THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
September 25, 2025, 5:30PM

The Public Meeting of September 25, 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, Christopher Parks, and Clara Glory.

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 August 28, 2025:

Moved:	Commissioner	Wildman
Second:	Commissioner	Egan
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. **HomeServe USA Charitable Contribution**

   The Authority received four (4) applications for the HomeServe USA Charitable Contribution. The applications were reviewed on Wednesday, September 17th and were reviewed with the Public Relations Committee on Thursday, September 25, 2025.

2. **Request for Logo – Manhattan Street Water Tower**

   The Authority received an email from Council President Jennifer Kuhn from the Township of Jackson confirming that they wish to proceed with the Jackson Jaguars logo placement on the Authority's Manhattan Street tank. To ensure that the tank coating will not be compromised, Authority staff will conduct the inspection in-house during the painting of the logo.

ADMINISTRATIVE AND PUBLIC RELATIONS COMMITTEE REPORT

1. **Jackson Day**

   Jackson Day was a great success due to a team effort. The Authority had about 15 employee volunteers that participated, which was a great turnout.

PRINCIPAL ENGINEER'S REPORT

1. **London & Hyson Chemical Storage Tank Replacement, Contract No. CT-23223 - Authorizing the Release of the Performance Bond and the Closeout of with Brayco, Inc.**

   Brayco, Inc. was awarded the London & Hyson Chemical Storage Tank Replacement, Contract CT-23223 on February 22, 2024, via Resolution 2024-041.

   Brayco, Inc. has indicated that all contract work has been completed and has submitted the required closeout documents for this project and is requesting performance bond release.

The Authority's staff have reviewed the closeout documents, and are recommending that the contract be closed, and the aforesaid performance bond be released upon acceptance of the required two-year maintenance bond in the amount of $204,780.16.

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 Preliminary Sewer and Water Approval to **1154 East Veterans Highway Office**, Block 21301, Lots 12, on the Tax Map of the Township of Jackson. Recommending Preliminary Sewer and Water Approval per our office's September 19, 2025, letter to the office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to **Extra Space Storage**, Block 4801, Lots 22.01 & 23.01, on the Tax Map of the Township of Jackson. Recommending Preliminary and Tentative Sewer and Water Approval per our office's September 19, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Jackson Parke North**, Block 10401, Lot 5.01 and Block 11404, Lots 52 and 69, on the Tax Map of the Township of Jackson. Recommending Final Sewer Approval per our office's September 19, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Jackson Parke South**, Block 10401, Lot 5.04 and Block 17802, Lots 57.01, on the Tax Map of the Township of Jackson. Recommending Final Sewer Approval per our office's September 19, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Water to **Jackson Properties Warehouse**, Block 2101, Lots 5.01, 5.02 and 5.03, on the Tax Map of the Township of Jackson. Recommending Performance Guarantee Release per our office's August 22, 2025, letter to the Office of the Executive Director

Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to **109 North County Line Road Retail**, Block 8401, Lot 9, on the Tax Map of the Township of Jackson. Recommending Tentative Sewer and Water Approval per our office's September 19, 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 August 2025.

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a One (1) Year Extension for **Water/Sewer Emergency Repairs and Service Work, Contract No. CT-25092 to Kiely Civil, LLC** In an Amount Not to Exceed $489,639.71.

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

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Stacey Jacob** to the Civil Service Title of Mechanical Engineer Trainee.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Robert Searles** to the Civil Service Title of Public Works Inspector.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **William Gajdzisz** to the Civil Service Title of Pumping Station Repairer.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 138 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **1154 East Veterans Highway Office**, Block 21301, Lots 12, on the Tax Map of the Township of Jackson.

2025 - 139 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to **Extra Space Storage**, Block 4801, Lots 22.01 & 23.01, on the Tax Map of the Township of Jackson.

2025 - 140 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Jackson Parke North**, Block 10401, Lot 5.01 and Block 11404, Lots 52 and 69, on the Tax Map of the Township of Jackson.

2025 - 141 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer Approval to **Jackson Parke South**, Block 10401, Lot 5.04 and Block 17802, Lots 57.01, on the Tax Map of the Township of Jackson.

2025 - 142 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Water to **Jackson Properties Warehouse**, Block 2101, Lots 5.01, 5.02 and 5.03, on the Tax Map of the Township of Jackson.

2025 - 143 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to **109 North County Line Road Retail**, Block 8401, Lot 9, on the Tax Map of the Township of Jackson.

2025 - 144 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending August 2025.

2025 - 145 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for September 2025.

Moved: Commissioner Egan
Second: Commissioner Longo
Vote: Unanimous
Abstain: Bressi – Under 2025-145, Check # 040916

RESOLUTIONS OFFERED:

2025 - 146 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the **Performance Bond and the Closeout of the London & Hyson Chemical Storage Tank Replacement, Contract No. CT-23223 with BRAYCO, INC.**

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

2025 - 147 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a One (1) Year Extension for **Water/Sewer Emergency Repairs and Service Work, Contract No. CT-25092 to Kiely Civil, LLC** In an Amount Not to Exceed $489,639.71.

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

2025 - 148 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Stacey Jacob** to the Civil Service Title of Mechanical Engineer Trainee.

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

2025 - 149 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Robert Searles** to the Civil Service Title of Public Works Inspector.

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

2025 - 150 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **William Gajdzisz** to the Civil Service Title of Pumping Station Repairer.

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NONE

NEXT MEETING DATES:

October 23, 2025, at 5:30pm

ADJOURNMENT:

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