THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
September 24, 2026, 5:30PM

The Public Meeting of September 24, 2026, 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, Treasurer	Present
Todd Porter, Chairman	Present
Josh Vann, Vice-Chairman	Present
Lewis Wildman, Assistant Secretary/Treasurer	Present
Chavie Heller, Alternate II	Present
Gregory Stafford-Smith, Alternate I	Present

OTHER ATTENDEES:

PROFESSIONALS

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

AUTHORITY STAFF

Terrence Roman, Executive Director	Present
James Diaz, Assistant Executive Director/Dir. of Finance	Present
Michael Janusz, Business Manager	Present
Nicholas Specht, Acting Principal Engineer	
Heather Famelio, Executive Assistant	Present

Present from the public were Christopher Gotz, Christopher Parks, and Brian Flannery.

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 27, 2026:

Moved:	Commissioner	Egan
Second:	Commissioner	Vann
Vote:	Unanimous	
Recuse:	None	
Abstain:	None	

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.

Mr. Brian Flannery, Jackson, New Jersey, from FWH Associates, representing 2290 West County Line Business Park requested information on how to proceed with connecting to public water; possibly using the 6" fire line that was onsite. Mr. Flannery also stated that he received a letter from RVE but wanted to set up a meeting to discuss. Mr. Terrence Roman, Executive Director, informed Mr. Flannery according to NFPA 24 one is not allowed to hook up to the onsite fire line. Lastly the Authority informed Mr. Flannery that he can set up a meeting at any time with Nick Specht, Acting Principal Engineer.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT

1. Drought Status Update (Executive)

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 09/15/2026 that indicated a Statewide Drought Warning is still in effect.

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

PUBLIC RELATIONS COMMITTEE REPORT

2. HomeServe USA Charitable Contribution (Public Relations)

The Authority received four (4) applications for the HomeServe USA Charitable Contribution. The applications will be reviewed on Wednesday, September 30th and then reviewed with the Public Relations Committee shortly thereafter.

PRINCIPAL ENGINEER'S REPORT

1. **Authorizing the Release of the Performance Bond and the Closeout of the London Drive WTP Maintenance Office and Garage, Contract No. CT-23229, with Gavan General Contracting, Inc.**

   Gavan General Contracting, 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.

   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 $1,526,533.15.

   The Release of the Performance Bond and Closeout was discussed at the Engineering Committee meeting and is being recommended for approval this evening.

2. **Authorizing The Execution of a Sewer Service Agreement for Jackson Trails Phase 1, Block 23001 Lots 127-147, Block 23005 Lots 8-20, Block 23006 Lots 1-9, Block 23007 Lots 7-19, and Block 23008 6-14.**

   The Developer of Jackson Trails wishes to execute a sewer service agreement because the sewer cleanout is not in compliance with the Authority's Rules and Regulations, as cleanouts are not permitted in a paved area, including but not limited to driveways, driveway aprons, and sidewalks.

   If executed by the Authority, the Authority will accept the cleanout in its current location. If repair of the cleanout should be required in the future, the Owner shall be responsible for repairing and restoring the driveway apron, at no cost to the Authority, all infrastructures on and along the driveway apron for the operation, removal, repair, replacement, relocation and/or maintenance of any and all sewer lines, pipes, mains, facilities, related utilities and/or appurtenances.

   The Sewer Service Agreement was discussed at the Engineering Committee meeting and is being

CONSULTING ENGINEER'S REPORT

On behalf of Remington and Vernick Engineers, Mrs. Pamela Hilla reported on the following developer approval this evening:

Howell Realty Associates, L.L.C has requested a Performance Guarantee release for **705 Brewers Bridge Road** sewer and water improvements. Our office has reviewed the project files and conducted a site inspection of the bonded improvements and finds all items to be satisfactory. Providing the Authority has no outstanding administrative concerns we would recommend that the current Performance Bonds in the amounts of $32,894.90 (Sewer – Bond #S322799) and $30,430.32 (Water – Bond #S322800) be released contingent upon the following:

• Payment of all outstanding inspection, engineering, and legal fees.

