# THE JACKSON TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

## Open Meeting Minutes
## October 22, 2026, 5:30PM

The Public Meeting of October 22, 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**

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|---|---|
| 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**

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

**AUTHORITY STAFF**

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

Present from the public was Erin Moriarity.

**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 September 24, 2026:

| | | |
|---|---|---|
| Moved: | Commissioner | Egan |
| Second: | Commissioner | Bressi |
| 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. **Public Agency Compliance Officer (P.A.C.O.) (Executive)**

   Annual designation of the Public Agency Compliance Officer is due by January 10, 2027. Requesting approval via resolution at the October 22, 2026 meeting. There is a new process for submission that is all completed entirely online now.

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

2. **Dish Wireless, L.L.C. Cancellation and Abandonment of Equipment (Executive)**

   Attached is the resolution to authorize the cancellation of the land lease agreements with Dish Wireless, L.L.C. for the Hyson Road Monopole No. 1 Co-Location, Contract No. CT-21207 and Manhattan Street Monopole Co-Location, Contract No. CT-21208 and acknowledging the abandonment of equipment

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

3. **Compressed Work Week (4-10 Schedule) Policy (Executive)**

   Attached is the resolution to adopt Addendum No. 2 Compressed Work Week (4-10 Schedule) Policy to the Personnel Policies and Procedures Manual and Personnel Handbook.

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

**4. JIF Renewal (Executive)**

Attached is the resolution to authorize the renewal of membership in the New Jersey Utility Authorities Joint Insurance Fund.

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

**5. 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 10/15/2026 that indicated the Statewide Drought has been lifted and that the Coastal North area falls under Normal Status.

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

## PUBLIC RELATIONS COMMITTEE REPORT

**1. HomeServe USA Charitable Contribution (Public Relations)**

Memo was provided for review.

## PRINCIPAL ENGINEER'S REPORT

**1. Solomon Zolty Grawtown Subdivision, Block 19501, Lot 35, Granting a one (1) year extension to the Final Sewer Approval.**

The Developer of Solomon Zolty Grawtown Subdivision is proposing to construct twenty (20) single-family dwellings and four (4) affordable housing units adjacent to the intersection of Whitesville Road and Grawtown Road.

The Developer was granted final sewer approval via Resolution No. 2025-037 on February 27, 2025.

The approval is set to expire on February 27, 2027, and the Developer has requested a one (1) year extension of time.

The approval extension was discussed at the Engineering Committee meeting and are recommending 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, **Zichron Moshe Nechemia Inc**, for **Frank Applegate Road School**, is proposing to construct three (3) schools near the intersection of Frank Applegate Road and Marybeth Lane. The Applicant is applying for Preliminary Sewer and Water Approval at this time. The Applicant is proposing to provide sanitary sewer to the site via private on-site pump station that will discharge via force main to an existing manhole at the intersection of Jackson Mills Road and Firenze Road. Water service will be provided via a proposed water main extension that will connect from the project site to the existing twelve (12) inch water main in Cedar Swamp Road. Recommending

Preliminary Sewer and Water Approval per our office's October 16, 2026, letter to Mr. Terrence Roman, Executive Director.

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

### 1. Cash Management Report for Month Ending September 2026

The Cash Management Report, for month ended September 30, 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 October 2026

The October 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 October 2026.

### 3. Approval of the 2027 Water/Sewer Operating/Capital Budget

The draft 2027 Water/Sewer Operating/Capital budget has been completed and was reviewed with the Finance Committee along with the 2027 Rate Analysis. This month's report includes a memo summarizing the proposed 2027 water/sewer operating/capital budget along with additional documentation. The deadline for submitting to the State remains to be October 31, 2026.

This month's agenda includes a resolution to approve the Authority's 2027 Water/Sewer Operating/Capital Budget State version.

