretary/Treasurer	Present
Janet Longo, Treasurer	Present - Telephone
Todd Porter, Chairman	Present
Lewis Wildman, Vice-Chairman	Present
Gregory Stafford-Smith, Alternate II	Present
Josh Vann, Alternate I	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Pamela Hilla, PE	Present
Court Reporter – Kelly McArdle	Present

AUTHORITY STAFF

James Diaz, Asst. Executive Director/Dir. of Finance	Present
Earl Quijano, Principal Engineer	Present
Heather Famelio, Executive Assistant	Present

Present from the public were Christopher Gotz and Christopher Parks.

OPENING STATEMENT:

As Executive Assistant, 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.

2025 Rate Hearing – Chairman Porter called the Maple Glen Mobile Home Park Rate Hearing to order. The minutes of the rate hearing are transcribed under separate cover.

APPROVAL OF RATES:

2025-083 Resolution of the Jackson Township Municipal Utilities Authority Adopting the **Maple Glen Mobile Home Park** Rate Schedule.

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

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of April 24, 2025:

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

QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

At this time, Chairman Todd Porter 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 Todd Porter left the public session open until the voting session.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT

Salary Guide/Eligibility Requirements

Updated Salary Guide and Eligibility Requirements for Collections & Distribution/Technical Advisory and Operations – requesting approval.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

There weren't any **Administrative & Public Relations Committee** meetings to report on this evening.

PRINCIPAL ENGINEER'S REPORT

Mr. Quijano reported on the following **action items** for discussion this evening from the Engineering Committee.

Jackson One Warehouse, Block 2701, Lots 32 and 33 – Granting a Performance Bond Release.

In their letter dated April 30, 2025, Jackson One LLC requested a Performance Guarantee release for the Water System for the above-mentioned project.

The Developer Jackson One, LLC, has fulfilled their obligations and submitted the requirements for the above-referenced project.

The Authority's staff recommended that the Performance Bond for Water in the amount of $214,680.84 be released.

12 Knight Drive, Block 16005, Lot 35 – Authorizing a Sewer and Water Service Agreement.

The Homeowner of 12 Knight Drive planted a row of trees on the Authority's 20-foot-wide Utility easement. The Agreement will allow the homeowner to maintain the planted trees and the homeowner will be responsible for removing and restoring all infrastructures if the Authority must perform maintenance and repair of the water and sewer lines within the easement.

CONSULTING ENGINEER'S REPORT

On behalf of Remington and Vernick Engineers, Mrs. Pamela Hilla reported on the following developer approval this evening:

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **922 Hyson Road House of Worship**, Block 1204, Lot 34, On the Tax Map of the Township of Jackson. Recommending Final Sewer and Water Approval per our office's May 16, 2025, letter to the office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **14 Steuben Lane Office**, Block 7309, Lot 7, On the Tax Map of the Township of Jackson. Recommending Final Water Approval per our office's May 16, 2025, letter to the office of the Executive Director.

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE'S – FINANCE REPORT

Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending April 2025.**

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for May 2025.**

Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Award of the Bi-Annual Furnishing of Chemicals 2025 Contracts, Contract Nos. CT-25005 Through CT-25008, In an Amount Not to Exceed $461,041.48.**

Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Award of a 60 Month Lease Agreement, Contract No. CT-25067, Pursuant to State Contract No. 25-COMG-99562/M2075, to TGI Office Automation, In an Amount of $15,172.80 Plus "Cost Per Page" Overage Charges.**

ASSISTANT EXECUTIVE DIRECTOR/DIRECTOR OF FINANCE'S – PERSONNEL REPORT

Resolution of the Jackson Township Municipal Utilities Authority Ratifying the **Permanent Hire of Bradley Hockenjos Under the Civil Service Title of Laborer 1 (Meter Reader).**

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Permanent Hire of Susan Philbrook Under the Civil Service Title of Account Clerk (Lead Accountant).**

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Permanent Hire of Kelsey Conover Under the Civil Service Title of Laborer 1 (Collections & Distribution).**

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 084 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **922 Hyson Road House of Worship**, Block 1204, Lot 34, On the Tax Map of the Township of Jackson.

2025 - 085 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Water to **Jackson One Warehouse**, Block 2701, Lots 32 and 33, on the Tax Map of the Township of Jackson.

2025 - 086 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a Sewer and Water Service Agreement with **12 Knight Drive**, Block 16005, Lot 35, On the Tax Map of the Township of Jackson.

2025 - 087 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **14 Steuben Lane Office**, Block 7309, Lot 7, On the Tax Map of the Township of Jackson.

2025 - 088 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending April 2025.**

2025 - 089 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll for May 2025.**.

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Abstain: None

RESOLUTIONS OFFERED:

2025 - 090 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Award of the Bi-Annual Furnishing of Chemicals 2025 Contracts, Contract Nos. CT-25005 Through CT-25008, In an Amount Not to Exceed $461,041.48.**

Moved: Commissioner Bressi
Second: Commissioner Egan
Vote: Unanimous
Abstain: None

2025 - 091 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Award of a 60 Month Lease Agreement, Contract No. CT-25067, Pursuant to State Contract No. 25-COMG-99562/M2075, to TGI Office Automation, In an Amount of $15,172.80 Plus "Cost Per Page" Overage Charges.**

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Abstain: None

2025 - 092 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Amendments to the Salary Guide and Eligibility Requirements.**

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

2025 - 093 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the **Permanent Hire of Bradley Hockenjos Under the Civil Service Title of Laborer 1 (Meter Reader).**

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Abstain: None

2025 - 094 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Permanent Hire of Susan Philbrook Under the Civil Service Title of Account Clerk (Lead Accountant).**

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

2025 - 095 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Permanent Hire of Kelsey Conover Under the Civil Service Title of Laborer 1 (Collections & Distribution).**

Moved: Commissioner Bressi
Second: Commissioner Egan
Vote: Unanimous
Abstain: None

Resolution for Closed Session

2025 - 096 Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters.

Moved: Commissioner Bressi
Second: Commissioner Egan
Vote: Unanimous
Abstain: None

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NEXT MEETING DATES:

June 26, 2025, at 5:30pm

ADJOURNMENT:

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