THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
August 28, 2025, 5:30PM

The Public Meeting of August 28, 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, Acting Executive Director/Dir. of Finance	Present
Earl Quijano, Acting Executive Director/Principal Engineer	Present
Heather Famelio, Executive Assistant	Present

Present from the public were Christopher Gotz, Jack Berens, and Art Gallagher.

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 July 24, 2025:

Moved:	Commissioner	Egan
Second:	Commissioner	Bressi
Vote:	Unanimous	
Abstain:	Commissioner	

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. **Empower Retirement, LLC – Administrative Services Agreement**

   An email was received on July 14, 2025, from Empower Retirement, LLC via DocuSign to sign off on their updated Administrative Services Agreement. Requesting approval to execute as final copy needs to be completed and sent to Empower and mailed to the Director of the Division of Local Government Services within the State Department of Community Affairs by August 31, 2025.

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. **Authorizing Final Quantities Change Order No. 1 for the London & Hyson Chemical Storage Tank Replacement, Contract No. CT-23223 with Brayco Inc., in an amount not to exceed $11,022.31.**

   Final Quantities Change Order No. 1 consists of additions and deductions of contract quantities resulting in an increased amount of $11,022.31.

   This Final Quantities Change Order No. 1 revises Contract No. CT-23223 from an amount not to exceed $398,538.00 to the increased amount of $409,560.31.

   The Final Quantities Change Order was discussed at the Engineering Committee Meeting and is being recommended for approval at the Public Meeting on August 28, 2025.

2. **Authorizing the Release of the Performance Bond and the Closeout of the Rehabilitation of Well No. 9 and Well No. 13, contract No. CT-24222, with A.C. Schultes, Inc.**

   A.C. Schultes, Inc., has fulfilled their contractual obligations and has submitted the required contract closeout documents for the above-referenced project. The documents have been

reviewed and found to be in compliance with Contract Specifications, General Conditions – Article 8.7.

The Authority's staff is recommending that the Performance Bond be released, and the contract closed in the decreased amount of <$34,017.18>, revising the contract amount of $249,250.00 to the decreased amount of $215,232.82.

3. **Authorizing Award of the Well No. 18 Construction Management and Water Allocation Major Modification, Contract, No. CT-25213, through a Fair and Open Process, to Van Cleef Engineering Associates, LLC, in an amount not to exceed $214,000.00.**

   The Authority needs professional engineering services for the construction management of Well No. 18, the new raw water main, the new well house building and the coordination and submission of the Water Allocation Permit major modification.

   Three (3) proposals were solicited from engineering firms appointed as special project engineers and three (3) were received and opened on July 31, 2025, at 2:00p.m.

   The Authority's staff has reviewed the proposals relative to Contract No. CT-25213 and found the proposal from Van Cleef Engineering Associates, LLC, relative to the Well No. 18 Construction Management and Water Allocation Major Modification, Contract No. CT-25213 to Van Cleef Engineering Associates, LLC, in an amount of $214,000.00 to be fair and reasonable.

   The proposal was discussed at the Engineering Committee meeting and is being recommended for approval at the Public Meeting on August 28, 2025.

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 **Adventure Crossing Phase 3 and 4 Block 3001, Lot 1**, on the Tax Map of the Township of Jackson.. Recommending Final Sewer and Water Approval per our office's August 22, 2025, letter to the office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to **Clayton Property Retail**, **Block 13801, Lots 4.01, 5 and 6.01,** on the Tax Map of the Township of Jackson. Recommending Preliminary, Tentative, and Final Sewer and Water Approval per our office's August 22, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to **Jackson Center Retail, Block 22301, Lots 1 and 2**, on the Tax Map of the Township of Jackson. Recommending Preliminary Water Approval per our office's August 22, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to **Khal Nachlas Avos, Block 19501, Lot 21**, on the Tax Map of the Township of Jackson. Recommending Preliminary Water Approval per our office's August 22, 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 July 2025.

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

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Erin Moriarity** to the Civil Service Title of Clerk 3.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **David Price** to the Civil Service Title of Clerk 2.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Robert Smith** to the Civil Service Title of Licensed Water Treatment Plant Operator.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Anthony Parrella** to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Gregory Briody** to the Civil Service Title of Laborer 1 (Meter Reader).

Resolution of the Jackson Township Municipal Utilities Authority Designating **Jason Goodrich as the Authority's Secondary Purchasing Agent.**

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 122 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Adventure Crossing Phase 3 and 4 Block 3001, Lot 1**, on the Tax Map of the Township of Jackson.

2025 - 123 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary, Tentative and Final Sewer and Water Approval to **Clayton Property Retail**, **Block 13801, Lots 4.01, 5 and 6.01,** on the Tax Map of the Township of Jackson.

2025 - 124 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to **Jackson Center Retail, Block 22301, Lots 1 and 2**, on the Tax Map of the Township of Jackson.

2025 - 125 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Water Approval to **Khal Nachlas Avos, Block 19501, Lot 21**, on the Tax Map of the Township of Jackson.

2025 - 126 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending July 2025.

2025 - 127 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for August 2025.

Moved:	Commissioner	Wildman
Second:	Commissioner	Egan
Vote:	Unanimous	Except 2025-125
Abstain:	None	

For **Resolution 2025-125,** the Board decided to table this resolution for a later date pending sewer capacity availability clarification.

RESOLUTIONS OFFERED:

2025 - 128 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 for the London & Hyson Chemical Storage Tank Replacement**, Contract No. CT-23223, with Brayco, Inc., in an Amount Not to Exceed $11,022.31.

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

2025 - 129 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the **Performance Bond and the Closeout of the Rehabilitation of Well No. 9 and Well No. 13**, Contract No. CT-24222, with A.C. Schultes, Inc.

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

2025 - 130 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **Well No. 18 Construction Management and Water Allocation Major Modification**, Contract No. CT-25213, Through a Fair and Open Process, to Van Cleef Engineering Associates, LLC, in an Amount Not to Exceed $214,000.00.

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

2025 - 131 Resolution of the Jackson Township Municipal Utilities Authority Adopting **Empower Retirement, LLC Administrative Services Agreement** for the Authority's 457(b) Deferred Compensation Plan.

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

2025 - 132 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Erin Moriarity** to the Civil Service Title of Clerk 3.

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

2025 - 133 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **David Price** to the Civil Service Title of Clerk 2.

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

2025 - 134 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Robert Smith** to the Civil Service Title of Licensed Water Treatment Plant Operator.

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

2025 - 135 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Anthony Parrella** to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.

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

2025 - 136 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Gregory Briody** to the Civil Service Title of Laborer 1 (Meter Reader).

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

2025 - 137 Resolution of the Jackson Township Municipal Utilities Authority Designating **Jason Goodrich as the Authority's Secondary Purchasing Agent.**

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NONE

NEXT MEETING DATES:

September 25, 2025, at 5:30pm

ADJOURNMENT:

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