THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
July 24, 2025, 5:30PM

The Public Meeting of July 24, 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
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
Nicholas Specht, Engineering	Present
Heather Famelio, Executive Assistant	Present

Present from the public were Christopher Gotz, Michael Janusz, 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.

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of June 26, 2025:

Moved:	Commissioner	Wildman
Second:	Commissioner	Bressi
Vote:	Unanimous	
Abstain:	Commissioner	Egan & Porter

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. **Bid Threshold**

   Per Local Finance Notice 2025-08, the bid threshold amount with a Qualified Purchasing Agent (QPA) has been increased to $53,000.00 and the quote threshold has been increased to $7,950.00. In accordance with the Authority's Resolution No. 2021-06 dated August 26,2021 the Authority accepts all future bid threshold increases as amended by the State.

2. **Jackson Day**

   Application and Certificate of Insurance (COI) have been submitted to the Township of Jackson on 6/24/2025 and all items for the giveaways have been delivered and received.

3. **Logo Request**

   Received an email from Council President Jennifer Kuhn from the Township of Jackson reaching out on behalf of the Recreation Committee to inquire about our consideration to add the Jaguar logo back to the water tower on Manhattan Street at no cost to the M.U.A. The Board agreed to look into the details and processes of what it will take to have the logo placed on the water tower as well as the potential cost involved.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

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

PRINCIPAL ENGINEER'S REPORT

1. **Rehabilitation of Well No. 9 And Well No. 13, Contract No. CT-24222 - Authorizing Final Quantities Change Order No. 1 in the Decreased Amount Of <$34,017.18> with A.C. Schultes, Inc.**

   Final Quantities Change Order No. 1 consists of additions and deductions of contract quantities resulting in a decreased amount of <$34,017.18>.

This Final Quantities Change Order No. 1 revises Contract No. CT-24222 from an amount not to exceed $249,250.00 to the decreased amount of $215,232.82.

The Final Quantities Change Order was discussed at the Engineering Committee Meeting and it is recommended for approval at this meeting.

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 Tentative Water Approval to Jackson Mills Business Park**, Block 2603, Lots 5 and 22, on the Tax Map of the Township of Jackson. Recommending Tentative Water Approval per our office's July 18, 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 June 2025.**

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

Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Transfer and Restriction of Funds**.

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Daniel McLaughlin** to the Civil Service Title of Maintenance Worker 2 Grounds.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Heather Famelio** to the Civil Service Title of Management Assistant.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Tonya Coccio** to the Civil Service Title of Administrative Clerk.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 114 Resolution of the Jackson Township Municipal Utilities Authority **Granting Tentative Water Approval to Jackson Mills Business Park**, Block 2603, Lots 5 and 22, on the Tax Map of the Township of Jackson.

2025 - 115 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending June 2025.**

2025 - 116 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll for July 2025.**

2025 - 117 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Transfer and Restriction of Funds**.

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

RESOLUTIONS OFFERED:

2025 - 118 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 for the Rehabilitation of Well No. 9 and Well No. 13, Contract No. CT-24222 With A.C. Schultes, Inc., in the Decreased Amount of <$34,017.18>.**

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

2025 - 119 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Promotion of Daniel McLaughlin to the Civil Service Title of Maintenance Worker 2 Grounds.**

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

2025 - 120 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Promotion of Heather Famelio to the Civil Service Title of Management Assistant.**

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

2025 - 121 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Promotion of Tonya Coccio to the Civil Service Title of Administrative Clerk.**

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NONE

NEXT MEETING DATES:

August 28, 2025, at 5:30pm

ADJOURNMENT:

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