

Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251

Telephone (609) 886-7146 • Fax (609) 886-4487

www.LTMUA.org



December 4, 2024

AGENDA

- Call to Order
- Determination of Quorum
- Sunshine Law
- Pledge of Allegiance and Moment of Silence
- Comments or Questions from the Public on Agenda Items

SPECIAL PRESENTATION / PUBLIC HEARING

**Notice of Intent to Enter into a Contract With Utility Services Group
Pursuant to the New Jersey Water Supply Public-Private Contracting Act**

1. **Resolution No. 142-2024** Authorizing Entering Into a Contract Pursuant to the New Jersey Water Supply Public-Private Contracting Act

CONSENT AGENDA

2. Approval of Minutes: November 6, 2024 Regular Minutes
3. Approval of Minutes: November 6, 2024 Closed Session Minutes
4. Approval of Bills
 - a. **Resolution No. 143-2024 \$49,979.06** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 144-2024 \$175,767.20** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
5. **Resolution No. 145-2024** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of Sewer Capital items in the amount of **\$7,390.58**
6. **Resolution No. 146-2024** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of Water Capital items in the amount of **\$153,737.50**
7. **Resolution No. 147-2024** Customer Change Resolution Approving Reductions to Accounts

REGULAR AGENDA

8. **Resolution No. 148-2024** Renewal of Membership in the New Jersey Utility Authorities' Joint Insurance Fund
9. **Resolution No. 149-2024** Authorize Advertisement of RFPs for 2025 Professional Services
10. **Resolution No. 150-2024** Awarding of an Alternative Method Contract to Romano Hearing Testa & Knorr for Financial Consultant Services
11. **Resolution No. 151-2024** Authorizing a Closed Session to Discuss a Personnel Matter
12. **Administrative Reports**
 - Solicitor
 - Engineer
 - Financial Report
 - Executive Director
13. **Call to the Public**
14. **Board Comments**
15. **Adjournment**

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 142-2024

AUTHORIZING CONTRACT WITH UTILITY SERVICE CO., INC., SUBJECT TO APPROVAL OF LOCAL FINANCE BOARD AND BOARD OF PUBLIC UTILITIES AND AUTHORIZING APPLICATION THERETO PURSUANT TO THE NEW JERSEY WATER SUPPLY PUBLIC-PRIVATE CONTRACTING ACT, N.J.S.A. 58:26-19, et. seq.

WHEREAS, on October 5, 2024 the Lower Township Municipal Utilities Authority ("Authority"), in accordance with the New Jersey Water Supply Public-Private Contracting Act (the "Act"), N.J.S.A. 58:26-19, et. seq., published a Notice of Intent to Enter Into a Contract and made available to interested vendors a Request for Proposals for Providing Full-Service Water Storage Tank Asset Management and Maintenance Plan; and

WHEREAS, on November 14, 2024, in response to the published Request for Proposals, the Authority received one proposal, which was submitted by Utility Service Co., Inc.; and

WHEREAS, as required by the Act, on November 20, 2024 a Notice of Public Hearing was published in the Cape May County Herald, and on November 21, 2024 that same Notice was published in The Press of Atlantic City; and

WHEREAS, as required by the Act, a public hearing on the proposal submitted by Utility Service Co, Inc. was conducted on December 4, 2024 at which time the Authority's Board of Commissioners considered the testimony of the Authority's Executive Director by which the Executive Director explained the proposal and described the benefits to be derived from entering into a long-term asset management contract relative to its four water storage tanks pursuant to the terms and conditions as proposed by Utility Service Co.; and

WHEREAS, this Board of Commissioners of the Lower Township Municipal Utilities Authority desires to make application to the Local Finance Board for its review and/or approval of a proposed asset management Contract with Utility Service Co., Inc for the purpose of authorizing a Full-Service Water Storage Tank Asset Management and Maintenance Plan; and

WHEREAS, this Board of Commissioners of the Lower Township Municipal Utilities Authority believes:

- (a) It is in the public interest to accomplish such purpose;
- (b) Said purpose is for the health, wealth, welfare, convenience and betterment of the customers of the Authority and the residents of the Township of Lower;
- (c) The amounts to be expended for said purpose are not unreasonable or exorbitant; and
- (d) The proposal is an efficient and feasible means of providing services for the needs of the Authority's customers and the residents of the Township of Lower and will not create an undue financial burden to be placed upon the Authority;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Lower Township Municipal Utility Authority, in the County of Cape May and State of New Jersey as follows:

1) All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2) The application to the Local Finance Board is hereby approved and the Authority Solicitor, Bond Counsel, Financial Advisor, Executive Director are hereby authorized to prepare such application and to represent the Lower Township Municipal Utilities Authority in matters pertaining thereto.

3) The Solicitor of the Lower Township Municipal Utilities Authority is hereby directed to prepare and file a copy of the proposed Asset Management Contract with the Local Finance Board as part of such application.

4) The Local Finance Board is hereby respectfully requested to consider such application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute.

RESOLUTION NO. 142-2024

		BITTING	HENDERSON	RIDGWAY	RECHNER	STEERE
MOTION		xx				
SECOND					xx	
AYES		xx	xx	xx	xx	xx
NAY						
ABSENT						
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 04, 2024.


