THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

Open Meeting Minutes
August 27, 2026, 5:30PM

The Public Meeting of August 27, 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	Excused
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
Nicholas Specht, Acting Principal Engineer	Present
Heather Famelio, Executive Assistant	Present

Present from the public were Christopher Gotz 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.

APPROVAL OF MINUTES:

Approval of the Minutes of the Open Session Meeting of July 23, 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.

REPORTS:

EXECUTIVE DIRECTOR'S REPORT

1. **Ratifying Award of a Contract for Hyson Road Water Treatment Plant Transfer Switch Evaluation and Repair (Executive)**

   Attached is the resolution to ratify award of a contract for Hyson Road Water Treatment Plant Transfer Switch Evaluation and Repair, Contract No. CT-26229, to Modern Group LTD, T/A Modern Group Power Systems, In an Amount of $12,424.70.

2. **Ratifying Award of a Contract for Villanova Drive Manholes 305-306 Emergency Liner Cut and Repair (Executive)**

   Attached is the resolution to ratify the award of a contract for Villanova Drive Manholes 305-306 Emergency Liner Cut and Repair, Contract No. CT-26230 to Vortex Services LLC, In an Amount Not to Exceed $16,750.00.

3. **Surplus (Executive)**

   Attached is the resolution to authorize an internet auction for the disposition of surplus property via GovDeals, Contract No. 808-26 pursuant to BuyBoard Purchasing Cooperative. The surplus property being offered for sale includes:

   - One (1) 2010 Chevy Silverado 2 Wheel Drive
   - One (1) 2013 Chevy Silverado 4 Wheel Drive
   - One (1) 2015 Ford F-250 4 Wheel Drive with liftgate
   - One (1) HP LaserJet Pro 500 Color MFP Printer/Scanner
   - One (1) dual blade walk behind lawnmower 30”
   - One (1) walk behind lawnmower 18”
   - One (1) Echo Yard Landscape Vacuum
   - One (1) Stihl chainsaw
   - Two (2) HP Toner cartridges
   - Two (2) Brother fax machine toner cartridges

- Two-hundred eight (208) various water meters
  Fifty (50) E-Coder heads

4. **Suspension of Sale and Bidding of South Hope Chapel Property (Executive)**

   Attached is the resolution to ratify the suspension of an internet auction for the disposition of surplus property for the vacant lot at South Hope Chapel Road, Block 23003, Lot 5.

5. **HomeServe USA Partnership Overview (Executive)**

   The Authority received the annual Partnership Overview from HomeServe USA and is attached for your review.

6. **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 08/20/2026 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

1. **Jackson Day (Public Relations)**

   Jackson Day was held on Sunday, August 23rd and was a successful event. We had several employees volunteer.

PRINCIPAL ENGINEER'S REPORT

1. **Authorizing Award of the Brewers Bridge Water Main Relocation, Contract, No. CT-26231, through a fair and open process, to French & Parrello Associates, in an amount not to exceed $19,500.00.**

   The Authority is in need of professional engineering services for the design of a water main relocation and bridge pipe supports for the Brewers Bridge, which is to be replaced by Ocean County.

   French and Parrello Associates submitted a proposal relative to Brewers Bridge Water Main Relocation, Contract No. CT-26231, in an amount not to exceed $19,500.00.

   The proposal was discussed at the Engineering Committee meeting and are recommending approval this evening.

2. **Authorizing Final Quantities Change Order No. 1, London Drive WTP Maintenance Office and Garage, Contract No. CT-23229 with Gavan General Contracting, Inc.**

   Final Quantities Change Order No. 1 consists of various item deletions and additions in the project. The price decreases and increases are in the amount of <$66,933.70>.

   Final Quantities Change Order No. 1 revises Contract No. CT-23229 from an amount not to exceed $3,120,000.00 to the decreased amount of $3,053,066.30.

The Final Quantities Change Order was discussed at the Engineering Committee meeting and are recommending approval this evening.

