

Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251

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

www.LTMUA.org



September 3, 2025

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

CONSENT AGENDA

1. Approval of Minutes: August 6, 2025 Regular Minutes
2. Approval of Minutes: August 6, 2025 Closed Session Minutes
3. Approval of Bills
 - a. **Resolution No. 112-2025 \$49,935.00** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 113-2025 \$236,794.15** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
4. **Resolution No. 114-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$61,547.69**
5. **Resolution No. 115-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$8,178.22**
6. **Resolution No. 116-2025** Customer Change Resolution Approving Reductions to Accounts

REGULAR AGENDA

7. **Resolution No. XX-2025** Annual Audit Review for the FY 2023
8. **Resolution No. XX-2025** Authorizing a Contribution to the Township of Lower Pursuant to NJSA 40A:5A-12.1
9. **Resolution No. XX-2025** Authorizing the Sale of Surplus Equipment to Lower Township
10. **Resolution No. XX-2025** Authorizing an Application to NJDEP I Bank for the 2024 Pump Station Rehabilitation Project
11. **Resolution No. XX-2025** Awarding a Contract for NJ Licensed Electrical Contractor Services to Bowe & Gant
12. **Bid Results for the Townbank Road Interceptor Lining & Manhole Rehabilitation Project – Phase II**
13. **GIS Pilot Study**
14. **Administrative Reports**
 - Solicitor
 - Engineer
 - Financial Report
 - Executive Director
15. **Call to the Public**
16. **Board Comments**

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 112-2025**

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 \$49,935.00 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.

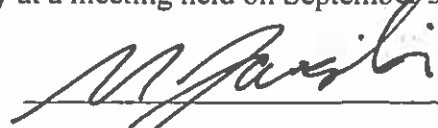
BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance or repair of the system or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

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. 112-2025

| | | 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 September 3, 2025.



Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 113-2025**

**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 **\$236,794.15** is hereby requisitioned from TD Bank, the Trustee, for the payments scheduled and attached.

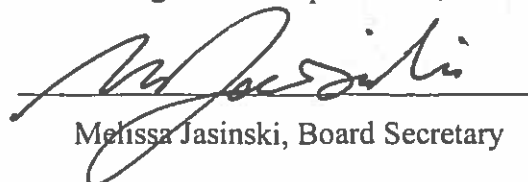
BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance, or repair of the System applicable or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

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. 113-2025

| | 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 September 3, 2025.


Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 114-2025**

**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 Centrifuge VFD- Complete Control Services | \$14,869.69 |
| Pump Station Rehabilitation- Municipal Maintenance- PS 4 Pump Rebuild | \$13,640.00 |
| Diamond Beach Force Main Rehabilitation- Polistina & Associates, LLC | \$1,096.00 |
| Pump Station Rehabilitation- Polistina & Associates, LLC | \$5,926.00 |
| Townbank Road- Phase II- Polistina & Associates, LLC | \$1,071.00 |
| Main Repair Quote Bids- Polistina & Associates, LLC | \$525.00 |
| In-Situ Repairs & Root Cutting- Mobile Dredging & Video Pipe | \$24,420.00 |
| Total | \$61,547.69 |

RESOLUTION NO. 114-2025

| | 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 September 3, 2025.


Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 115-2025**

**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 Project- DeBlasio & Associates- Engineering | \$1,022.50 |
| NCM Water Main Replacement Project- DeBlasio & Associates- Construction | \$4,225.72 |
| Holmes, Gorham, Scott, Whildam- DeBlasio & Associates- Engineering | \$2,930.00 |
| Total | \$8,178.22 |

RESOLUTION NO. 115-2025

| | | 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 September 3, 2025.


Melissa Jasinski, Board Secretary

Lower Township MUA

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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 September 3, 2025.

