THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
April 23, 2026, 5:35PM

The Public Meeting of April 23, 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
Earl Quijano, Principal Engineer	Present
Heather Famelio, Executive Assistant	Present

Present from the public were Mayor Jennifer Kuhn, Christopher Gotz, Michael Janusz, Nick Specht, and Christopher Parks.

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 March 26, 2026:

Moved:	Commissioner	Wildman
Second:	Commissioner	Bressi
Vote:	Unanimous	
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.

Mayor Jennifer Kuhn, 48 Redwood Place, Jackson, New Jersey 08527, addressing her decision to switch the Tax Lien to June 30, 2026. Mayor Kuhn stated she has canceled that change effective the morning of Thursday, April 23, 2026, and will reschedule it back to the normal schedule. Mayor Kuhn requested that the Authority staff reach out to the Township of Jackson in the future if there are any issues. Mayor Kuhn stated she was not sure if the Authority sends out any delinquency letters. Mr. James Diaz, Assistant Executive Director/Director of Finance for the Authority, confirmed that the Authority does, in fact, send out delinquency letters after each cycle billing. The Authority works closely with the Township Tax Collector and will work with the Township on any changes to the Tax Lien schedule.

Mayor Kuhn also stated that the future years will be changed a bit for the Tax Lien process.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT

1. **Participation in the County of Bergen Cooperative – (Administrative)**

   Attached is the resolution to authorize member participation in a cooperative pricing system through the County of Bergen, New Jersey Cooperative Purchasing Alliance No.CK04

   This was discussed with the Administrative Committee who are offering their recommendation to the Board.

2. **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 04/15/2026 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

There were not any **Public Relations Committee** meetings items to report on this evening.

PRINCIPAL ENGINEER'S REPORT

1. **Authorizing Award of the ArcGIS Pro Upgrade Contract, No. CT-26206, through a fair and open process, to Van Cleef Engineering Associates, in an amount not to exceed $18,000.00.**

   The Authority is in need of professional engineering services to migrate the ArcGIS Desktop platform currently used by the Authority to the updated ArcGIS Pro platform already purchased by the Authority.

   Three (3) proposals were solicited from engineering firms appointed as special project engineers and three (3) were received and opened on April 2, 2026, at 2:00p.m in an amount ranging from $18,000.00 to a high of $61,650.00.

   The Authority's staff has reviewed the proposals relative to Contract No. CT-26206 and found the proposal from Van Cleef Engineering Associates, for the ArcGIS Pro Upgrade to be fair and reasonable in the amount of $18,000.00.

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

2. **Rehabilitation of Well No. 14 and Well No. 12, Contract No. CT-26210 - Authorizing the Award to A.C. Schultes, Inc., In an Amount Not to Exceed $ 424,390.00.**

   The Authority duly advertised and solicited bids on April 1, 2026, for the Rehabilitation of Well No. 12 and Well No. 14, Contract No. CT-26210.

   One bid was received and publicly opened on April 15, 2026, at 2:30 p.m. in an amount of $424,390.00.

   The Authority's staff reviewed the bids and is recommending award to A.C. Schultes, Inc., as the lowest responsive and responsible bidder.

   The bid was discussed at the Engineering and Finance Committee Meetings and is being recommended for approval this evening.

CONSULTING ENGINEER'S REPORT

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

The Applicant, **BMH Property 4 LLC**, for **East Veterans Bowman Subdivision**, is proposing a 25-lot subdivision consisting of 20 single-family homes and one (1) two-story affordable housing building consisting of four (4) residential units between East Veterans Highway and Bowman Road. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing an off-site eight (8) inch PVC gravity sewer main that will connect to the existing manhole in the intersection of Grand Boulevard and Royal Grove Drive and extend to East Veterans Highway. The Applicant is proposed an on-site eight (8) inch PVC gravity sewer main and on-site pump station that will discharge to the proposed manhole at the intersection of East Veterans Highway and Grand Boulevard via a 6" DIP force main. Water service will be provided via a proposed eight (8) inch C900 water main extension that will extend through Legacy Lane and connect to the existing 12" DIP water main in East Veterans Highway. Recommending Preliminary Water Approval per our office's April 17, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **241 Hope Chapel LLC**, for **Hope Chapel Subdivision** is proposing to construct a 50-lot residential subdivision near the corner of N Hope Chapel Road and New Central Avenue. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to provide

sanitary sewer service to the development by connecting a proposed on-site gravity sewer main to a proposed pump station that will ultimately convey to the existing force main in S Cooks Bridge Road. The Applicant is proposing to provide water service to the development by connecting a proposed on-site water main extension and extensions within New Central Avenue and N Hope Chapel Road to the existing water main in N Hope Chapel Road. Recommending Preliminary Sewer and Water Approval per our office's April 17, 2026, letter to Mr. Terrence Roman, Executive Director.

