THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
November 20, 2025, 5:30PM

The Public Meeting of November 20, 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
Court Reporter – Denise Sweet	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, Susan Philbrook 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.

2025 Rate Hearing – Chairman Porter called the Annual Rate Hearing to order. The minutes of the rate hearing are transcribed under separate cover.

APPROVAL OF RATES:

2025-174 Resolution of the Jackson Township Municipal Utilities Authority Adopting the **2026 Rate Schedule**.

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

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of October 23, 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. **2026 Holiday Schedule**

   The 2026 Holiday Schedule is being recommended for approval. It is the same 14 holidays as in years past.

2. **HomeServe USA Charitable Contribution**

   Resolution is attached for the approval of the 4 applicants, Adopt A Senior Organization, Jackson Township Veteran's Memorial Garden, Inc., Jackson Women of Today Food Pantry, and Firemen's Mutual Benevolent Association of Jackson Local 86 to receive $2,500.00 each for the 2025 HomeServe USA Charitable Contribution.

3. **Sewer & Water Connection Fee Waivers from Jackson Development Company, LLC to D.R. Horton, Inc. – New Jersey**

   Authorizing the assignment of an additional 76 Sewer and 76 Water Connection Fee Waivers from Jackson Development, LLC. to D.R. Horton, Inc. – New Jersey.

4. **Executive Director Position**

   Applicant has signed an offer letter and a resolution and contract template are being presented for approval at this meeting.

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. **Wendy Court Pump Station Rehabilitation, Contract No. CT-22223 – Authorizing the Release of the Performance Bond and the Closeout with JVS Industrial and Commercial Contractors, Inc.**

   JVS Industrial and Commercial Contractors, Inc. was awarded the Wendy Court Pump Station Rehabilitation, Contract No. CT-22223 on September 28, 2023, via Resolution No. 2023-164.

   JVS Industrial and Commercial Contractors, 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 $172,750.42.

2. **Sanitary Sewer Master Plan Update, Contract No. CT-23214 – Authorizing Task Order Change No. 1 Through a Fair and Open Process with Van Cleef Engineering Associates, LLC in an amount not to exceed $18,500.00.**

   Van Cleef Engineering Associates, LLC was awarded the Sanitary Sewer System Master Plan Update via Resolution No. 2023-163 on September 28, 2023.

   The Authority is in need of additional professional engineering services to evaluate the feasibility of the proposed new Authority owned regional pump station system on Whitesville Road.

   Van Cleef Engineering Associates, LLC has submitted Task Order Change No. 1 relative to Contract No. CT-23214 to evaluate the feasibility of constructing a new Authority owned pump station on Whitesville Road, in the amount of $18,500.00.

   The Task Order Change was discussed at the Engineering Committee Meeting and is being recommended for approval this evening.

3. **2025 Infra-Red Paving Project – Authorizing Award of Contract No. CT-25219 to Atlantic Infrared, Inc., in an amount not to exceed $69,228.80.**

   The Authority's Emergency and Service Contract only includes base paving for the trench repair of all emergency or service work. Typically, the final paving is performed after a six-month settlement period of the base paved trench. To date there are approximately 39 Authority sites ready for final paving by infrared method.

   The Authority advertised and solicited bids for the 2025 Infra-red Paving Project, Contract No. CT-25219 on October 13, 2025. Two (2) bids were received and opened on October 30, 2025, ranging from a low of $69,228.80 to a high of $79,364.50.

The Authority's staff are recommending award of the Authority's 2025 Infra-Red Paving Project, Contract No. CT-25219 to Atlantic Infrared, Inc., as the lowest responsive and responsible bidder.

4. **London & Hyson Water Treatment Plant Filter Media Analysis – Authorizing of Contract No. CT-25223 to Hungerford & Terry, Inc., in an amount of $12,240.00.**

   The Authority is in need of inspection and analysis of the London & Hyson WTP Filter Media, our Operations staff reported that they are noticing shorter filter run times in some of the filter vessels.

   The Authority obtained a quote in the amount of $12,240.00 from Hungerford & Terry, Inc., the single vendor of the proprietary process of analyzing filters and media, making obtaining a second quote impracticable.

   The Authority's staff are recommending award of the Authority's London & Hyson Water Treatment Plant Filter Media Analysis, Contract No. CT-25223 to Hungerford & Terry, Inc.