Melissa Bailey, Authority



Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251
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www.LTMUA.org

NOTICE OF INTENT TO ENTER INTO A CONTRACT PURSUANT TO THE NEW JERSEY WATER SUPPLY PUBLIC-PRIVATE CONTRACTING ACT LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY NOTICE OF PUBLIC HEARING

PLEASE TAKE NOTICE that the Lower Township Municipal Utilities Authority (“Authority”) intends to enter into a water supply services maintenance contract with Utility Service Co., Inc. (dba – Utility Service Group Water Solutions, Inc.), a private firm, pursuant to the New Jersey Water Supply Services Public-Private Contracting Act, N.J.S.A. 58:26-19, et., seq., relative to a full-service water storage tank asset management and maintenance program.

A copy of the proposal submitted by Utility Service Co., Inc. is available for review at the Authority’s office located at 2900 Bayshore Road, between 9:00 AM and 4:00 PM, Monday through Friday.

The proposed contract does not contain a concession fee or monetary benefit to be paid to the Authority as a result of entering into a contract.

The public hearing will be held on Wednesday, December 4, 2024 at 5:00 p.m. during the Authority Board’s regular monthly meeting. The hearing will be held at the Lower Township Municipal Utilities Authority Meeting Room located at 2900 Bayshore Road, Villas, NJ 08251.

PLEASE TAKE FURTHER NOTICE that in order to encourage full participation in this opportunity for public comment at this hearing please submit any requests for needed accommodations, including interpreters or mobility assistance to the LTMUA at least 72 hours prior to this hearing to Melissa Bailey, Board Secretary at 1-609-886-7146 ext. 214.

Lower Township Municipal Utilities Authority

By: Melissa Bailey, Board Secretary

November 15, 2024

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 143-2024**

OPERATING ACCOUNT REQUISITION

BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, that in accordance with SECTION 605 of the GENERAL BOND RESOLUTION, the sum of \$49,979.06 and hereby is for the purpose of reimbursing the REVOLVING FUND for OPERATING EXPENSES for the payment scheduled. These payments include those not represented by an asterisk on the attached check list.

BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance or repair of the system or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the GENERAL BOND RESOLUTION; that obligations in the stated amounts have been incurred by the Authority and that each item thereof was properly incurred in operating, maintaining or repairing the system and has not been paid; that there has not been filed with or served upon the Authority notice any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable under such requisition to any of the persons, firms or corporations named in such requisition, or if any such lien, attachment or claim has been filed or served upon the Authority, that such lien, attachment or claim has been released or discharged and such payments are for Operating Expenses and that the total amount thereof will not be in excess of the unencumbered balance of the Annual Budget.

RESOLUTION NO. 143-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION				X	
SECOND			X		
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 144-2024**

**REQUISITIONING REIMBURSEMENT OF OPERATING EXPENSES
IN EXCESS OF \$50,000.00**

WHEREAS, Section 605 of the General Bond Resolution provided for Operating Expenses in the amount of \$50,000.00 and;

WHEREAS, the Authority has bills totaling in excess of \$50,000.00 to be paid, and the Authority wishes to authorize the payment of these bills at this time, contingent upon the receipt of the reimbursement of Operating Expenses requested by the Resolution previously adopted at this meeting.

NOW, THEREFORE, BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY that in accordance with Section 605 of the General Bond Resolution, the sum of **\$175,767.20** is hereby requisitioned from TD Bank, the Trustee, for the payments scheduled and attached.

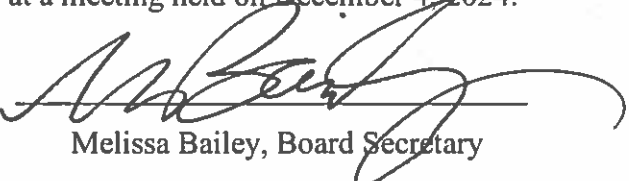
BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance, or repair of the System applicable or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the General Bond Resolution.

RESOLUTION NO. 144-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION				X	
SECOND			X		
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 145-2024**

**AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL IMPROVEMENT
FUND ACCOUNT TO STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT**

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following Sewer Capital Improvement items:

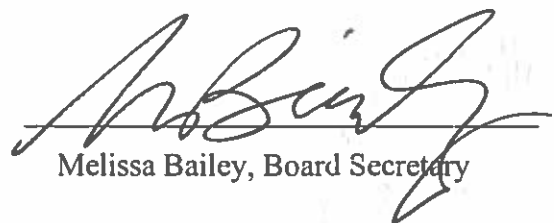
CAPITAL SEWER ITEMS

WWTP Capital Improvement Study Project- Buchart Horn, Inc.- Engineering	\$2,270.58
Pump Station Rehabilitation- Polistina & Associates, LLC	\$540.00
Townbank Road Phase II- Polistina & Associates, LLC	\$4,580.00
Total	\$7,390.58

RESOLUTION NO. 145-2024

		HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION					X	
SECOND				X		
AYES		X	X	X	X	X
NAY						
ABSENT						
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 146-2024**

**AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL IMPROVEMENT
FUND ACCOUNT TO STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT**

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following **Water** Capital Improvement items:

