THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
October 23, 2025, 5:30PM

The Public Meeting of October 23, 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	Excused
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 was Christopher Gotz.

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 September 25, 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. **Public Agency Compliance Officer (P.A.C.O.)**

   Annual designation of the Public Agency Compliance Officer is due by January 10, 2026. Approval was requested via resolution at this meeting. Required form is already signed and ready to send upon approval.

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

   Authorizing placement of the Jackon Jaguar's logo to the Manhattan Street 2 Million Gallons Water Storage Standpipe. To ensure that the tank coating will not be compromised, Authority staff will conduct the inspection in-house during the painting of the logo. Approval was requested via resolution for the authorization to proceed with the placement of the logo at this meeting.

3. **Drought Status Update**

   The Authority receives regular notifications from the New Jersey Department of Environmental Protection (NJDEP) informing us of the current drought status. The NJDEP released a notification on 10/1/2025 that indicated a Statewide Drought Watch has been issued due to persistent deficits in groundwater and stream flow. As of the date of this report, the Statewide Drought Watch still remains in effect.

   The Authority will continue to monitor the drought status and will continue to follow the State guidelines

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 Award of the 2025 - 5 Year Risk and Resilience Plan, Contract, No. CT-25215, through a Fair and Open Process, to Suburban Consulting Engineers Inc., in an amount not to exceed $17,475.00.**

The Authority is in need of professional engineering services to perform a 5-year Risk and Resiliency Assessment in accordance with the requirements of the America's Water Infrastructure Act (AWIA) of 2018.

Three (3) proposals were solicited from engineering firms appointed as special project engineers and three (3) were received and opened on October 9, 2025, at 3:00p.m in an amount ranging from $17,475.00 to a high of $48,900.00.

The Authority's staff has reviewed the proposals relative to Contract No. CT-25215 and found the proposal from Suburban Consulting Engineers, Inc., for the 2025 - 5 Year Risk and Resilience Plan to be fair and reasonable in the amount of $17,475.00.

The proposal was discussed at the Engineering Committee meeting and was recommended for approval at this meeting.

2. **Authorizing Final Quantities Change Order No. 1 For Wendy Court Pump Station Rehabilitation, Contract No. CT-22223 with JVS Industrial and Commercial Contractors, Inc., in the net amount of Zero Dollars.**

   Final Quantities Change Order No. 1 consists of additions and deductions of contract quantities resulting in a change of net zero. There is a zero dollar change in the contract amount of Contract No. CT-22223.

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

3. **David Johnson Trust Office, Block 22206, Lot 2 – Granting a One (1) Year Extension for Final Sewer and Water Approval.**

   The Developer is proposing to construct a 14,300 square-foot office building on the northeast corner of the intersection of Whitesville Road and White Road.

   David Johnson Trust Office was granted final sewer and water approval via Resolution No. 2023-175 on October 26, 2023, which expires on October 26, 2025.

   The Developer requested a one (1) year extension of time for this approval. The staff is recommending a one (1) year extension for preliminary water approval to be granted.

4. **Swanborne Phase V, Block 20802, Lots 8.01 And 8.03 And Block 20901, Lot 4 – Granting a One (1) Year Extension for Tentative Sewer and Water Approval.**

   The Developer is proposing to construct a 20-lot residential subdivision adjacent to the Swanborne Project.

   Swanborne Phase V was granted tentative sewer and water approval via Resolution No. 2023-179 on October 26, 2023, which expires on October 26, 2025.

   The Developer requested a one (1) year extension of time for this approval. The staff is recommending a one (1) year extension for preliminary water approval to be granted.

5. **Whitesville Industrial Park – Phase 1, Block 22102, Lots 2.01-2.05 And Block 22203 Lots 1.05-1.08 – Granting a One (1) Year Extension for Tentative Sewer and Water Approval.**

   The Developer is proposing to construct Phase 1, consisting of 9 industrial lots on the easterly side of Whitesville Road, south of Bradshaw Avenue.

Whitesville Industrial Park – Phase 1 was granted tentative sewer and water approval via Resolution No. 2023-181 on October 26, 2023, which expires on October 26, 2025

The Developer requested a one (1) year extension of time for this approval. The staff is recommending a one (1) year extension for preliminary water approval to be granted.

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 Water Approval to **Jackson Parke North**, Block 10401, Lot 5.01, Block 11404, Lots 52 and 69, on the Tax Map of the Township of Jackson. Recommending Final Water Approval per our office's October 17, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **Jackson Parke South**, Block 10401, Lot 5.04 and Block 17802, Lot 57.01, on the Tax Map of the Township of Jackson. Recommending Final Water Approval per our office's October 17, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Approval to the Alternate Design for the **Six Flags Great Adventure Pump Station Replacement**, Block 3101, Lot 28.01, on the Tax Map of the Township of Jackson. Recommending Final Sewer Approval per our office's October 17, 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 September 2025.

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

2026 Approval Certification Jackson Municipal Utilities Authority – AUTHORITY BUDGET – Fiscal Year: January 01, 2026, to December 31, 2026.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order and Closeout of **Rehabilitation of Jib Cranes, Contract No. CT-23213**, with **Shupper-Brickle Equipment Co.,** In the Decreased Amount of <$8,970.00>.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Five (5) Year Service Agreement of **Solid Waste and Recycling Pickup, Contract No. CT-26019**, to **Tri-State Carting, Inc.**, in the Amount Not to Exceed $14,242.80.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Three (3) Year Contract for **Uniform Services, Contract No. CT-26036**, to **American Wear, Inc.**, in the Amount of $18,954.00 Annually.