• Submittal and acceptance of the required two (2) year Maintenance Bond in the amount of fifteen (15) percent of the total construction cost. Listed herein is a summary tabulation of the original construction cost for the pump station.

Recommending a performance guarantee release for sewer and water improvements per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **Denton Pines, L.L.C**., is proposing to create 35 residential lots and 8 affordable housing units on the northwest corner of Whitesville Road and Denton Lane. The Applicant is submitting for Tentative Sewer and Water Approval at this time. This project was granted Preliminary Approval at the Authority's March 22, 2018, meeting via Resolution 2018-055, Tentative Approval at the Authority's February 28, 2019, meeting via Resolution 2019-030, Amended Tentative approval at the Authority's September 23, 2021, meeting via resolution 2021-110, and Preliminary Approval at the Authority's August 27, 2026, meeting via

resolution 2026-126. All previous approvals (prior to the most recent Preliminary Approval in 2026) have since expired. The Applicant is proposing to provide sewer service via eight (8) inch gravity sewer mains that will connect to a manhole to be constructed as part of the adjacent subdivision development located at block 20701, lot 3, and block 20801, lots 1, 8-12, 15-18, 28. The Applicant is proposing to provide water service via eight (8) inch water main extensions that will connect to the existing twelve (12) inch main in Whitesville Road at two locations. Recommending Tentative Sewer and Water Approval per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

Good Friend Electric has requested a Performance Guarantee release for **Good Friend Electric** sewer and water improvements. Our office has reviewed the project files and conducted a site inspection of the bonded improvements and finds all items to be satisfactory

Providing the Authority has no outstanding administrative concerns we would recommend that the current Cash Bonds in the amounts of $5,520.00 (Sewer) and $3,300.00 (Water) be released contingent upon the following:

• Payment of all outstanding inspection, engineering, and legal fees.

• Submittal and acceptance of the required two (2) year Maintenance Bond in the amount of fifteen (15) percent of the total construction cost. Listed herein is a summary tabulation of the original construction cost for the pump station.

Recommending a performance guarantee release for sewer and water improvements per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **Jackson Crossing Associates, L.L.C.,** for **Jackson Crossing Associate Retail Office** is proposing to construct a single-story 5,200 square-foot retail and office facility on the east side of South Hope Chapel Road, south of East Veterans Highway. The Applicant is applying for Preliminary, Tentative, and Final Sewer and Water Approval at this time. This project was granted Preliminary Water Approval at the Authority's February 23, 2023, meeting via Resolution 2023-036, which has since expired. The Applicant is proposing to service the building with an on-site septic system. The Applicant is proposing to provide water service by connecting separate domestic and fire services to an existing eight (8) inch on-site water main. Recommending Preliminary and Tentative Water Approval per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **2290 Jackson LLC**, for **2290 West County Line Rd Business Center** is proposing to construct a two-story (12,772 square-foot gross-floor area) office building on a commercial property near the corner of West County Line Road and Bennetts Mills Road that currently contains an existing office building and bank. The Applicant is applying for Preliminary, Tentative, and Final Sewer and Water Approval at this time. The Applicant is proposing to provide sewer service via a proposed sewer lateral that will connect to the existing ten (10) inch PVC main in Bennetts Mills Road. The Applicant proposes to provide water service via connecting a six (6) inch DIP fire and two (2) inch type k copper domestic service to an existing onsite six (6) inch DIP fire service. Recommending Preliminary Sewer and Water Approval per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **Ocean Capital Group LLC**, for **Woodlane South New Prospect Road Offices** is proposing to construct a two-story office building totaling 11,020 square-feet gross floor area on the corner of Woodlane Road and South New Prospect Road. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to provide sanitary sewer service via a proposed sewer lateral connection to the existing eight (8) inch ACP sewer main in Woodlane Road. The Applicant is proposing to provide water service via proposed domestic and fire services connected to the existing six (6) inch ACP main in Woodlane Road. Recommending Preliminary Sewer and Water Approval per our office's September 18, 2026, letter to Mr. Terrence Roman, Executive Director.

1. **Cash Management Report for Month Ending August 2026**

   The Cash Management Report, for month ended August 31, 2026, was provided to the Board and reviewed by the Finance Committee, who are recommending approval.

