# THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## Open Meeting Minutes
## December 18, 2025, 5:30PM

The Public Meeting of December 18, 2025, was called to order by Vice-Chairman Lewis Wildman. 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:** Vice-Chairman Lewis Wildman 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 | Excused |
| Todd Porter, Chairman | Excused |
| Lewis Wildman, Vice-Chairman | Present |
| Gregory Stafford-Smith, Alternate II | Present |
| Josh Vann, Alternate I | Present |

**OTHER ATTENDEES:**

**PROFESSIONALS**

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|---|---|
| Attorney – Michael J. McKenna, Esq. | Present |
| Consulting Engineer – Pamela Hilla, PE | Present |

**AUTHORITY STAFF**

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| Terrence Roman, Executive Director | Present |
| 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 and Susan Philbrook.

**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.

## PRESENTATION OF THE 2024 AUDIT BY HOLMAN FRENIA ALLISON, PC:

Brian Waldron, from Holman Frenia Allison, PC (HFA) presented an overview of the final 2024 audit at this month's meeting. Mr. Waldron informed the Board that the Authority's 2024 audit indicated there were no notes or recommendations. He further stated that the Authority continues to do well financially.

The resolution presented this month certifying that the Board has reviewed the audit is in accordance with N.J.S.A. 40A:5A-17 that stipulates the governing body, within 45 days of receipt of the annual audit, must certify by resolution to the Local Finance Board that each member has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments and Recommendations".

2025 – 196 Resolution of the Jackson Township Municipal Utilities Authority **Certifying Audit** Has Been Reviewed by the Board.

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

## APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of November 20, 2025:

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

Approval of the Minutes of the Rate Hearing Meeting of November 20, 2025:

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|---|---|
| Moved: | Commissioner Egan |
| Second: | Commissioner Stafford-Smith |
| Vote: | Unanimous |
| Abstain: | None |

## QUESTIONS/COMMENTS/WRITTEN CORRESPONDENCE FROM THE PUBLIC:

At this time, Vice-Chairman Lewis Wildman 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.

Vice-Chairman Lewis Wildman left the public session open until the voting session.

## REPORTS:

### EXECUTIVE DIRECTOR'S REPORT

### 1. 2026/2027 Meeting Schedule

The 2026/2027 meeting schedule is being recommended for approval. The April meeting will commence at 5:00pm for the Elected Officials Training session which provides a $250.00 credit per Commissioner and the Executive Director towards our annual insurance renewal premium.

**2. HomeServe USA Charitable Contribution**

HomeServe USA confirmed they cut checks the first week of December and some of the recipients have reached out stating they received their checks.

**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 12/5/2025 that indicated a Statewide Drought Warning has been issued due to persistent deficits in groundwater and stream flow. This has been upgraded from the Statewide Drought Watch which has been in effect since 10/1/2025. However, the state has experienced a deficit in rainfall for over 15 months.

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 Final Quantities Change Order No. 1 And Closeout for the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-24092 – with Kiely Civil, LLC.**

Kiely Civil LLC was awarded the Water/Sewer Emergency Repairs and Service Work, Contract No. CT-24092 on September 26, 2024, via Resolution No. 2024-142 in an amount not to exceed $476,767.00.

Kiely Civil LLC. has indicated that all contract work and required closeout procedures have been completed for this contract.

Final Quantities Change Order No. 1 consists of additions and deductions of contract quantities resulting in a decreased amount of <$63,096.68> resulting in a final contract amount not to exceed $413,670.32.