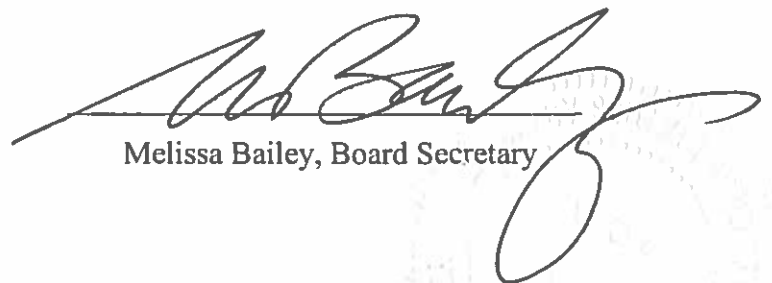
CAPITAL WATER ITEMS

NCM Water Main Replacement- DeBlasio & Associates- Engineering	\$12,113.50
Iron Study Removal- Polistina & Associates, LLC	\$405.00
Water Meter Replacement Program- Core & Main- Meters	<u>\$141,219.00</u>
Total	\$153,737.50

RESOLUTION NO. 146-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION				X	
SECOND			X		
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

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BILL LIST CERTIFICATION

We, the Members of the Lower Township Municipal Utilities Authority hereby certify that we have each reviewed the Bill List presented for payment on December 4, 2024.

Jacqueline Henderson

Jacqueline U. Henderson

James P. Ridgway

JP Ridgway

Harrison A. Bitting

Harrison A. Bitting

Karen Rechner

Karen Rechner

Bryan Steere

BDS

December 2024 Bill List Capital Expenses

	A	B	C	D	E	F
1	Account	Description	PO #	Vendor Name	Item Description	Amount
2	05-60-100-801	NCM Water Main Replacement	24-00824	DeBlasio & Associates	Engineering	\$12,113.50
3	05-55-300-120	WWTP Capital Improvement Study Prolect	24-00832	Buchart Horn	Engineering	\$2,270.58
4	05-55-100-204	Pump Station Rehabilitation	24-00800	Polistina & Associates, LLC	Pump Station Rehab.	\$540.00
5	05-60-200-301	Iron Removal Study	24-00801	Polistina & Associates, LLC	Iron Removal Study	\$405.00
6	05-55-400-100	Townbank Road Phase II	24-00802	Polistina & Associates, LLC	Townbank Road Phase II	\$4,580.00
7	05-60-200-401	Water Meter Replacement Program	24-00708	Core & Main	Meters	\$141,219.00

PREPAY AND EFT ITEMS: December 4, 2024 Meeting

Medical Active Employees	\$44,671.01	EFT
Medical Retired Employees	\$20,445.17	EFT
Delta Dental	\$2,528.65	EFT
Google Suite (1)	\$150.00	EFT
WEX Inc. Fuel	\$101.52	EFT
Google Suite (2)	\$150.00	EFT

Total of the Pre Pay Items	\$68,046.35	
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CAPITAL SEWER ITEMS

WWTP Capital Improvement Study Project- Buchart Horn, Inc.- Engineering	\$2,270.58	
Pump Station Rehabilitation- Polistina & Associates, LLC	\$540.00	
Townbank Road Phase II- Polistina & Associates, LLC	\$4,580.00	
Total	\$7,390.58	

CAPITAL WATER ITEMS

NCM Water Main Replacement- DeBlasio & Associates- Engineering	\$12,113.50	
Iron Study Removal- Polistina & Associates, LLC	\$405.00	
Water Meter Replacement Program- Core & Main- Meters	\$141,219.00	
Total	\$153,737.50	

Total of the Bill List	\$318,827.99	
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CMCMUA- Sludge Processing	\$36,105.86	
Pendergast Safety Equipment Co.	\$7,280.00	
Romano, Hearing, Testa, & Knorr Accounting Services	\$6,458.20	
Tri-County Termite & Pest- Pest Control	\$135.00	
OPERATING ACCOUNT	\$49,979.06	

EXCESS OPERATION ACCOUNT	\$175,767.20	
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Total of Bill List and Pre Paid	\$386,874.34	
Total of all Resolutions	\$386,874.34	

December 2, 2024
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LOWER TOWNSHIP MUA
Bill List By Vendor Id

Page No: 1

P.O. Type: All
Range: First to Last
Format: Condensed
Vendors: All
Rcvd Batch Id Range: First to Last
Include Non-Budgeted: Y
Prior Year Only: N
Open: N
Paid: N
Void: N
Rcvd: Y
Held: Y
Aprv: N
Bid: Y
State: Y
Other: Y
Exempt: Y