Jacqueline Henderson

Jacqueline Henderson

James P. Ridgway

James P. Ridgway

Harrison A. Bitting

Harrison A. Bitting

Karen Rechner

Karen Rechner

Bryan Steere

Bryan Steere

PREPAY AND EFT ITEMS: September 3, 2025 Meeting

| | | |
|--|---------------------|-----------|
| Medical Active Employees | \$53,176.75 | EFT |
| Medical Retired Employees | \$20,662.22 | EFT |
| Delta Dental | \$2,362.07 | EFT |
| Enterprise | \$7,753.16 | EFT |
| NJ Division of Revenue and Enterprise Services- Annual Report Filing Fee | \$30.50 | EFT |
| Google Workspace | \$385.00 | EFT |
| State of NJ Dept. of Labor Combined Assessment Bill | \$255.46 | EFT |
| Anco Ace Hardware June & July Purchases | \$2,377.05 | EFT |
| DEP Wetlands Permit for Pump Station II | \$2,000.00 | ck# 47923 |
| Total of the Pre Pay Items | \$89,002.21 | |
| CAPITAL SEWER ITEMS | | |
| WWTP Centrifuge VFD- Complete Control Services | \$14,869.69 | |
| Pump Station Rehabilitation- Municipal Maintenance- PS 4 Pump Rebuild | \$13,640.00 | |
| Diamond Beach Force Main Rehabilitation- Polistina & Associates, LLC | \$1,096.00 | |
| Pump Station Rehabilitation- Polistina & Associates, LLC | \$5,926.00 | |
| Townbank Road- Phase II- Polistina & Associates, LLC | \$1,071.00 | |
| Main Repair Quote Bids- Polistina & Associates, LLC | \$525.00 | |
| In-Situ Repairs & Root Cutting- Mobile Dredging & Video Pipe | \$24,420.00 | |
| Total | \$61,547.69 | |
| CAPITAL WATER ITEMS | | |
| NCM Water Main Replacement Project- DeBlasio & Associates- Engineering | \$1,022.50 | |
| NCM Water Main Replacement Project- DeBlasio & Associates- Construction | \$4,225.72 | |
| Holmes, Gorham, Scott, Whildam- DeBlasio & Associates- Engineering | \$2,930.00 | |
| Total | \$8,178.22 | |
| Total of the Bill List | \$267,452.85 | |
| CMCMUA- Sludge Processing- July 2025 | \$39,755.00 | |
| Kuehne Chemical Co., Inc.- Sodium Hypochlorite | \$9,760.73 | |
| COMTEC Cloud Service, LLC- Monthly Phone Charges | \$419.27 | |
| OPERATING ACCOUNT | \$49,935.00 | |
| EXCESS OPERATION ACCOUNT | \$236,794.15 | |
| Total of Bill List and Pre Paid | \$356,455.06 | |
| Total of all Resolutions | \$356,455.06 | |

September 2025 Bill List Capital Expenses

| A | B | C | D | E | F |
|------------------|------------------------------------|----------|------------------------------|--------------------------------|-------------|
| Account | Description | PO # | Vendor Name | Item Description | Amount |
| 1 05-60-100-801 | NCM Water Main Replacement Project | 25-00667 | DeBlasio & Associates | Engineering | \$1,022.50 |
| 3 05-60-100-803 | NCM Water Main Replacement Project | 25-00667 | DeBlasio & Associates | Construction | \$4,225.72 |
| 4 05-60-200-400 | Holmes, Gorham, Scott, Whildam | 25-00668 | DeBlasio & Associates | Engineering | \$2,930.00 |
| 5 05-55-400-105 | WWTP Centrifuge VFD | 25-00642 | Complete Control Services | WWTP Centrifuge VFD | \$14,869.69 |
| 6 05-55-100-204 | Pump Station Rehabilitation | 25-00143 | Municipal Maintenance | PS 4 Pump Rebuild | \$13,640.00 |
| 7 05-55-400-105 | Diamond Beach Force Main Rehab. | 25-00640 | Polistina & Associates, LLC | Diamond Beach FM Rehab. | \$1,096.00 |
| 8 05-55-100-204 | Pump Station Rehabilitation | 25-00643 | Polistina & Associates, LLC | Pump Station Rehab. | \$5,926.00 |
| 9 05-55-400-100 | Townbank Road Phase II | 25-00639 | Polistina & Associates, LLC | Townbank Road Phase II | \$1,071.00 |
| 10 05-55-400-105 | Main Repair Quote Bids | 25-00644 | Polistina & Associates, LLC | Main Repair Quote Bids | \$525.00 |
| 11 05-55-400-100 | In-Situ Repairs & Root Cutting | 25-00384 | Mobile Dredging & Video Pipe | In-Situ Repairs & Root Cutting | \$24,420.00 |