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

### 4. Authorizing the Transfer and Restriction of Funds

This month's agenda includes a resolution for a fund transfer in the amount of one million dollars ($1,000,000.00) from the BNY Mellon General Fund account, in accordance with the 1996 Bond Covenants, to Parke Bank Capital Reserve Fund account to be reserved and restricted for purposes of funding the Authority's capital initiatives.

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

### 5. 2027 Risk Management Consultant

The Authority is requesting approval of the Risk Management Consultant, Contract No. CT-27021 with Conner Strong & Buckelew Companies, LL for a term of one (1) year from January 1, 2027 through December 31, 2027. Contract price is 6% of the Authority's Fund Assessment in accordance with the New Jersey Utilities Authority Joint Insurance Fund. The Authority appointment of a Risk Management Consultant is required by the by-laws of the New Jersey Utility Authorities Joint Insurance Fund (hereinafter referred to as "JIF"). The fees for Risk Management Consultant services are established by and are paid from the annual JIF premiums. The contract will be awarded as a "Professional Service," in accordance with N.J.S.A. 40A:11-5(1) of the Local Public Contracts Law.

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

**6. 2027 Chemical Supply Contracts**

The Authority is requesting approval for a one (1) year term from January 1, 2027 through December 31, 2027 for the following chemical supply contracts for a total not to exceed $676,561.71:

Miracle Chemical Company
Contract No. CT-27001
Sodium Hypochlorite (Bulk & Drums)
Not to exceed $453,910.00

Univar Solutions
Contract No. CT-27002
Sodium Hydroxide (Bulk)
Not to exceed $189,096.00

Coyne Chemical
Contract No. CT-27003
Iron Sequestering Agent (Drum)
Not to exceed $9,955.71

Kemira Water Solutions, Inc.
Contract No. CT-27004
Ferrous Chloride (Bulk)
Not to exceed $23,600.00

No bids were received for D-Limonene - Citrus Floating Degreaser. In accordance with 40A:11-5, the Authority may negotiate the price of the chemical as needed.

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

**7. 2027 Oversized Vehicles Cleaning Services**

The Authority is requesting approval for the 2027 Oversized Vehicles Cleaning Services. This is an Intergovernmental Agreement, Contract No. CT-27027 for a term of one (1) year from January 1, 2027 through December 31, 2027 with the County of Ocean, Department of Vehicle Services for an amount not to exceed $1,000.00.

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

**8. Custodial Services**

The Authority is requesting approval for custodial services that was bid via competitive contracting. There were two (2) respondents and two (2) proposals were received; however, one proposal did not include a Bid Security and was; therefore, found to be not responsive. Requesting a one (1) year term from January 1, 2027 through December 31, 2027 to QC Cleaning, LLC in an amount not to exceed $48,372.00.

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 Ryan Haviland to the Civil Service Title of Licensed Water Treatment Plant Operator.

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Authorizing the Promotion of Donald Cottrell to the Civil Service Title of Water Repair Supervisor.

Authorizing the Promotion of Nicholas Specht to the Civil Service Title of Principal Engineer Civil.

Authorizing the Promotion of Dana Nizamoff to the Civil Service Title of Supervising Account Clerk.

Authorizing the Promotion of Kathleen Lexa to the Civil Service Title of Account Clerk.

Authorizing the Promotion of Stacey Jacob to the Civil Service Title of Assistant Engineer.

**CONSENT RESOLUTIONS:**

2026 - 158 Resolution of the Jackson Township Municipal Utilities Authority Granting Preliminary Sewer and Water Approval to **501 Frank Applegate-Moshe**, Block 4302, Lots 12 & 13, Block 4404 Lots 1 & 3, on the Tax Map of the Township of Jackson.

2026 - 159 Resolution of the Jackson Township Municipal Utilities Authority Granting a One (1) Year Extension for Final Sewer Approval to **Solomon Zolty Grawtown Subdivision**, Block 19501, Lot 35, on the Tax Map of the Township of Jackson.