3. **Authorizing a Hold Harmless and Indemnity Agreement with 241 Hope Chapel LLC, for the Off-Site Water and Sewer Infrastructure at the New Central Avenue and North Hope Chapel Road Roundabout and Acceptance of Water and Sewer Performance Bonds.**

   The Developer has expressly stated and represented to the Authority that severe hardship will result unless the Developer is permitted to proceed with construction and installation of certain off-site public water and sewer infrastructure to service the project through the New Central Avenue (CR31) and North Hope Chapel Road (CR639) Roundabout.

   The Developer has represented and warranted that it will proceed with the aforesaid construction and installation entirely at its own risk, is adequately insured, and will indemnify and hold the Authority harmless from and against any and all liability, loss, damage, fines, penalties, etc.

   In connection with said work, the Developer has submitted Performance Bonds for both water and sewer guaranteeing the proper completion of said improvements.

   The agreement and bonds were discussed at the Engineering Committee meeting and are recommending for approval this evening.

4. **GM Equities Warehouse, Block 4601, Lots 4 and 5, Granting a One (1) Year Extension for Final Sewer and Water Approval.**

   The Developer is proposing to construct a mixed-used 38,285 square-foot warehouse building and 3,800 square-foot office space on the south side of North County Line Road, east of Jackson Mills Road.

   The project was granted final sewer and water approval via Resolution NO. 2024-116 on July 25, 2024.

   The approval was set to expire on July 25, 2026, and on July 6, 2026, the Developer had requested a one (1) year extension of time.

   The extension for final approval was discussed at the Engineering Committee meeting and are recommending 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, **Martin Holding Group, LLC** for **307 Brewers Bridge – Martin Subdivision**, is proposing to construct a subdivision plan consisting of 68 single-family homes, one (1) multi-family dwelling consisting of 11 units, and a community center on the corner of Brewer's Bridge Road and Bridgewater Court. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to provide sewer service to the site via an eight (8) inch PVC onsite and offsite sewer main extension. The proposed sewer will leave the site onto Brewer's Bridge Road before ultimately connecting to an existing sewer manhole at the Summer's Drive intersection north of the site. The Applicant is proposing to provide water service to the site via an onsite water main extension that will connect to the existing main in Brewer's Bridge Road. Recommending Preliminary Sewer and Water Approval per our office's August 21, 2026, letter to Mr. Terrence Roman, Executive Director.

JRJ Properties has requested a Performance Guarantee release for **Classics at Royal Grove** sewer 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 Guarantee in the amount of $101,778.37 (Please note that original bond amount was $339,261.12, which was reduced in 2017) 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 improvements per our office's August 21, 2026, letter to Mr. Terrence Roman, Executive Director.

Paramount Properties Group, LLC has requested a Performance Guarantee release for **Paramount Classics Royal Grove** sewer 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 Guarantee in the amount of $100,619.14 (Please note that original bond amount was $335,397.12, which was reduced in 2017) 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 improvements per our office's August 21, 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 Preliminary 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 and Amended Tentative approval at the Authority's September 23, 2021, meeting via resolution 2021-110. All previous approvals 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 Preliminary Sewer and Water Approval per our office's August 21, 2026, letter to Mr. Terrence Roman, Executive Director.

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

1. Cash Management Report for Month Ending July 2026

The Cash Management Report, for month ended July 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 August 2026

The August 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 August 2026.

3. **Closeout of Infra-Red Paving Project**

The Authority is requesting to authorize the closeout of Infra-Red Paving Project, Contract CT-25219 and release the performance bond and accept the two-year maintenance bond in the amount of $35,842.85. Atlantic Infrared, Inc. has indicated that all contract work has been completed and has submitted the required closeout documents.

This was discussed with the Finance Committee who are recommending approval this evening.

EXECUTIVE ASSISTANT/HUMAN RESOURCES MANAGER – PERSONNEL REPORT

1. **Promotions:**

Authorizing the Promotion of Michael Czyzyk to the Civil Service Title of Sewer Repairer 1.

2. **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.