September 1, 2025
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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 |
|----------|---------------------------------|----------|----------|--------------------------------|--------|-----------|-------------|----------|---------|
| AUD02 | BOWMAN & COMPANY LLP | | | | | | | | |
| | | 25-00614 | 08/14/25 | 2023 Audit | Open | 39,600.00 | 0.00 | | |
| BIL03 | BILLOWS ELECTRIC SUPPLY CO INC | | | | | | | | |
| | | 25-00577 | 07/31/25 | Light Fixtures for Wells | Open | 398.59 | 0.00 | | |
| | | 25-00648 | 08/28/25 | Exhaust Fan for Ladies Room | Open | 88.94 | 0.00 | | |
| | | 25-00666 | 09/01/25 | Plant Supplies | Open | 80.00 | 0.00 | | |
| | | | | | | 567.53 | | | |
| CCS01 | COMPLETE CONTROL SERVICES, INC. | | | | | | | | |
| | | 25-00455 | 06/02/25 | Alarm Notification Problem | Open | 2,209.36 | 0.00 | | |
| | | 25-00642 | 08/28/25 | WWTP Centrifuge VFD | Open | 14,869.69 | 0.00 | | |
| | | | | | | 17,079.05 | | | |
| CDW01 | CDW GOVERNMENT | | | | | | | | |
| | | 25-00514 | 06/30/25 | Adobe Acrobat Pro for teams | Open | 818.55 | 0.00 | | |
| | | 25-00630 | 08/21/25 | Adobe Photoshop for teams | Open | 348.31 | 0.00 | | |
| | | | | | | 1,166.86 | | | |
| CIN01 | CINTAS CORPORATION | | | | | | | | |
| | | 25-00617 | 08/14/25 | First Aid Supplies | Open | 157.35 | 0.00 | | |
| CMC02 | CMC FLEET MAINTENANCE | | | | | | | | |
| | | 25-00632 | 08/22/25 | July 2025 Fuel Usage | Open | 4,665.51 | 0.00 | | |
| CNM01 | CORE & MAIN LP | | | | | | | | |
| | | 25-00291 | 04/07/25 | Water Materials | Open | 412.00 | 0.00 | | |
| | | 25-00531 | 07/09/25 | Brass Fittings | Open | 792.00 | 0.00 | | |
| | | 25-00612 | 08/14/25 | 3/4 Gaskets & Ball Valves | Open | 1,330.00 | 0.00 | | |
| | | | | | | 2,534.00 | | | |
| COM06 | COMCAST | | | | | | | | |
| | | 25-00638 | 08/26/25 | Internet - 101 Fishing Creek | Open | 195.49 | 0.00 | | |
| | | 25-00664 | 09/01/25 | Internet - 497 Seashore Road | Open | 360.98 | 0.00 | | |
| | | | | | | 556.47 | | | |
| COM08 | COMTEC CLOUD SERVICES, LLC | | | | | | | | |
| | | 25-00665 | 09/01/25 | Monthly Phone Charges | Open | 419.27 | 0.00 | | |
| CON03 | ATLANTIC CITY ELECTRIC | | | | | | | | |
| | | 25-00656 | 08/31/25 | Electric Accounts | Open | 29,530.88 | 0.00 | | |
| DEB02 | DEBLASIO & ASSOCIATES | | | | | | | | |
| | | 25-00667 | 09/01/25 | NCM Water Main Replacement | Open | 5,248.22 | 0.00 | C2023002 | C |
| | | 25-00668 | 09/01/25 | Holmes, Gorham, Scott, Whildam | Open | 2,930.00 | 0.00 | C2025001 | C |
| | | | | | | 8,178.22 | | | |