The Applicant, **Dov Zucker**, for **88 North New Prospect** is proposing to demolish the existing dwelling and metal garage at the above property (located near the intersection of North New Prospect Road and Newark Avenue) and construct a house of worship totaling 14,055 square-feet gross floor area. The Applicant is applying for Tentative Sewer and Water Approval at this time. This project was granted Preliminary Sewer and Water Approval at the Authority's January 22, 2026, meeting via Resolution 2026-005. The Applicant is proposing an eight (8") inch PVC gravity sewer extension from the project site to a manhole located on Georgia Street. The site shall be serviced by a six (6") inch PVC sanitary lateral. The Applicant is proposing a 1.5-inch type k copper domestic water service and a 6" DIP fire service to the site by connecting to the existing six (6) inch ACP main in North New Prospect Road. Recommending Tentative Sewer and Water Approval per our office's April 17, 2026, letter to Mr. Terrence Roman, Executive Director.

Bil-Jim Construction Co., Inc. has requested a Performance Guarantee release for **RG2 Subdivision** 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. Also attached please find a signed copy of the Developer's Affidavit. Providing the Authority has no outstanding administrative concerns we would recommend that the current Performance Guarantee in the amount of $27,395.00 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 reduction per our office's April 7, 2026, letter to Mr. Terrence Roman, Executive Director.

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

1. Cash Management Report for Month Ending March 2026

The Cash Management Report, for month ended March 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 April 2026

The April 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 April 2026.

3. London Drive WTP Generator Evaluation and Repair

The Authority requested quotes for the London Drive WTP Generator Evaluation and Repair through the ESC of NJ Co-op Contract (65MCESCCPS 22/23-46), Contract No. CT-26217. There was one respondent, Foley, Incorporated. The contract price is $10,355.53 and additional rehabilitation work on the London Drive WTP Generator that includes the installation of a fuel injector pump, fuel line and O-ring which will make the total cost of the rehabilitation, including this contract, $23,000.00

The Authority's staff and Finance Committee are recommending award of the London Drive WTP Generator Evaluation and Repair, Contract No. CT-26217, and award to Foley, Incorporated in an amount of $10,355.53.

4. **Line-Item Adjustment to the 2025 Sewer/Water Operating Budget**

   The 2025 Budget Reclassification Report has been completed. It would be appropriate at this time to consider adjusting line items from the 2025 operating budget to cover shortfalls on individual expense line items. This would entail reclassing budget dollars from one expense line that is projected to come in under budget to cover an expense line item that is projected to come in over budget. The line-item adjustments would not cause an increase/decrease in the 2025 operating expense but rather clean up the individual line items.

5. **Maple Glen Mobile Home Park – Annual Evaluation and Proposed Rate Hearing**

   The Maple Glen Mobile Home Park (MGMHP) is a stand-alone Sewer Treatment Plant system that the Authority manages. The Authority, with the consent of representatives from MGMHP, continues the objective of funding Maple Glen's capital initiatives for items such as the leach field improvements. The additional revenues received from the MGMHP's rates in excess of the expenses are deposited annually into the MGMHP bank account along with their annual depreciation to support such initiatives.

   The annual MGMHP rate calculation for 2026 has been completed. A rate hearing will be necessary. The Authority's staff and Finance Committee are recommending advertising for the Maple Glen rate hearing to be held at the beginning of the May Public meeting of which permission was granted by the Board.

6. **2026 Tax Sale for Year-ended 12/31/2025**

   With Township rescheduling back the Tax Sale for 2025 to its normal schedule, the Authority will wait for instructions from the Township Tax Collector with the revised schedule.

EXECUTIVE ASSISTANT/HUMAN RESOURCES MANAGER – PERSONNEL REPORT

1. **Promotions:**

   Authorizing the Promotion of Veronica Marciano to the Civil Service Title of Customer Service Representative.

   Authorizing the Promotion of Christopher Hernandez to the Civil Service Title of Maintenance Worker 3 Grounds.

2. **Permanent Hires:**

   Authorizing the Permanent Hire of Jordan Smith to the Civil Service Title of Laborer 1 (Collections & Distribution).