3. **Authorizing Amendments to the Salary Guide and Eligibility Requirements:**

The Authority believes it is appropriate to amend the current Salary Guide and the current Eligibility Requirements that were last adopted in May 2025.

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

CONSENT RESOLUTIONS:

2026 - 123 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **307 Brewers Bridge-Martin Subdivision**, Block 14301, Lots 10, 11, 12 and 13, on the Tax Map of the Township of Jackson.

2026 - 124 Resolution of the Jackson Township Municipal Utilities Authority Granting a **Performance Bond Release for Sewer 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.

2026 - 125 Resolution of the Jackson Township Municipal Utilities Authority Granting a **Performance Bond Release for Sewer 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.

2026 - 126 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **Denton Pines**, Block 20601, Lots 10 and 11, on the Tax Map of the Township of Jackson.

2026 - 127 Resolution of the Jackson Township Municipal Utilities Authority Granting a **One (1) Year Extension for Final Sewer and Water Approval to GM Equities Warehouse**, Block 4601, Lots 4 and 5, on the Tax Map of the Township of Jackson.

2026 - 128 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending July 2026.

Moved: Commissioner Egan
Second: Commissioner Bressi
Vote: Unanimous
Recuse: Commissioner Vann – Resolution 2026-123 due to professional relationship.

Abstain: None

RESOLUTIONS OFFERED:

2026 - 129 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for August 2026.

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

2026 - 130 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Transfer and Restriction of Funds**

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

2026 - 131 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **Brewers Bridge Water Main Relocation, Contract No. CT-26231, Through a Fair and Open Process, to French & Parrello Associates**, In an Amount Not to Exceed $19,500.00.

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

2026 - 132 Resolution of the Jackson Township Municipal Utilities Authority Authorizing **Final Quantities Change Order No. 1 for London Drive WTP Maintenance Office and Garage, Contract No. CT-23229 with Gavan General Contracting, Inc.**, In the Decreased Amount of <$66,933.70>.

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

2026 - 133 Resolution of the Jackson Township Municipal Utilities Authority Authorizing a **Hold Harmless and Indemnity Agreement with 241 Hope Chapel LLC, For the Off-Site Water and Sewer Infrastructure at the New Central Avenue and North Hope Chapel Road Roundabout and Acceptance of Water and Sewer Performance Bonds**.

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

2026 - 134 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Release of the Performance Bond and the Closeout of the 2025 Infra-Red Paving Project, Contract No. CT-25219, with Atlantic Infrared, Inc**.

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

2026 - 135 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying Award of a Contract for Hyson Road Water Treatment Plant Transfer Switch Evaluation and Repair, Contract No. CT-26229, to Modern Group LTD, T/A Modern Group Power Systems**, In an Amount of $12,424.70.

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

2026 - 136 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying Award of a Contract for Villanova Drive Manholes 305-306 Emergency Liner Cut and Repair, Contract No. CT-26230 to Vortex Services, LLC**, In an Amount Not to Exceed $16,750.00.

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

2026 - 137 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing an Internet Auction for the Disposition of Surplus Property via GovDeals Contract No. 808-26 Pursuant to BuyBoard Purchasing Cooperative**.

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

2026 - 138 Resolution of the Jackson Township Municipal Utilities Authority **Ratifying the Suspension of an Internet Auction for the Disposition of Surplus Property**.

Moved: Commissioner Egan
Second: Commissioner Vann
Vote: Unanimous
Recuse: Commissioner Bressi due to conflict
Abstain: None

2026 - 139 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

2026 - 140 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Amendments to the Salary Guide and Eligibility Requirements**.

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

2026 - 141 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Promotion of Michael Czyzyk to the Civil Service Title of Sewer Repairer 1**.

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

Resolution for Closed Session

2026-142 Resolution of the Jackson Township Municipal Utilities Authority Declaring a **Closed Session** Excluding the Public from Private and Confidential Matters.

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

OTHER MATTERS / COMMENTS FROM THE PUBLIC:

None.

NEXT MEETING DATES:

Public Meeting – September 24, 2026, at 5:30pm.

ADJOURNMENT:

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