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ANC02	ANCO HOME CENTER CORP								
		24-00825	11/30/24	November 2024 Purchases	Open	834.92	0.00		
BIL03	BILLOWS ELECTRIC SUPPLY CO INC								
		24-00759	11/01/24	Bulbs & Electrical Materials	Open	460.62	0.00		
BUC01	BUCHART HORN								
		24-00832	11/30/24	WWTP Capital Improvement Study	Open	2,270.58	0.00	C2024003	C
CIN01	CINTAS CORPORATION								
		24-00799	11/25/24	First Aid Supplies	Open	329.46	0.00		
CMC02	CMC FLEET MAINTENANCE								
		24-00805	11/26/24	October 2024 Fuel Usage	Open	4,362.20	0.00		
CNM01	CORE & MAIN LP								
		24-00353	05/16/24	Distribution Materials	Open	716.16	0.00		
		24-00416	06/05/24	6 x 2 Saddles & 36" Pits	Open	388.00	0.00		
		24-00422	06/11/24	2" Meter Setter	Open	1,607.00	0.00		
		24-00604	08/30/24	Water Material Stock	Open	2,220.00	0.00		
		24-00651	09/13/24	Hymax, Repair Clamps, Saddles	Open	4,922.00	0.00		
		24-00708	10/10/24	Meter, MXU and Install Project	Open	141,219.00	0.00		
						151,072.16			
COM06	COMCAST								
		24-00815	11/30/24	Internet - 101 Fishing Creek	Open	154.41	0.00		
		24-00837	11/30/24	Internet - 497 Seashore Road	Open	154.41	0.00		
						308.82			
CON03	ATLANTIC CITY ELECTRIC								
		24-00833	11/30/24	Electric Accounts	Open	53,810.50	0.00		
CRU01	CAPE REGIONAL URGENT CARE								
		24-00816	11/30/24	Pre-Employment Screening	Open	375.00	0.00		
DAN01	CRYSTAL SPRINGS								
		24-00806	11/26/24	Distilled Water	Open	61.97	0.00		
DEB02	DEBLASIO & ASSOCIATES								
		24-00824	11/30/24	NCM Water Main Replacement	Open	12,113.50	0.00	C2023002	C
DRB01	DRBA								
		24-00813	11/30/24	Lease Agreement	Open	266.16	0.00		
EVE01	EVERON, LLC								
		24-00814	11/30/24	Garage Fire Protection Service	Open	124.32	0.00		

December 2, 2024
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LOWER TOWNSHIP MUA
Bill List By Vendor Id

Page No: 2

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
EVO01	EVOGOV, INC.	24-00830	11/30/24	Website Hosting	Open	75.00	0.00		
FAR04	GARY'S AUTOMOTIVE	24-00812	11/30/24	Vehicle Inspections	Open	382.50	0.00		
GSR01	GSRP PROJECT HOLDINGS I, LLC	24-00797	11/25/24	Solar Energy 10/01-10/31/2024	Open	138.85	0.00		
KEE01	KEEN COMPRESSED GAS COMPANY	24-00817	11/30/24	Cylinder Rental	Open	99.04	0.00		
LOW01	LOWE'S	24-00698	10/04/24	Refrigerator	Open	1,244.02	0.00		
		24-00819	11/30/24	Ladders	Open	663.10	0.00		
		24-00820	11/30/24	Fixture for Light for Fence	Open	100.84	0.00		
		24-00821	11/30/24	Misc. Plant Supplies	Open	<u>716.69</u>	0.00		
						2,724.65			
LSS01	TELESYSTEM	24-00810	11/30/24	Phone Accounts	Open	2,700.31	0.00		
MCC01	MODERN GROUP POWER SYSTEMS INC	24-00154	02/27/24	2024 Planned Maintenance	Open	8,891.05	0.00		
MUA04	CMCMUA -GRIT & RAGS	24-00809	11/26/24	Grit & Rags Disposal	Open	960.27	0.00		
MUA06	CMCMUA - SLUDGE PROCESSING	24-00836	11/30/24	October 2024 Sludge Processing	Open	36,105.86	0.00		
NAS02	NASSCO, INC.	24-00804	11/26/24	PACP/LACP/MACP Recertification	Open	3,100.00	0.00		
NVA01	NATIONAL VISION ADMINISTRATORS	24-00798	11/25/24	Group Vision Coverage	Open	293.31	0.00		
OFF04	OFFICE DEPOT BUSINESS ACCOUNT	24-00827	11/30/24	Office & Plant Supplies	Open	1,506.01	0.00		
ONE03	ONE CALL CONCEPTS INC	24-00838	11/30/24	Markouts - October 2024	Open	602.37	0.00		
		24-00839	11/30/24	Del Haven Markouts - October	Open	<u>12.87</u>	0.00		
						615.24			
PEN01	PENDERGAST SAFETY EQ. CO.	24-00750	10/31/24	Gas Monitors	Open	5,490.00	0.00		
		24-00751	10/31/24	Calibration Dock Station	Open	<u>1,790.00</u>	0.00		
						7,280.00			
PET02	PETTY CASH- ERIN MCFEETERS	24-00818	11/30/24	Petty Cash	Open	350.89	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PIE01	PG & S PAYROLL SERVICES, LLC	24-00807	11/26/24	Payroll Services	Open	319.50	0.00		
PIE06	STEVEN PIERCE	24-00828	11/30/24	Reimbursement	Open	100.00	0.00		
POL03	POLYDYNE INC.	24-00796	11/25/24	Polymer Clarifloc C-9530/9545	Open	7,084.00	0.00		
POL05	POLISTINA & ASSOCIATES, LLC	24-00800	11/25/24	Pump Station Rehabilitation	Open	540.00	0.00		
		24-00801	11/25/24	Iron Removal Study	Open	405.00	0.00		
		24-00802	11/25/24	Townbank Road Phase II	Open	4,580.00	0.00		
		24-00834	11/30/24	L & M Crest Development	Open	270.00	0.00		
		24-00835	11/30/24	DRBA Buildings 3 & 4	Open	33.75	0.00		
						5,828.75			
RET01	REIT FUEL OIL COMPANY, INC.	24-00822	11/30/24	Lubricants	Open	1,430.60	0.00		
RHT01	ROMANO, HEARING, TESTA & KNORR	24-00831	11/30/24	Accounting Assistance Services	Open	6,458.20	0.00		
SEA01	SEA GEAR MARINE SUPPLY INC	24-00711	10/18/24	Uniforms for New Employees	Open	2,476.18	0.00		
SHE02	SHERWOOD LOGAN & ASSOCIATES	24-00803	11/25/24	Rotex 42 Spider 98 Shore A	Open	225.00	0.00		
TRI05	TRI-COUNTY TERMITE & PEST	24-00829	11/30/24	Pest Control Service	Open	135.00	0.00		
USA01	HD FACILITIES MAINTENANCE, LTD	24-00385	05/28/24	Free Chlorine Reagent Set	Open	475.79	0.00		
		24-00703	10/08/24	Keson 3' Measuring Wheel	Open	249.73	0.00		
		24-00808	11/26/24	Seals for Dewatering Building	Open	188.55	0.00		
		24-00823	11/30/24	3/8" x 100' Replacement Cable	Open	230.68	0.00		
						1,144.75			
VER03	VERIZON	24-00811	11/30/24	Cell Phones & Tablets	Open	1,427.83	0.00		
VIL03	NAPA AUTO PARTS CO.	24-00826	11/30/24	November 2024 Purchases	Open	503.53	0.00		
WWG01	GRAINGER, INC	24-00786	11/12/24	Batteries	Open	81.46	0.00		
<hr/>									
Total Purchase Orders:		59	Total P.O. Line Items:		0	Total List Amount:		318,827.99	Total Void Amount: 0.00