2026 - 160 Resolution of the Jackson Township Municipal Utilities Authority Accepting the **Cash Management Report** for Month Ending September 2026.

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

**RESOLUTIONS OFFERED:**

2026 - 161 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the **Payment of Vouchers, Deposit Refunds and Payroll** for October 2026.

Moved: Commissioner Wildman
Second: Commissioner Egan
Vote: Unanimous
Recuse: None
Abstain: Commissioner Bressi – Check #042056

2026 - 162 **2027 Approval Certification Jackson Municipal Utilities Authority – AUTHORITY BUDGET** – Fiscal Year: January 01, 2027, to December 31, 2027.

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

2026 - 163 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing the Transfer and Restriction of Funds**.

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

2026 - 164 Resolution of the Jackson Township Municipal Utilities Authority Appointing the **Risk Management Consultant, Contract No. CT-27021, to Conner Strong & Buckelew Companies, LLC**.

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

2026 - 165 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of the **2027 Chemical Supply Contracts, Contract Nos. CT-27001 Through CT-27004, In an Amount Not to Exceed $676,561.71**.

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

2026 - 166 Resolution of the Jackson Township Municipal Utilities Authority Authorizing an **Intergovernmental Agreement for Oversized Vehicle Cleaning Services, Contract No. CT-27027, with the County of Ocean, In an Amount Not to Exceed $1,000.00**.

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

2026 - 167 Resolution of the Jackson Township Municipal Utilities Authority Authorizing Award of a **One (1) Year Contract with the Option to Extend Two (2), Two (2) Year Terms for 2027 Custodial Services, Contract No. CT-27020, to QC Cleaning, LLC, In an Amount Not to Exceed $48,372.00 Annually**.

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

2026 - 168 Resolution of the Jackson Township Municipal Utilities Authority **Appointing Michael Janusz as the Public Agency Compliance Officer for 2027**.

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

2026 - 169 Resolution of the Jackson Township Municipal Utilities Authority **Approving the Cancellation of the Land Lease Agreements with Dish Wireless, L.L.C. for Hyson Road Monopole No. 1 Co-Location, Contract No. CT-21207 and Manhattan Street Monopole Co-Location, Contract No. CT-21208, and Acknowledging the Abandonment of Equipment**.

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

2026 - 170 Resolution of the Jackson Township Municipal Utilities Authority **Adopting Addendum No. 2 Compressed Work Week (4-10 Schedule) Policy to the Personnel Policies and Procedures Manual and Employee Handbook**.

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

2026 - 171 Resolution of the Jackson Township Municipal Utilities Authority **Authorizing Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund, Contract No. CT-27049**.

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

2026 - 172 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Ryan Haviland** to the Civil Service Title of Licensed Water Treatment Plant Operator.

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

2026 - 173 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Donald Cottrell** to the Civil Service Title of Water Repair Supervisor.

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

2026 - 174 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Nicholas Specht** to the Civil Service Title of Principal Engineer Civil.

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

2026 - 175 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Dana Nizamoff** to the Civil Service Title of Supervising Account Clerk.

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

2026 - 176 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Kathleen Lexa** to the Civil Service Title of Account Clerk.

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

2026 - 177 Resolution of the Jackson Township Municipal Utilities Authority Authorizing the Promotion of **Stacey Jacob** to the Civil Service Title of Assistant Engineer.

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:**

Commissioner Josh Vann questioned the Rate Schedule and the increase. James Diaz, Assistant Executive Director/Director of Finance, responded and explained how the process works and stated they can meet to discuss further.

Michael Janusz, Business Manager, requested approval from the Board to advertise the 2027 Schedule of Rates for the Rate Hearing to be held at the beginning of the November 19, 2026 Public Meeting.

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

**NEXT MEETING DATES:**

Rate Hearing – November 19, 2026, at 5:30pm.
Public Meeting – November 19, 2026, at 5:30pm.

**ADJOURNMENT:**

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