THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
March 27, 2025, 5:30PM

The Public Meeting of March 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	Excused
Janet Longo, Treasurer	Present
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

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 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 of the Reorganization Meeting of February 27, 2025:

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

Approval of the Minutes of the Open Session Meeting of February 27, 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

TWU – Side Bar Agreement

The current language of ARTICLE VIII Sick Leave will have Section 9 replaced with updated sidebar language and attached to the current Union Agreement.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

Mr. Diaz presented the Board with our updated Water Conservation Tips: Indoor and Outdoor pamphlets and asked for approval to send them out as inserts to our customers.

PRINCIPAL ENGINEER'S REPORT

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

Adventure Crossing Phase 4, Block 3001, Lot 1 – Granting Preliminary and Tentative Sewer and Water Approval.

The Developer Cardinale & Jackson Crossing 2 proposes to construct thirty-one (31) residential buildings containing a total of 253 residential units and a recreational paintball play area. The project is located on the south side of Monmouth Road, adjacent to the Six Flags Great Adventure site.

The Developer proposes to construct an on-site sanitary sewer gravity system discharging to an existing pump station. The Developer also proposes to provide water to the development by providing a water main extension throughout the site, tying into the existing water main located on Monmouth Road.

The Authority's staff and the Engineering Committee are recommending preliminary and tentative sewer and water approval be granted to Adventure Crossing Phase 4, Block 3001, Lot 1.

Bennetts Mills/North Cooks Bridge Office Plaza, Block 8701, Lots 18, 22 & 23 – Granting Final Sewer and Water Approval and Authorizing the Execution of a Sewer Service Agreement.

In addition to their request for final sewer and water approval, 680 Bennetts Mills, LLC is required to execute a sewer service agreement, which outlines their responsibilities in addressing a proposed a two-inch (2") force main located in North Cooks Bridge Road and Bennetts Mills Road.

The Developer proposes to service the project with a sanitary sewer force main extension and on-site private pump station and agrees to be solely responsible for all permits, construction costs, maintenance, and replacement costs now and in the future in connection with the construction of the sanitary sewer force main.

The Agreement is being presented for authorization to execute the sewer service agreement.

Whispering Meadows, Block 111 Lots 14.01, 120.01, 120.02 and 121 – Granting a Performance Bond Release.

In their letter dated May 23, 2024, Paramount Homes requested a Performance Guarantee release for the Sewer and Water System for the above-mentioned project.

The Developer Paramount Homes has fulfilled their obligations and submitted the requirements for the above-referenced project.

The Authority's staff is recommending that the Performance Bonds for Sewer in the amount of $407,885.28 and Water in the amount of $358,687.20 be released.

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 and Authorizing the Execution of a Sewer Service Agreement to **Bennetts Mills/North Cooks Bridge Office Plaza**, Block 8701, Lots 18, 22, and 23, on the Tax Map of the Township of Jackson. Recommending Final Sewer and Water Approval per our office's March 21, 2025, letter to the office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer Approval to **15 Leesville Road Office Building**, Block 12001, Lot 1.01, on the Tax Map of the Township of Jackson. Recommending Preliminary Sewer Approval per our office's March 21,2025 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 February 2025.**

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

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Approval of Line-Item Adjustments to the 2024 Sewer/Water Operating Budget.**

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Closeout of the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-23092, with Kiely Civil, LLC.** All contract work has been completed and closeout documents, including a Maintenance Bond, in the amount of $183,008.89, were provided. Staff is recommending that the contract be closed in the amount of $366,017.78, a decrease of $90,659.22 from $456,677.00, and the Maintenance Bond be accepted.

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a 2024 White Chevrolet Silverado 1500 4WD REG LB, Contract No. CT-25203, Pursuant to State Contract No. #T2099/24-FLEET-77709, to Pellegrino Chevrolet, In an Amount Not to Exceed $46,086.00.**

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a 2024 White Chevrolet Silverado 1500 4WD REG LB, Contract No. CT-25204, Pursuant to State Contract No. #T2099/24-FLEET-77709, to Pellegrino Chevrolet, In an Amount Not to Exceed $43,364.25.**

Resolution of the Jackson Township Municipal Utilities Authority **Reassigning the Contract for the Fire Alarm Inspection and Testing Provider, Contract Nos. CT-24070 through CT-24074 with Heim Electronics to Contract Nos. CR-25070 through CR-25074 with B Safe Inc.**

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

Mr. Diaz confirmed that there were no action items to report for discussion this evening from the Personnel Committee.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 050 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to **Adventure Crossing Phase 4,** Block 3001, Lot 1, on the Tax Map of the Township of Jackson.

2025 - 051 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval and Authorizing the Execution of a Sewer Service Agreement to **Bennetts Mills/North Cooks Bridge Office Plaza**, Block 8701, Lots 18, 22, and 23, on the Tax Map of the Township of Jackson.

2025 - 052 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer Approval to **15 Leesville Road Office Building**, Block 12001, Lot 1.01, on the Tax Map of the Township of Jackson.

2025 - 053 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Sewer and Water to **Whispering Meadows**, Block 111, Lots 14.10, 120.01, 120.02 & 121, on the Tax Map of the Township of Jackson.

2025 - 054 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending February 2025.**

2025 - 055 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for March 2025.**

Moved: Commissioner Wildman
Second: Commissioner Bressi
Vote: Unanimous
Abstain: Commissioner Vann - 2025-052

RESOLUTIONS OFFERED:

2025 - 056 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Approval of Line-Item Adjustments to the 2024 Sewer/Water Operating Budget.**

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

2025 - 057 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Closeout of the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-23092, with Kiely Civil, LLC.**

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

2025 - 058 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a 2024 White Chevrolet Silverado 1500 4WD REG LB, Contract No. CT-25203, Pursuant to State Contract No. #T2099/24-FLEET-77709, to Pellegrino Chevrolet, In an Amount Not to Exceed $46,086.00.**

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

2025 - 059 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of a 2024 White Chevrolet Silverado 1500 4WD REG LB, Contract No. CT-25204, Pursuant to State Contract No. #T2099/24-FLEET-77709, to Pellegrino Chevrolet, In an Amount Not to Exceed $43,364.25.**

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

2025 - 060 Resolution of the Jackson Township Municipal Utilities Authority **Reassigning the Contract for the Fire Alarm Inspection and Testing Provider, Contract Nos. CT-24070 through CT-24074 with Heim Electronics to Contract Nos. CR-25070 through CR-25074 with B Safe LLC.**

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

2025 - 061 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Execution of a Side Bar Agreement with the Transport Workers Union Local 220 Branch 4 to be Effective March 2025 and Supersede Verbiage in Article VIII Sick Leave Section 9 From the Current TWU Agreement in Effect from January 1, 2025, Through December 31, 2027.**

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

Resolution for Closed Session

No closed session.

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NEXT MEETING DATES:

April 24, 2025, at 5:30pm

ADJOURNMENT:

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