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN	4-05	157,396.16	0.00	157,396.16	0.00	0.00	157,396.16
	X-05	161,431.83	0.00	161,431.83	0.00	0.00	161,431.83
Total of All Funds:		318,827.99	0.00	318,827.99	0.00	0.00	318,827.99

Totals by Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN 05		318,827.99	0.00	318,827.99	0.00	0.00	318,827.99
Total of All Funds:		<u>318,827.99</u>	<u>0.00</u>	<u>318,827.99</u>	<u>0.00</u>	<u>0.00</u>	<u>318,827.99</u>

LOWER TOWNSHIP MUA
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
SEWER & WATER FUND	4-05	157,396.16	0.00	0.00	0.00	157,396.16
	X-05	161,431.83	0.00	0.00	0.00	161,431.83
Total of All Funds:		<u>318,827.99</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>318,827.99</u>

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 147-2024**

CUSTOMER CHANGE

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that the Board Secretary, Melissa Bailey, be and hereby is authorized to make the following changes and draw checks to refund overpayments if applicable.

Water

<u>Account</u>	<u>Address</u>	<u>Period</u>	<u>Reduction Amt</u>	<u>Billing Adjustment Explanation</u>
11912-0	1200 Route 9	2024/3	\$11,628.87	Read obtained incorrect- read corrected.
3745-0	128 Texas Avenue	2024/3	\$91.68	Meter read obtained was incorrect.
13424-0	2845 Bayshore Road	2024/3	\$28.88	Read stuck showing 0 usage for prior quarters.
3745-0	100 Coral Road	2024/3	\$21.66	Meter read obtained was incorrect.
3541-0	131 Oregon Avenue	2024/3	\$32.49	Read stuck showing 0 usage for prior quarters.
8417-0	204 Townbank Road	2024/3	\$310.03	Meter reading issue previous two quarters.
9535-0	608 Winslow Avenue	2024/3	\$373.18	Meter reading issue previous three quarters.
4779-0	314 Cedardale Avenue	2024/3	\$83.74	Read stuck showing 0 usage for prior quarters.
6239-0	2708 Huron Drive	2024/3	\$28.88	Previous estimate too low.
473-0	317 E Tampa Avenue	2024/3	\$25.27	Interim read incorrect/meter replacement.
11632-0	403 Chatam Drive	2024/3	\$1,103.66	Meter read obtained was incorrect.
11386-0	17 Barbara Terrace	2024/3	\$79.77	Meter read obtained was incorrect.
6817-0	18 Widgeon Way	2024/3	\$262.02	Meter read obtained was incorrect.
Total:			\$14,070.13	

Sewer

<u>Account</u>	<u>Address</u>	<u>Period</u>	<u>Reduction Amt</u>	<u>Billing Adjustment Explanation</u>
5767-0	86 Beachhurst Drive	2024/4	\$20.00	Courtesy Returned Check Fee Removal
Total:			\$20.00	