| Vendor # | Name | | | | | | |
|----------|--------------------------------|-------------------------------|--------|---------------|-------------|----------|---------|
| PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
| DEL06 | DELVAL BALANCE SERVICE CO LLC | | | | | | |
| 25-00607 | 08/05/25 | Annual Balance Calibration | Open | 285.00 | 0.00 | | |
| DRB01 | DRBA | | | | | | |
| 25-00620 | 08/15/25 | Lease Agreement | Open | 274.46 | 0.00 | | |
| GET01 | OFFSHORE GETTY INC | | | | | | |
| 25-00636 | 08/26/25 | Batteries | Open | 2,360.96 | 0.00 | | |
| GSR01 | GSRP PROJECT HOLDINGS I, LLC | | | | | | |
| 25-00641 | 08/28/25 | Solar Energy | Open | 8,326.83 | 0.00 | | |
| HAC01 | HACH COMPANY | | | | | | |
| 25-00498 | 06/27/25 | Ferrover Iron Reagent | Open | 165.80 | 0.00 | | |
| 25-00528 | 07/09/25 | Buffer Solution | Open | 192.06 | 0.00 | | |
| 25-00536 | 07/15/25 | Free Chlorine Reagent Set | Open | <u>592.48</u> | 0.00 | | |
| | | | | 950.34 | | | |
| HER01 | HERALD-NEWSPAPER SEA WAVE CORP | | | | | | |
| 25-00621 | 08/15/25 | Townbank Rd. Phase II NTB | Open | 123.34 | 0.00 | | |
| HOF01 | HOFFMAN EQUIPMENT | | | | | | |
| 25-00623 | 05/03/25 | L45H Loader Service | Open | 1,065.00 | 0.00 | | |
| HSR01 | HS RESTORATION | | | | | | |
| 25-00631 | 08/22/25 | Mold Testing - Billing Office | Open | 500.00 | 0.00 | | |
| JSH01 | JSH INTERNATIONAL, LLC | | | | | | |
| 25-00645 | 08/28/25 | BAE | Open | 4,125.00 | 0.00 | | |
| KUE01 | KUEHNE CHEMICAL CO., INC. | | | | | | |
| 25-00646 | 08/28/25 | Sodium Hypochlorite 8/13/25 | Open | 9,760.73 | 0.00 | | |
| LAU01 | LAURY HEATING COOLING LLC | | | | | | |
| 25-00657 | 08/31/25 | 7/21/25 Service Call | Open | 2,291.57 | 0.00 | | |
| LOW01 | LOWE'S | | | | | | |
| 25-00618 | 08/14/25 | Air Conditioner for Breakroom | Open | 426.55 | 0.00 | | |
| 25-00653 | 08/29/25 | Materials for Fan Install | Open | <u>113.74</u> | 0.00 | | |
| | | | | 540.29 | | | |
| LSS01 | TELESYSTEM | | | | | | |
| 25-00627 | 08/19/25 | Phone Accounts | Open | 3,186.53 | 0.00 | | |
| MGL01 | MGL PRINTING SOLUTIONS LLC | | | | | | |
| 25-00637 | 08/26/25 | Meter Replacement Post Cards | Open | 2,666.96 | 0.00 | | |
| MIN01 | CAPE MINING AND RECYCLING LLC | | | | | | |
| 25-00649 | 08/28/25 | Recycled Concrete & Asphalt | Open | 776.04 | 0.00 | | |
| MMC01 | MUNICIPAL MAINTENANCE CO | | | | | | |
| 25-00143 | 02/24/25 | PS 4 Pump Rebuild | Open | 13,640.00 | 0.00 | | |

