THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
February 27, 2025 5:30PM

The Public Meeting of February 27, 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
Todd Porter, Chairman	Present
Lewis Wildman, Vice-Chairman	Present – Via Zoom
Gregory Stafford-Smith, Alternate II	Present
Josh Vann, Alternate I	Present

OTHER ATTENDEES:

PROFESSIONALS

Attorney – Michael J. McKenna, Esq.	Present
Consulting Engineer – Jack Berens, PE	Present
Consulting Engineer – Nicholas Brown, PE	Present

AUTHORITY STAFF

James Diaz, Asst. Executive Director/Dir. of Finance	Present
Earl Quijano, Principal Engineer	Present
Heather Famelio, Executive Assistant	Present
Carolyn Mauro, Director of Administration and Program Development	Present

Present from the public were Christopher Gotz, Christopher Parks, Sana Siddiqui, Nicholas Specht, Clara Glory, Council President, Jennifer Kuhn and Trace Dittenhofer.

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.

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of January 23, 2025:

Moved:	Commissioner	Egan
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

1. MEL's Annual Elected Officials Training Program - 2024-2025 Elected Officials Risk Management Seminar

As a reminder, Mr. Thomas Merchel, from Conner Strong and Buckelew, will present the annual Elected Official training in-person at 5:00pm on March 27, 2025, prior to the regularly scheduled Public Meeting. This year's seminar will discuss how municipal leaders can protect their communities and themselves from lawsuits.

Additionally, the online course is also available as well for those wishing to do the training through the MEL Learning Management System. Attached is a flyer which includes instructions for accessing the course. The course must be completed by **May 2025** for the Authority to receive the $250.00 credit consideration against its 2025 assessment for Commissioners and the Executive Director representative who completes the training.

This matter has been discussed with the Finance Committee.

The Authority has two items to discuss in the Closed Session.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

There weren't any **Public Relations & Administrative 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.

1. Bennetts Mills Road Force Main Inspection, Contract No. CT-25202, Authorizing the Award to National Water Main Cleaning Company, in an amount not to Exceed $30,056.25.

The Authority's existing eight-inch (8"), six (6) mile Force Main located primarily on Bennetts Mills Road in Jackson Township is in need of inspection.

The Authority advertised a fair and open Request for Quotation on February 11, 2025, and received one (1) response to the Request for Quotation totaling $30,056.25 from National Water Main Cleaning Company.

The quote has been discussed at the Engineering Committee Meeting.

The Authority's staff are recommending the award of contract for the Bennetts Mills Road Force Main Inspection, Contract No. CT-25202 to National Water Main Cleaning Company, in the amount of $30,056.25, as the lowest responsive and responsible quote.

CONSULTING ENGINEER'S REPORT

On behalf of Van Cleef Engineering Associates, Mr. Jack Berens reported on the following developer approval this evening:

Resolution of the Jackson Township Municipal Utilities Authority Granting Amended Tentative Sewer and Water Approval to **Adventure Crossing Phase 3**, Block 3001, Lot 1, on the Tax map of the Township of Jackson. Recommending Amended Tentative Sewer & Water Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Acknowledging the Developer's Decision to Install A Septic Sewer Disposal System and Well Water For **ECD NY, INC. Warehouse**, Block 101, Lot 3, on the Tax Map of the Township of Jackson. Acknowledgement of Septic System and Potable Water Well per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to **180 Jackson Mills Road**, Block 4301, Lot 20, on the Tax Map of the Township of Jackson. Recommend Tentative Sewer & Water Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Meir Zolty House of Worship**, Block 14101, Lot 19 and 21, on the Tax Map of the Township of Jackson. Recommend Final Sewer & Water Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **33 South New Prospect Daycare,** Block 5902, Lot 53, on the Tax Map of the Township of Jackson. Recommend Preliminary Sewer & Water Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Solomon Zolty Grawtown Subdivision**, Block 19501, Lot 35, on the Tax Map of the Township of Jackson. Recommend Final Sewer Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Acknowledging the Developer's Decision to Install a Septic Sewer Disposal System and Granting Preliminary Water Approval to **14 Steuben Lane Office**, Block 7309, Lot 7, on the Tax Map of the Township of Jackson. Acknowledgement of Septic System and recommend Preliminary Water Approval per our February 21, 2025, letter.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Swanborne Phases 1-3**, Block 20801, Lots 1, 8-12, 15-18, 28 and Block 20701, Lot 3 on the Tax Map of the Township of Jackson. Recommend Final Sewer & Water & Pump Station Approval per our February 21, 2025, letter.