Connections

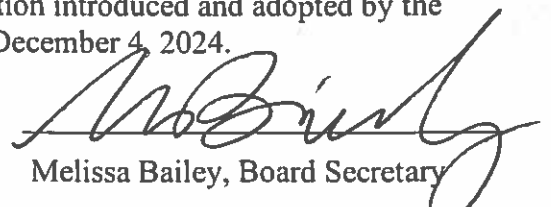
<u>Account</u>	<u>Address</u>	<u>Period</u>	<u>Reduction Amt</u>	<u>Billing Adjustment Explanation</u>
14278-0	369 U.S. Route 9	24/1-28/1	\$1,600.00	Sewer Connection Waiver
Total:			\$1,600.00	

Interest Waived: Water: \$0.94
Sewer: \$120.82
Connections: \$0.00

RESOLUTION NO. 147-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION				X	
SECOND			X		
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

**RESOLUTION NO. 148-2024
FOR RENEWAL OF MEMBERSHIP IN THE
NEW JERSEY UTILITY AUTHORITIES' JOINT INSURANCE FUND**

WHEREAS, the Lower Township MUA is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2024 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership;

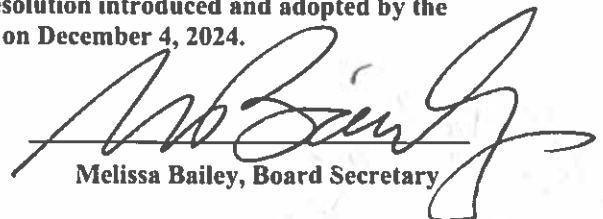
NOW THEREFORE, be it resolved as follows:

1. The Lower Township MUA agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.
2. The Governing Body shall be and hereby are authorized to execute the agreement to renew membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

RESOLUTION NO. 148-2024

		BITTING	HENDERSON	RECHNER	RIDGWAY	STEERE
MOTION		X				
SECOND				X		
AYES		X	X	X	X	X
NAY						
ABSENT						
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 149-2024

AUTHORIZATION TO ADVERTISE FOR RECEIPT OF PROPOSALS FOR VARIOUS 2025 PROFESSIONAL SERVICES CONTRACTS

WHEREAS, the Lower Township Municipal Utilities Authority (“LTMUA”) presently has professional services contracts with various individuals or firms which will expire on January 31, 2025; and

WHEREAS, upon reorganization in February 2025, the LTMUA will have the need to enter into various professional services agreements for the year beginning February 1, 2025; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et seq.*, provides that contracts for professional services can be awarded without public advertising but, on January 1, 2006, a series of statutes found at N.J.S.A. 19:44A-20.4, *et. seq.* became effective and those statutes provide that public contracts having a value in excess of \$17,500.00 must either be awarded pursuant to a “fair and open” process or pursuant to an alternative method process that would not qualify as a “fair and open process;” and

WHEREAS, it is deemed to be in the best interest of the LTMUA that, as to the subject 2024 professional services contracts, all of which may have a value in excess of \$17,500.00, a “fair and open” process be utilized.

NOW, THEREFORE, BE IT RESOLVED, by the Members of the Lower Township Municipal Utility Authority, in the County of Cape May and State of New Jersey as follows:

1) All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2) The Executive Director, the Authority Solicitor and the Authority Secretary, along with such other officials as may be necessary and proper, be and they hereby are authorized to prepare a Notice of Requests for Proposals as to each of the following 2025 professional services agreements:

- LTMUA Auditor
- LTMUA Solicitor
- LTMUA Bond Counsel
- LTMUA Engineer
- LTMUA Special Projects Engineers
- LTMUA Wastewater Treatment Consultant
- LTMUA SCADA and Instrumentation Consultant


3) Upon preparation of an appropriate Notice, the Authority Secretary is authorized to post all Notices and Specifications on the LTMUA’s website and the Authority Secretary be and she hereby is authorized to receive proposals for each of the aforementioned professional services agreements and, upon the opening of proposals on the date indicated in the subject

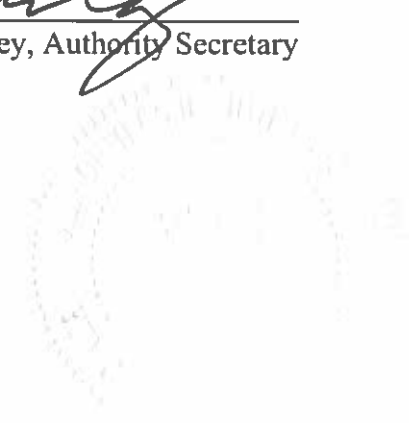
Notice, is directed to forward proposals received to the Authority Chairman and Executive Director for review.

RESOLUTION NO. 149-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION				X	
SECOND			X		
AYE	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Authority Secretary



THE TOWNSHIP OF LOWER MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 150-2024

AWARDING PROFESSIONAL SERVICES CONTRACT TO ROMANO HEARING TESTA & KNORR FOR FINANCIAL CONSULTANT SERVICES

WHEREAS, the Lower Township Municipal Utilities Authority (“Authority” or “LTMUA”) has a need to acquire professional financial consultant services from a certified public accountant having experience in providing such services to local governmental entities in the State of New Jersey; and

WHEREAS, Stephen P. Testa, CPA, RMA of the firm of Romano Hearing Testa & Knorr of Vineland, NJ has the credentials and abilities to perform such services as are required by the Authority and has acted as the Authority’s financial consultant for a number of years; and