Resolution of the Jackson Township Municipal Utilities Authority **Appointing the Risk Management Consultant, Contract No. CT-26021,** to **Connor Strong & Buckelew Companies, LLC**.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Participation in the BuyBoard Cooperative Purchasing System**.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2026 Chemical Supply Contracts, Contract Nos. CT-26001 Through CT-26004,** In an Amount of $700,700.39.

Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of **Perrineville Road Water Treatment Plant Road Restoration, Contract No. CT-25220, to JBH Paving & Excavating, LLC.,** In an Amount Not to Exceed $11,000.00.

Resolution of the Jackson Township Municipal Utilities Authority **Appointing Michael Janusz as the Public Agency Compliance Officer for 2026.**

Resolution of the Jackson Township Municipal Utilities Authority **Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.**

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

Resolution of the Jackson Township Municipal Utilities Authority Ratifying the **Permanent Hire of Wyatt Csurbak** Under the Civil Service Title of Laborer 1 (Collections & Distribution).

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 151 Resolution of the Jackson Township Municipal Utilities Authority Granting a One (1) Year Extension for Final Sewer and Water Approval to **David Johnson Trust Office**, Block 22206, Lot 2, on the Tax Map of the Township of Jackson.

2025 - 152 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **Jackson Parke North**, Block 10401, Lot 5.01, Block 11404, Lots 52 and 69, on the Tax Map of the Township of Jackson.

2025 - 153 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **Jackson Parke South**, Block 10401, Lot 5.04 and Block 17802, Lot 57.01, on the Tax Map of the Township of Jackson.

2025 - 154 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Approval to the Alternate Design for the **Six Flags Great Adventure Pump Station Replacement**, Block 3101, Lot 28.01, on the Tax Map of the Township of Jackson.

2025 - 155 Resolution of the Jackson Township Municipal Utilities Authority Granting a One (1) Year Extension for Tentative Sewer and Water Approval to **Swanborne Phase V**, Block 20802, Lots 8.01 and 8.03 and Block 20901, Lot 4, on the Tax Map of the Township of Jackson.

2025 - 156 Resolution of the Jackson Township Municipal Utilities Authority Granting a One (1) Year Extension for Tentative Sewer and Water Approval to **Whitesville Industrial Park – Phase 1,** Block 22102, Lots 2.01-2.05 and Block 22203, Lots 1.05-1.08, on the Tax Map of the Township of Jackson.

2025 - 157 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending September 2025.

2025 - 158 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for October 2025..

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Abstain: Porter – Resolution 2025-155

RESOLUTIONS OFFERED:

2025 - 159 Resolution of the Jackson Township Municipal Utilities Authority Award of the **2025 – 5 Year Risk and Resilience Plan, Contract, No. CT-25215,** through a Fair and Open Process, to **Suburban Consulting Engineers, Inc., In an Amount Not to Exceed $17,475.00.**

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

2025 - 160 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order No. 1 for **Wendy Court Pump Station Rehabilitation, Contract No. CT-22223** with **JVS Industrial and Commercial Contractors, Inc.,** in the Net Amount of Zero Dollars.

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

2025 - 161 **2026 Approval Certification Jackson Municipal Utilities Authority – AUTHORITY BUDGET** – Fiscal Year: January 01, 2026, to December 31, 2026.

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

2025 - 162 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Final Quantities Change Order and Closeout of **Rehabilitation of Jib Cranes, Contract No. CT-23213**, with **Shupper-Brickle Equipment Co.,** In the Decreased Amount of <$8,970.00>.

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

2025 - 163 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Five (5) Year Service Agreement of **Solid Waste and Recycling Pickup, Contract No. CT-26019**, to **Tri-State Carting, Inc.**, in the Amount Not to Exceed $14,242.80.

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

2025 - 164 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a Three (3) Year Contract for **Uniform Services, Contract No. CT-26036**, to **American Wear, Inc.**, in the Amount of $18,954.00 Annually.

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

2025 - 165 Resolution of the Jackson Township Municipal Utilities Authority **Appointing the Risk Management Consultant, Contract No. CT-26021,** to **Connor Strong & Buckelew Companies, LLC.**

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

2025 - 166 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Participation in the BuyBoard Cooperative Purchasing System**.

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

2025 - 167 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2026 Chemical Supply Contracts, Contract Nos. CT-26001 Through CT-26004,** In an Amount of $700,700.39.

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

2025 - 168 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of **Perrineville Road Water Treatment Plant Road Restoration, Contract No. CT-25220, to JBH Paving & Excavating, LLC.,** In an Amount Not to Exceed $11,000.00.

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

2025 - 169 Resolution of the Jackson Township Municipal Utilities Authority **Appointing Michael Janusz as the Public Agency Compliance Officer for 2026.**

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

2025 - 170 Resolution of the Jackson Township Municipal Utilities Authority **Adopting Updated Personnel Policies and Procedures Manual and Employee Handbook.**

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

2025 - 171 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Placement of the Jaguars Logo on the Manhattan Street 2 Million Gallons Water Storage Standpipe.**

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

2025 - 172 Resolution of the Jackson Township Municipal Utilities Authority Ratifying the **Permanent Hire of Wyatt Csurbak** Under the Civil Service Title of Laborer 1 (Collections & Distribution).

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

Resolution for Closed Session

2025 -173 Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters. **5:33 PM**

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

Closing the 'Closed Session' and **Resuming the Public Portion** of the Meeting. **6:07 PM**

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

Mr. James Diaz requested approval from the Board of Commissioners to advertise for the upcoming Rate Hearing at the November 20, 2025, board meeting.

NEXT MEETING DATES:

November 20, 2025, at 5:30pm
Rate Hearing & Auditor Presentation - November 20, 2025, at 5:30pm.

ADJOURNMENT:

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