The Final Quantities Change Order and Closeout was discussed at the Engineering Committee Meeting and are recommending 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 Final Sewer and Water Approval to **Bais Medrash of Jackson House of Worship**, Block 6401, Lots 21 & 22, on the Tax Map of the Township of Jackson. Final Sewer and Water Approval per our office's December 12, 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 Classics at Royal Grove – JRJ Properties**, Block 16001, Lot 3, (F/K/A Megan's Run Block 40.68, Lot 58), on the Tax Map of the Township of Jackson. Recommending Performance Bond Release for Water Improvements per our Office's December 12, 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 Classics at Royal Grove – Paramount**, Block 16001, Lot 3, (F/K/A Megan's Run Block 40.68, Lot 58), on the Tax Map of the Township of Jackson. Recommending Performance Bond Release for Water Improvements per our Office's December 12, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **10 Forest Hill Avenue Commercial and Restaurant**, Block 8302, Lot 1, on the Tax Map of the Township of Jackson. Recommending Preliminary Sewer and Water Approval per our Office's December 12, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **Jackson Mills Business Park**, Block 2603, Lots 5 & 22, on the Tax Map of the Township of Jackson. Recommending Final Water Approval per our Office's December 12, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer Approval to **Khal Hampshire Hills Synagogue**, Block 5202, Lot 1, on the Tax Map of the Township of Jackson. Recommending Preliminary and Tentative Sewer Approval per our Office's December 12, 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 **141 North County Line Road Office/Warehouse**, Block 8401, Lot 5, on the Tax Map of the Township of Jackson. Recommending Preliminary and Tentative Water Approval per our Office's December 12, 2025, letter to the Office of the Executive Director.

Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Water Approval to **Solomon Zolty Grawtown Subdivision**, Block 19501, Lot 35, on the Tax Map of the Township of Jackson. Recommending Preliminary and Tentative Water Approval per our Office's December 12, 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 November 2025.**

   Due to the timing of the December meeting the Cash Management Report, for month ending November 30, 2025, will be presented for review and approval next month.

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

   The first run of the December 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 December 2025.

   It was noted that a supplemental Bill List for December will be required to pay various vendors including utility invoices and capital projects not yet received due to the timing of this month's meeting.

3. **Contract Termination – Short-Term Disability and Long-Term Disability with The Hartford.**

   The Authority's insurance consultant, Connor Strong & Buckelew, submitted a Request for Proposal (RFP) for Short-Term Disability and Long-Term Disability to be quoted together for an effective date of January 1, 2026. A new insurance carrier, Life Insurance Company of North American (New York Life Insurance Company), has been selected, effective January 1, 2026, to replace out the coverage with The Hartford.

The resolution being presented this month is to approve the termination, via a submission of a termination letter, to The Hartford in order to allow the approval of award with Life Insurance Company of North American (New York Life Insurance Company) as the replacement provider for the Authority's Short-Term Disability and Long-Term Disability.

4. **Authorizing Award of the Short-Term Disability Plan and Long-Term Disability Plan, Contract CT-26024 to Life Insurance Company of North American (New York Life Insurance Company) in the Amount of $22,224.00 per year, for the years 2026, 2027, and 2028.**

   The Authority's current Short-Term Disability Plan is expiring on December 31, 2025, and the Authority's Long-Term Disability Plan expires on December 31, 2026. The Authority's insurance consultant, Conner Strong & Buckelew, submitted a Request for Proposal (RFP) for short-term disability and long-term disability to be quoted together for an effective date of January 1, 2026. The proposal received from Life Insurance Company of North American (New York Life Insurance Company) was most responsive and responsible.

   The Authority's current plan provider submitted a proposal with a lesser quality Short-Term Disability Plan for combined annual total of $30,232.22 compared to Life Insurance Company of North America (New York Life Insurance Company) proposal in the combined total amount of $22,224.00 plus any additions or deletions of an employee which may increase or decrease the contract amount. The annual cost savings to the Authority is $8,008.22.

5. **Authorizing Final Quantities Change Order and Close Out of the 2025 Bi-Annual Chemical Contracts.**

   This resolution is to authorize the FQCO/Closeout of the following contracts, in their final amounts:

   - CT-25001 awarded to Univar Solutions USA Inc. - Sodium Hydroxide, gallons for $136,500.00 with a final contract amount of $99,557.60, resulting in a decreased amount of $36,942.40.

   - CT-25002 awarded to George S. Coyne Chemical Co., Inc. - Sodium Hypochlorite Drums for $14,276.67 with a final contract amount of $4,568.53, resulting in decreased amount of $9,708.14.