WHEREAS, Stephen P. Testa, CPA, RMA has submitted a proposal, dated December 2, 2024, indicating that Romano Hearing Testa & Knorr, a firm in which Mr. Testa is a shareholder, will provide the required professional services at a cost estimated to be not in excess of \$110,000.00 for the period December 15, 2024 through December 14, 2025; and

WHEREAS, Mr. Testa, on behalf of Romano Hearing Testa & Knorr, has completed and submitted a Business Entity Disclosure Certification that certifies that Romano Hearing Testa & Knorr has not made any reportable contributions to a political or candidate committee in the Township of Lower in Cape May County in the previous one year, and acknowledging that the contract will prohibit Romano Hearing Testa & Knorr from making any reportable contributions through the term of the contract; and

WHEREAS, the LTMUA Purchasing Agent has determined and certified in writing that the value of the acquisition of aforementioned services will exceed \$17,500.00 and, therefore, the proposed contract falls within the scope of N.J.S.A. 19:44A-20.5 and LTMUA Board has determined that it is in the best interests of the LTMUA that the subject contract be awarded as an alternate method contract pursuant to the provisions of N.J.S.A. 19:44A-20.5; and

WHEREAS, the Local Public Contracts Law, N.J.S.A. 40A:11-1, *et. seq.*, provides that contracts for professional services may be awarded without public advertisement therefore; and

WHEREAS, under the Local Public Contracts Law, the subject contract would be a contract for professional services because:

(A) Professional services of the type herein sought are of such a nature as to require a high degree of trust or confidence in the individual or entity providing the service and, in fact, may require the creation of a confidential or fiduciary relationship between that individual or entity and the municipality;

(B) The services required are highly specialized or technical in nature;

(C) The services require peculiar ability or skill and demand a high degree of specialized knowledge or expertise;

(D) The services are such that their relative worth must be judged by subjective considerations that are not susceptible of valuation by competitive bidding;

(E) The individual or entity who will provide these services has demonstrated competence and particular expertise in the services required;

(F) The individual or entity who will perform these services is held to and fully adheres to the strict ethical standards that govern the involved profession;

(G) The services include advice to and consultation with the municipality that require both knowledge and judgment on the part of the individual or entity providing services, as well as the confidence of the municipal officials, such that competitive bidding is not feasible or practical;

(H) The services to be provided are such that their nature, scope and duration are not capable of precise measurement, but, rather, require a flexibility and discretion that render competitive bidding impractical and inefficient; and

NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

1) All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2) The LTMUA Chairman and Secretary be and they hereby are authorized to execute a professional services agreement with Romano Hearing Testa & Knorr the terms of which incorporate the aforementioned December 2, 2024 proposal, and which provide that Stephen P. Testa, CPA, RMA will provide the financial advisory services requested by the Authority. The term of the contract shall be for one year commencing December 15, 2024. By Resolution of the Authority, the contract term may be extended for two additional one-year terms. The annual contract price shall be for an amount not to exceed \$110,000.00 without further authorization, by Resolution, of the Authority.

3) The statutory language required by N.J.S.A. 10:2-1 and 10:5-33 hereby is incorporated into the contract by reference and the contractor is bound by said language together with the other provisions of the anti-discrimination laws of the State of New Jersey, Chapter 127 of the Laws of 1975.

4) This Resolution shall only be effective when a copy of a certification of availability of funds prepared by the Authority's Certifying Finance Officer is attached hereto.

5) The Business Entity Disclosure Certification and the determination of value shall be placed on file with this Resolution.

6) This Resolution only shall become effective when a copy of the New Jersey Business Registration Certificate of Romano Hearing Testa & Knorr is submitted to the Authority pursuant to the provisions of N.J.S.A. 52:32-44b(1) and a copy of that New Jersey Business Registration Certificate shall be placed on file with this Resolution.

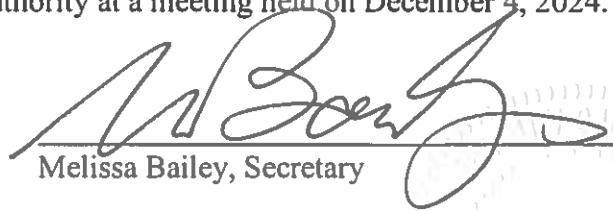
7) This Resolution only shall become effective when a Certification Regarding Investment Activities in Iran is submitted by Romano Hearing Testa & Knorr to the Authority as required by N.J.S.A. 40A:11-2.1 and a copy of that Certification is placed on file with this Resolution.

8) A notice of the letting of this contract shall be published in the Authority's official newspaper within ten (10) days of the date of this resolution, which notice shall state that this Resolution and the contract are on file and available for public inspection in the office of the Authority Secretary.

RESOLUTION NO. 150-2024

	HENDERSON	RIDGWAY	BITTING	RECHNER	STEERE
MOTION	X				
SECOND				X	
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT
ADDITION TO RESOLUTION NO. 150-2024

I, Harrison Bitting, Treasurer and Certifying Finance Officer of the Township of Lower Municipal Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are available adequate funds for the proposed professional services contract between the Township of Lower Municipal Utilities Authority and Romano, Hearing, Testa & Knorr for the provision of financial consulting services. Money necessary to fund said contract has been projected in the amount of \$110,000. Money necessary to fund said contract has been provided for and shall be charged to the following Line Item Appropriation or Account Nos. 05-60-500-206 – Professional Fees-Auditor/Financial Services-Water and 05-55-500-206 Professional Fees-Auditor/Financial Services-Sewer. These funds will not be certified as being for more than one (1) pending contract.