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 January 2025.**

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order and Close Out of 2024 Bi-Annual Chemical Contracts.**

Resolution of the Jackson Township Municipal Utilities Authorizing **Final Quantities Change Order No. 1 and Closeout of the 2024 Neptune Water Meter Acquisition, Contract No. CT-24009, with Rio Supply, Inc., in the Decreased Amount of <$33.00>.**

Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 and Closeout of the 2024 Sensus Water Meter Acquisition, Contract No. CT-24010, With Core & Main LP, in the Decreased Amount of <$7,120.00>.**

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

Mr. Diaz reported that there were **4 action items** for discussion this evening from the Personnel Committee.

1. Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Veronica Marciano Under the Civil Service Title of Clerk 1.**

2. Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Kathleen Lexa to the Civil Service Title of Customer Service Representative.**

3. Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Daniel R. Howell to the Civil Service Title of Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator.**
4. Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Sharon Madore Under the Civil Service Title of Account Clerk.**

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 031 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **Bennetts Mills Road Force Main Inspection,** Contract No. CT-25202, To National Water Main Cleaning Company, In an Amount Not to Exceed $30,056.25.

2025 - 032 Resolution of the Jackson Township Municipal Utilities Authority Granting Amended Tentative Sewer and Water Approval to **Adventure Crossing Phase 3**, Block 3001, Lot 1, on the Tax map of the Township of Jackson.

2025 - 033 Resolution of the Jackson Township Municipal Utilities Authority Acknowledging the Developer's Decision to Install A Septic Sewer Disposal System and Well Water For **ECD NY, INC. Warehouse**, Block 101, Lot 3, on the Tax Map of the Township of Jackson.

2025 - 034 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to **180 Jackson Mills Road**, Block 4301, Lot 20, on the Tax Map of the Township of Jackson.

2025 - 035 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Meir Zolty House of Worship**, Block 14101, Lot 19 and 21, on the Tax Map of the Township of Jackson.

2025 - 036 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **33 South New Prospect Daycare,** Block 5902, Lot 53, on the Tax Map of the Township of Jackson.

2025 - 037 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Solomon Zolty Grawtown Subdivision**, Block 19501, Lot 35, on the Tax Map of the Township of Jackson.

2025 - 038 Resolution of the Jackson Township Municipal Utilities Authority Acknowledging the Developer's Decision to Install a Septic Sewer Disposal System and Granting Preliminary Water Approval to **14 Steuben Lane Office**, Block 7309, Lot 7, on the Tax Map of the Township of Jackson.

2025 - 039 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Swanborne Phases 1-3**, Block 20801, Lots 1, 8-12, 15-18, 28 and Block 20701, Lot 3 on the Tax Map of the Township of Jackson.

2025 - 040 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending January 2025.**

2025 - 041 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for February 2025.**

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

RESOLUTIONS OFFERED:

2025 - 042 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Veronica Marciano Under the Civil Service Title of Clerk 1.**

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

2025 - 043 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Kathleen Lexa to the Civil Service Title of Customer Service Representative.**

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

2025 - 044 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Daniel R. Howell to the Civil Service Title of Sewer Repairer 1/Water Repairer 1/Water Treatment Plant Operator.**

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

2025 - 045 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Sharon Madore Under the Civil Service Title of Account Clerk.**

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

2025 - 046 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order and Close Out of 2024 Bi-Annual Chemical Contracts.**

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

2025 - 047 Resolution of the Jackson Township Municipal Utilities Authorizing **Final Quantities Change Order No. 1 and Closeout of the 2024 Neptune Water Meter Acquisition, Contract No. CT-24009, with Rio Supply, Inc., in the Decreased Amount of <$33.00>.**

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

2025 - 048 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 and Closeout of the 2024 Sensus Water Meter Acquisition, Contract No. CT-24010, With Core & Main LP, in the Decreased Amount of <$7,120.00>.**

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

Resolution for Closed Session

2025 - 049 Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters. **5:57 PM**

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

Closing the 'Closed Session' and **Resuming the Public Portion** of the Meeting. **6:28 PM**

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

Chairman Todd Porter has made statement:

Call for Motion to approve the settlement of the litigation entitled, JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY v. KM CONSTRUCTION according to the terms of the documents presented to us by the Authority's Attorney.

Moved: Commissioner Egan
Second: Commissioner Bressi
Roll Call All in Favor

NEXT MEETING DATES:

March 27, 2025, at 5:00pm

ADJOURNMENT:

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