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 Extra Space Storage**, Block 4801, Lots 22.01 & 23.01, on the Tax Map of the Township of Jackson. Recommending Final Sewer and Water Approval per our office's November 14, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority **Granting Tentative Sewer and Water Approval to 780 Hyson Road House of Worship**, Block 1301, Lots 22 and 23, on the Tax Map of the Township of Jackson. Recommending Tentative Sewer and Water Approval per our office's November 14, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority **Acknowledging the Developer's Decision to Make Amendments to the On-site Sewer and Water for the Six Flags Great Adventure 2026 Capital Improvements**, Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson. Recommending Preliminary, Tentative, and Final Sewer Acknowledgement per our office's November 14, 2025, letter to the Office of the Executive Director.

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

1. **Cash Management Report for Month Ending October 2025.**

   The Cash Management Report, for month ended October 31, 2025, was provided to the Board and reviewed by the Finance Committee who are recommending approval.

2. **Payment of Vouchers, Deposit Refunds and Payroll for November 2025.**

   The November bill list was provided to the Board and reviewed by the Finance Committee who are recommending authorizing the Payment of Vouchers, Deposit Refunds and Payroll for November 2025.

3. **Adoption of the 2026 JTMUA Sewer/Water Operating/Capital Budget – State Form.**

   The Authority introduced the 2026 Water/Sewer Operating/Capital budget for approval at it Public Meeting held on October 23, 2025 which was submitted to the State on October 28, 2025 for their approval. The Authority held its annual rate hearing in the beginning of the November 20, 2025

Public Meeting and proceeded with the adoption process of the 2026 budget to be submitted to the State for their final approval.

4. **Software Support Agreement with Edmunds GovTech – Authorizing Award of Contract No. CT-26015, In an Amount Not to Exceed $16,951.71**.

   The Authority utilizes the Edmunds GovTech software for Utility Billing and Finance functions. Edmunds GovTech is the sole service provider of the software for upgrades and support.

   The Authority's Finance Committee have reviewed and are recommending the award to Edmunds GovTech in an amount not to exceed $16,951.71.

5. **2026 Sensus Water Meter Acquisition – Authorizing Award of Contract No. CT-26010 to Core & Main LP, In an Amount of $6,139.00.**

   The 2026 Sensus Water Meter acquisition includes equipment and the annual software support agreement.

   The Authority's Finance Committee have reviewed and are recommending the award to Core & main LP, in an amount of $6,139.00.

6. **2026 Neptune Water Meter Acquisition - Authorizing Award of Contract No. CT-26009 to Rio Supply Inc, In an Amount of $384,945.00.**

   The 2026 Neptune Water Meter acquisition includes meters and annual software support agreement.

   The Authority's Finance Committee have reviewed and are recommending the award to Rio Supply, Inc., in an amount of $384,945.00.

7. **Ratifying the Replacement of the Gear Box at the Maple Glen Mobile Home Park Wastewater Treatment Plant - Ratifying Award of Contract No. CT-25221 to G.M.H Associates of America, Inc., In an Amount of $48,170.44.**

   The center drive for the flights in the clarifier chamber at the Maple Glen Wastewater Treatment Plant failed at the end of October. The current drive unit is obsolete, unrepairable, and needed to be replaced prior to the November meeting for proper functionality purposes. The unit was replaced with a remanufactured DBS SX model drive unit, speed reduction and helical gear and new electric drive motor.

   The Authority obtained a quote from the North Jersey Wastewater Cooperative Pricing System Contract No. B454-9.

   The Authority's Finance Committee have reviewed and are recommending the ratification of award to G.M.H Associates of America, Inc., in an amount of $48,170.44.

8. **Aldrich Pump Station Pump No. 2 and Motor Replacement – Authorizing Award of Contract No. CT-25222 to Rapid Pump & Meter Service Co., LLC., In an Amount Not to Exceed $14,635.00.**

   The Authority's Aldrich Pump Station Pump No. 2 rotating assembly and impeller was noticed to be inoperable, and a determination was made to replace out the pump with a new Gorman-Rupp Super T3A3S-B Self Priming Centrifugal Pump with Motor and Belts.

The Authority obtained a quote from the North Jersey Wastewater Cooperative Pricing System, Co-op Contract No. B-454-24.

The Authority's Finance Committee have reviewed and are recommending award of the Authority's Aldrich Pump Station Pump No. 2 replacement to Rapid Pump & Meter Service Co., LLC., in an amount not to exceed $14,635.00.