   - CT-25003 awarded to Shannon Chemical Corporation – Iron Sequestering Agent for $6,328.44 with a final contract amount of $4,218.96, resulting in a decreased amount of $2,109.48.

   - CT-25004 awarded to Miracle Chemical Company – Sodium Hypochlorite Bulk, for $314,650.00 with a final contract amount of $122,362.91 resulting in a decreased amount of $192,287.09.

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

1. **Authorizing Assignment of the General Powers and Duties of the Executive Director.**

   Resolution requesting approval of the General Powers and Duties of the Executive Director to Mr. Terrence Roman.

## COMMENTS FROM THE PUBLIC

None.

## CONSENT RESOLUTIONS:

2025 - 197 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Sewer and Water Approval to **Bais Medrash of Jackson House of Worship**, Block 6401, Lots 21 & 22, on the Tax Map of the Township of Jackson.

2025 - 198 Resolution of the Jackson Township Municipal Utilities Authority Granting a **Performance Bond Release for Water to Classics at Royal Grove – JRJ Properties**, Block 16001, Lot 3, (F/K/A Megan's Run Block 40.68, Lot 58), on the Tax Map of the Township of Jackson.

2025 - 199 Resolution of the Jackson Township Municipal Utilities Authority Granting a **Performance Bond Release for Water to Classics at Royal Grove – Paramount**, Block 16001, Lot 3, (F/K/A Megan's Run Block 40.68, Lot 58), on the Tax Map of the Township of Jackson.

2025 - 200 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **10 Forest Hill Avenue Commercial and Restaurant**, Block 8302, Lot 1, on the Tax Map of the Township of Jackson..

2025 - 201 Resolution of the Jackson Township Municipal Utilities Authority Granting Final Water Approval to **Jackson Mills Business Park**, Block 2603, Lots 5 & 22, on the Tax Map of the Township of Jackson.

2025 - 202 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer Approval to **Khal Hampshire Hills Synagogue**, Block 5202, Lot 1, on the Tax Map of the Township of Jackson.

2025 - 203 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Sewer and Water Approval to **141 North County Line Road Office/Warehouse**, Block 8401, Lot 5, on the Tax Map of the Township of Jackson.

2025 - 204 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Water Approval to **Solomon Zolty Grawtown Subdivision**, Block 19501, Lot 35, on the Tax Map of the Township of Jackson.

2025 - 205 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll for December 2025**.

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Abstain: Commissioner Vann (From 2025-197, 2025-202 and 2025-203)

**RESOLUTIONS OFFERED:**

2025 - 206 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 and Closeout of the Water/Sewer Emergency Repairs and Service Work**, Contract No. CT-24092, with Kiely Civil, LLC, in the Amount of $413,670.32.

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

2025 - 207 Resolution of the Jackson Township Municipal Utilities Authority Adopting the **2026-2027 Public Meeting Schedule**.

Moved: Commissioner Bressi

Second: Commissioner Stafford-Smith
Vote: Unanimous
Abstain: None

2025 - 208 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order and Close Out of 2025 Bi Annual Chemical Contracts**.

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

2025 - 209 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Assignment of the General Powers and Duties of the Executive Director**.

Moved: Commissioner Stafford-Smith
Second: Commissioner Egan
Vote: Unanimous
Abstain: None

2025 - 210 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Termination of the Short-Term Disability Plan and Long-Term Disability Plan with The Hartford Effective January 1, 2026**.

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

2025 - 211 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Award of the Short-Term Disability Plan and Long-Term Disability Plan, Contract No. CT-26024 to Life Insurance Company of North America (New York Life Insurance Company)** in the Amount of $22,224.00 Per Year, for the Years 2026, 2027, and 2028.

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

**OTHER MATTERS / COMMENTS FROM THE PUBLIC:**

**NEXT MEETING DATES:**

January 22, 2026, at 5:30pm

**ADJOURNMENT:**

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