3. **Authorizing the ADA Coordinator Designee and Grievance Procedure:**

   The Authority was informed recently that it is required to designate an individual to be its Americans with Disabilities Act (ADA) Coordinator and also adopt a public grievance procedure. The resolution being presented will be to appoint Heather Famelio as the Authority's ADA Coordinator and accept the Grievance Procedure.

4. **Authorizing the Ratification of Payroll Services Contract Renewals:**

The Authority's staff and the Personnel Committee awarded a one (1) year contract, with Primepoint, LLC., for January 1, 2025 through December 31, 2025 period with the option to extend two (2), two-year (2) terms, for Payroll Services, in an amount of $19,470.75, which included a first-year start-up in the amount of $1,692.75 and allows for miscellaneous items on an as-needed basis as quoted in the proposal and which may be adjusted with the addition and/or deletion of Authority employees.

Primepoint, LLC has submitted a letter accepting the first two (2) year contract extension with no price increase, through December 31, 2027, with the option to extend an additional two (2) years. The resolution being presented this month is to ratify the two (2) year contract renewal at an annual amount of $17,778.00 with addition and/or deletion of Authority Employees and miscellaneous items on an as-needed basis.

CONSENT RESOLUTIONS:

2026 - 061 Resolution of the Jackson Township Municipal Utilities Authority **Granting Preliminary Water Approval to East Veterans Bowman Subdivision**, Block 19703, Lots 6, 7 and 24, on the Tax Map of the Township of Jackson.

2026 - 062 Resolution of the Jackson Township Municipal Utilities Authority **Granting a Performance Bond Release for Water to RG2 Offsite,** Block 19403, Lots 2, 6, 7, 10, 12, 19, 20 and 30, on the Tax Map of the Township of Jackson.

2026 - 063 Resolution of the Jackson Township Municipal Utilities Authority **Granting Preliminary Sewer and Water Approval to Hope Chapel Subdivision,** Block 13701, Lot 2-17, on the Tax Map of the Township of Jackson.

2026 - 064 Resolution of the Jackson Township Municipal Utilities Authority **Granting Tentative Sewer and Water Approval to 88 North New Prospect**, Block 5804, Lot 14, on the Tax Map of the Township of Jackson.

2026 - 065 Resolution of the Jackson Township Municipal Utilities Authority **Accepting the Cash Management Report for Month Ending March 2026**.

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

RESOLUTIONS OFFERED:

2026 - 066 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of the ArcGIS Pro Upgrade, Contract No. CT-26206, Through a Fair and Open Process, to Van Cleef Engineering Associates, LLC**, In an Amount Not to Exceed $18,000.00.

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

2026 - 067 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of Well No. 14 and Well No. 12 Rehabilitation, Contract No. CT-26210, to A.C. Shultes Inc.**, In an Amount Not to Exceed $424,390.00.

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

2026 - 068 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Payment of Vouchers, Deposit Refunds and Payroll for April 2026**.

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

2026 - 069 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Approval of Line-Item Adjustments to the 2025 Sewer/Water Operating Budget**.

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

2026 - 070 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Award of London Drive Water Treatment Plant Generator Evaluation and Repair Contract No. CT-26217, Pursuant to Educational Services Commission of New Jersey Co-op Contract No. 65MCESCCPS 22/23-46 to Foley, Incorporated**, In an Amount of $10,355.83.

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

2026 - 071 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Member Participation in a Cooperative Pricing System Through the County of Bergen, New Jersey Cooperative Purchasing Alliance No. CK04**.

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

2026 - 072 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying Extension for Payroll Services, Contract No. CT-25038, to Primepoint LLC, a Two (2) Year Term,** In an Amount of $17,778.00 Annually.

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

2026 - 073 Resolution of the Jackson Township Municipal Utilities Authority **Appointing Heather Famelio as ADA Coordinator for the Americans with Disabilities Act (ADA) and Adopting the Grievance Procedure**.

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

2026 - 074 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Promotion of Veronica Marciano to the Civil Service Title of Customer Service Representative**.

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

2026 - 075 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Promotion of Christopher Hernandez to the Civil Service Title of Maintenance Worker 3 Grounds**.

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

2026 - 076 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Permanent Hire of **Jordan Smith** Under the Civil Service Title of Laborer 1 (Collections & Distribution).

Moved: Commissioner Wildman
Second: Commissioner Bressi
Vote: Unanimous
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:
Abstain:

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

None.

NEXT MEETING DATES:

Public Meeting – May 28, 2026, at 5:30pm.

ADJOURNMENT:

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