DATE: December 4, 2024



Harrison Bitting, Treasurer
Certifying Finance Officer

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 151-2024

**A RESOLUTION PROVIDING FOR A CLOSED SESSION NOT OPEN TO THE PUBLIC IN
ACCORDANCE WITH THE PROVISIONS OF THE NEW JERSEY OPEN PUBLIC
MEETINGS ACT N.J.S.A. 10:4-12**

WHEREAS, the Open Public Meetings Act, N.J.S.A. 10:4-12, provides that a closed session may be held for certain specified purposes when authorized by Resolution adopted by the governing body; and

WHEREAS, it is necessary for the Board to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b and designated hereinbelow:

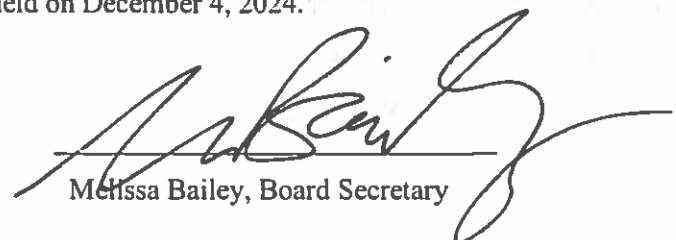
Matters Relating to the Employment Relationship: Any matter involving the employment, appointment, termination of employment, evaluation of the performance or promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed or appointed by the public body, unless all the individual employees or appointees whose rights could be adversely affected request in writing that such matter or matters be discussed at a public meeting.

NOW, THEREFORE, BE IT RESOLVED, by the Board assembled in public session on December 4, 2024 that a closed session shall be held on for the discussion of matters relating to the specific items designated above involving the Lower Township Municipal Utilities Authority. The governing body shall convene in closed session discussion immediately upon passage of this Resolution and it is anticipated that the deliberations conducted in closed session shall be disclosed to the public upon conclusion of the matter and/or after determination of the Board that the public interest will no longer be served by such confidentiality.

RESOLUTION NO. 151-2024

	BITTING	HENDERSON	RIDGWAY	RECHNER	STEERE
MOTION	X				
SECOND				X	
AYES	X	X	X	X	X
NAY					
ABSENT					
ABSTAIN					

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on December 4, 2024.


Melissa Bailey, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY RESOLUTION NO. 152-2024

APPROVAL OF PERSONNEL COMPENSATION ADJUSTMENT

WHEREAS, during the December 4, 2024 meeting of the Board of Commissioners of the Township Municipal Utilities Authority “Authority”), the Board, in executive session as authorized by N.J.S.A. 10:4-12a(8), heard a report of its personnel committee and the recommendation of the Authority’s Executive Director regarding a proposed compensation adjustment for one of its employees; and

WHEREAS, after considering the recommendations of its personnel committee and Executive Director the Board unanimously agreed that the proposed compensation adjustment for the subject employee is warranted;

NOW, THEREFORE, BE IT RESOLVED, by the Members of the Lower Township Municipal Utility Authority, in the County of Cape May and State of New Jersey as follows:

1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2. The following compensation adjustments effective with the pay period beginning November 29, 2024 is approved:

Howard Matthews

- Adjusted Base Compensation : \$107,328.00.
- Mr. Matthews will be eligible for NJDEP Operator License stipends at the end of the 2024, but will no longer be eligible for the stipends thereafter.
- The LTMUA Personnel Committee will meet with Mr. Matthews in six (6) months to review his performance and compensation.

3. The adjustment approved by this Resolution shall be subject to all applicable New Jersey Civil Service statute and administrative regulations, if any.

4. The compensation adjustment authorized by this Resolution is fact-sensitive and is decided on a case-by-case basis and, therefore, nothing in this Resolution shall be deemed precedential with respect to future cases and considerations.

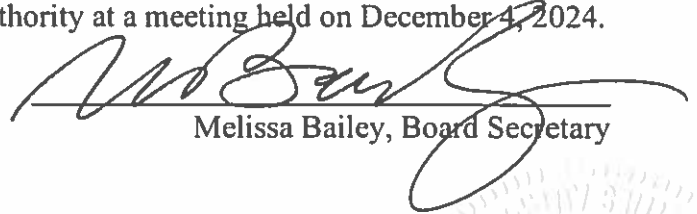
5. The Executive Director and the Authority Secretary be, and they hereby are, authorized to do all things necessary and proper to effectuate the purpose and intent of this Resolution.

6. The minutes of the Executive Session pertaining to the adoption of this Resolution shall be made public by the Authority Secretary.

RESOLUTION NO. 152-2024

		BITTING	HENDERSON	RIDGWAY	RECHNER	STEERE
MOTION		X				
SECOND					X	
AYES		X	X	X	X	X
NAY						
ABSENT						
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a Resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on December 4, 2024.



Melissa Bailey, Board Secretary