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

1. **Promotion of Jeffery O'Prandy to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.**

   The promotion of Jeffery O'Prandy was recommended by his Supervisor, which was provided to the Board and reviewed by the Personnel Committee who are recommending approval.

2. **Promotion of Ronald Puckett to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.**

   The promotion of Ronald Puckett was recommended by his Supervisor, which was provided to the Board and reviewed by the Personnel Committee who are recommending approval.

COMMENTS FROM THE PUBLIC

None.

CONSENT RESOLUTIONS:

2025 - 175 Resolution of the Jackson Township Municipal Utilities Authority **Granting Final 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 - 176 Resolution of the Jackson Township Municipal Utilities Authority **Granting Tentative Sewer and Water Approval to 780 Hyson Road House of Worship**, Block 1301, Lots 22 and 23, on the Tax Map of the Township of Jackson.

2025 - 177 Resolution of the Jackson Township Municipal Utilities Authority **Acknowledging the Developer's Decision to Make Amendments to the On-site Sewer and Water for the Six Flags Great Adventure 2026 Capital Improvements**, Block 3101, Lot 11.01, on the Tax Map of the Township of Jackson.

2025 - 178 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending October 2025..

2025 - 179 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for November 2025.

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

RESOLUTIONS OFFERED:

2025 - 180 Resolution of the Jackson Township Municipal Utilities Authority Adopting the **2026 Holiday Schedule**.

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

2025 - 181 Resolution of the Jackson Township Municipal Utilities Authority Designating Various Organizations to Receive a **Charitable Contribution from HomeServe USA**.

Moved: Commissioner Wildman
Second: Commissioner Longo
Vote: Unanimous
Abstain: Bressi - For Veteran's Memorial Garden

2025 - 182 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Assignment of Sewer and Water Connection Fee Waivers from Jackson Development Company, LLC to D. R. Horton, Inc. – New Jersey**.

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

2025 - 183 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a **Five-Year Contract with the Executive Director**.

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

2025 - 184 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Adoption of the **2026 JTMUA Sewer and Water Operating Capital Budget** – State Form.

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

2025 - 185 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2026 Software Support Agreement with Edmunds Gov Tech, Contract No. CT-26015, In an Amount Not to Exceed $16,951.71**.

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

2025 - 186 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Release of the Performance Bond and the Closeout of the Wendy Court Pump Station Rehabilitation, Contract No. CT-22223, with JVS Industrial and Commercial Contractors, Inc**.

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

2025 - 187 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Task Order Change No. 1, Through a Fair and Open Process, to Van Cleef Engineering Associates, LLC., for Sanitary Sewer Master Plan Update, Contract No. CT-23214**, In an Amount Not to Exceed $18,500.00.

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

2025 - 188 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2025 Infra-Red Paving Project, Contract No. CT-25219, to Atlantic Infrared, Inc.**, In an Amount Not to Exceed $69,228.80.

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

2025 - 189 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2026 Sensus Water Meter Acquisition, Contract No. CT-26010, to Core & Main LP,** In an Amount of $6,139.00.

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

2025 - 190 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2026 Neptune Water Meter Acquisition, Contract No. CT-26009, to Rio Supply Inc,** In an Amount of $384,945.00.

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

2025 - 191 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying the Replacement of the Gear Box at the Maple Glen Mobile Home Park Wastewater Treatment Plant, Contract No. CT-25221**, Pursuant to the North Jersey Wastewater Cooperative Pricing System Contract No. B454-9 to G.M.H Associates of America, Inc., In an Amount of $48,170.44.

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

2025 - 192 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of **Aldrich Pump Station Pump No. 2 and Motor Replacement, Contract No. CT-25222,** Pursuant to the North Jersey Wastewater Cooperative Pricing System, Co-op Contract No. B-454-24 to Rapid Pump & Meter Service Co., LLC., In an Amount Not to Exceed $14,635.00.

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

2025 - 193 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **London and Hyson Water Treatment Plant Filter Analysis, Contract No. CT-25223**, to Hungerford & Terry, Inc., In an Amount of $12,240.00.

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

2025 - 194 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Promotion of Jeffery O'Prandy** to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.

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

2025 - 195 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Promotion of Ronald Puckett** to the Civil Service Title of Senior Water Treatment Plant Operator/Senior Water Treatment Plant Repairer.

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

NEXT MEETING DATES:

December 18, 2025, at 5:30pm
Auditor Presentation - December 18, 2025, at 5:30pm.

ADJOURNMENT:

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