2. **Payment of Vouchers, Deposit Refunds and Payroll for September 2026**

   The September 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 September 2026.

EXECUTIVE ASSISTANT/HUMAN RESOURCES MANAGER – PERSONNEL REPORT

1. **Promotions:**

   Authorizing the Promotion of Yvette Mitchell to the Civil Service Title of Supervisor of Customer Service.

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   Authorizing the Promotion of Megan Burst to the Civil Service Title of Supervisor of Billing and Collecting.

2. **Adopting Addendum No. 1, Artificial Intelligence Policy to the Personnel Policies and Procedures Manual and Employee Handbook:**

   The JIF requires an Artificial Intelligence Policy to the Personnel Policies and Procedures and Employee Handbook. An Addendum is being presented for approval via resolution.

3. **Adopting Empower Retirement, LLC Plan Document and Administrative Service Agreement for the Authority's 457(b) Deferred Compensation Plan:**

   Empower Retirement, LLC has updated Identification Numbers for the Plan Document and Administrative Service Agreement that needs to be acknowledged by resolution. A revision is necessary from the resolution that was passed in August which was requested by the State of New Jersey and is being presented for approval.

   These were discussed with the Personnel Committee who are recommending approval this evening.

CONSENT RESOLUTIONS:

2026 - 143 Resolution of the Jackson Township Municipal Utilities Authority Granting a Performance Bond Release for Sewer and Water to **Brewers Bridge Office Building** Block 7403, Lots 1 and 2, on the Tax Map of the Township of Jackson.

2026 - 144 Resolution of the Jackson Township Municipal Utilities Authority Granting Tentative Sewer and Water Approval to **Denton Pines**, Block 20601, Lots 10 and 11, on the Tax Map of the Township of Jackson.

2026 - 145 Resolution of the Jackson Township Municipal Utilities Authority Granting a Cash Performance Bond Release for Sewer and Water to **Good Friend Electric**, Block 7306, Lot 5, on the Tax Map of the Township of Jackson.

2026 - 146 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary and Tentative Water Approval to **Jackson Crossing Associates Retail Office**, Block 21301, Lot 10.01, on the Tax Map of the Township of Jackson.

2026 - 147 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **2290 West County Line Road Business Center**, Block 6501, Lot 52.01, on the Tax Map of the Township of Jackson.

2026 - 148 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **Woodlane South New Prospect Road Offices**, Block 6303, Lot 16, on the Tax Map of the Township of Jackson.

2026 - 149 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending August 2026.

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Recuse: Commissioner Vann – Resolution 2026-148 due to professional relationship.

Abstain: None

RESOLUTIONS OFFERED:

2026 - 150 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for September 2026.

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

2026 - 151 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Release of the **Performance Bond and the Closeout of the London Drive WTP Maintenance Office and Garage, Contract No. CT-23229, With Gavan General Contracting, Inc**.

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

2026 - 152 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Execution of a Sewer Service Agreement for Jackson Trails Phase 1, Block 23001 Lots 127-147, Block 23005 Lots 8-20, Block 23006 Lots 1-9, Block 23007 Lots 7-19, and Block 23008 Lots 6-14**.

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

2026 - 154 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Yvette Mitchell** to the Civil Service Title of Supervisor of Customer Service.

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

2026 - 155 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Megan Burst** to the Civil Service Title of Supervisor of Billing and Collecting.

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

2026 - 156 Resolution of the Jackson Township Municipal Utilities Authority **Adopting Addendum No. 1, Artificial Intelligence Policy** to the Personnel Policies and Procedures Manual and Employee Handbook.

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

2026 - 157 Resolution of the Jackson Township Municipal Utilities Authority **Adopting Empower Retirement, LLC Plan Document and Administrative Service Agreement for the Authority's 457(b) Deferred Compensation Plan**.

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

Resolution for Closed Session

2026- Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters.

Moved:
Second:
Vote:
Recuse:
Abstain:

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

None.

NEXT MEETING DATES:

Public Meeting – October 22, 2026, at 5:30pm.

ADJOURNMENT:

Moved:	Commissioner Wildman
Second:	Commissioner Vann
Vote:	Unanimous
Recuse:	None
Abstain:	None