| Vendor # | Name | PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
|----------|--------------------------------|----------|----------|--------------------------------|--------|-----------|-------------|----------|---------|
| MUA04 | CMCMUA -GRIT & RAGS | 25-00622 | 08/15/25 | Grit & Rags Disposal | Open | 795.01 | 0.00 | | |
| MUA06 | CMCMUA - SLUDGE PROCESSING | 25-00634 | 08/25/25 | July 2025 Sludge Processing | Open | 39,755.00 | 0.00 | | |
| NVA01 | NATIONAL VISION ADMINISTRATORS | 25-00659 | 08/31/25 | Group Vision Coverge | Open | 256.15 | 0.00 | | |
| PAR01 | PARAMOUNT CHEMICAL CO. INC | 25-00624 | 08/18/25 | Paper Towels & Trash Bags | Open | 310.96 | 0.00 | | |
| PET02 | PETTY CASH- ERIN MCFEETERS | 25-00663 | 09/01/25 | Petty Cash | Open | 248.69 | 0.00 | | |
| PIE01 | PG & S PAYROLL SERVICES,LLC | 25-00611 | 08/11/25 | Payroll Services | Open | 398.50 | 0.00 | | |
| PIE06 | STEVEN PIERCE | 25-00662 | 09/01/25 | License Renewal Reimbursement | Open | 154.95 | 0.00 | | |
| POL03 | POLYDYNE INC. | 25-00647 | 08/28/25 | Polymer Clarifloc | Open | 7,084.00 | 0.00 | | |
| | | 25-00658 | 08/31/25 | Polymer Clarifloc | Open | 7,084.00 | 0.00 | | |
| | | | | | | 14,168.00 | | | |
| POL05 | POLISTINA & ASSOCIATES, LLC | 25-00639 | 08/26/25 | Townbank Road Phase II | Open | 1,071.00 | 0.00 | | |
| | | 25-00640 | 08/26/25 | Diamond Beach Force Main Rehab | Open | 1,096.00 | 0.00 | | |
| | | 25-00643 | 08/28/25 | Pump Station Rehabilitation | Open | 5,926.00 | 0.00 | | |
| | | 25-00644 | 08/28/25 | Main Repair Quote Bids | Open | 525.00 | 0.00 | | |
| | | | | | | 8,618.00 | | | |
| RHT01 | ROMANO, HEARING, TESTA & KNORR | 25-00655 | 08/29/25 | Accounting Assistance Services | Open | 4,287.50 | 0.00 | | |
| RPS01 | REINER PUMP SYSTEMS, INC. | 25-00579 | 07/31/25 | Phase Monitors | Open | 630.00 | 0.00 | | |
| SBS01 | STEWART BUSINESS SYSTEMS, LLC | 25-00629 | 08/21/25 | Printer Maintenance & Toner | Open | 442.04 | 0.00 | | |
| SCH03 | SCHULER SECURITY, INC. | 25-00454 | 06/03/25 | Fire Alarm Panel | Open | 1,437.50 | 0.00 | | |
| SHA06 | SHANNON CHEMICAL CORPORATION | 25-00654 | 08/29/25 | Blended Poly-Orthophosphate | Open | 11,169.60 | 0.00 | | |
| STA02 | STAPLES BUSINESS CREDIT | 25-00610 | 08/11/25 | 8.5" x 11" Copy Paper | Open | 130.47 | 0.00 | | |
| | | 25-00626 | 08/19/25 | Chairs, Toner, Boxes | Open | 435.67 | 0.00 | | |

September 1, 2025
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LOWER TOWNSHIP MUA
Bill List By Vendor Id

Page No: 4

| Vendor # | Name | | | | | | |
|------------------------|--------------------------------|--------------------------------|------------------------|-----------------|--------------------|------------|-------------------------|
| PO # | PO Date | Description | Status | Amount | Void Amount | Contract | PO Type |
| STA02 | STAPLES BUSINESS CREDIT | | Continued | | | | |
| 25-00633 | 08/25/25 | Office Supplies | Open | <u>249.82</u> | 0.00 | | |
| | | | | 815.96 | | | |
| TRE01 | TREASURER STATE OF N.J. | | | | | | |
| 25-00661 | 09/01/25 | Tidelands License & Lease Fee | Open | 1,250.00 | 0.00 | | |
| USA01 | HD FACILITIES MAINTENANCE, LTD | | | | | | |
| 25-00616 | 08/14/25 | Paper Filter Element | Open | 891.61 | 0.00 | | |
| 25-00628 | 08/21/25 | Lab & Well Items | Open | <u>1,303.51</u> | 0.00 | | |
| | | | | 2,195.12 | | | |
| VER03 | VERIZON | | | | | | |
| 25-00660 | 09/01/25 | Cell Phones & Tablets | Open | 399.92 | 0.00 | | |
| VID01 | MOBILE DREDGING & VIDEO PIPE | | | | | | |
| 25-00384 | 05/08/25 | In-Situ Repairs & Root Cutting | Open | 24,420.00 | 0.00 | | |
| WWG01 | GRAINGER, INC | | | | | | |
| 25-00606 | 08/05/25 | Honeywell Single-Gas Detector | Open | 371.76 | 0.00 | | |
| <hr/> | | | | | | | |
| Total Purchase Orders: | | 65 | Total P.O. Line Items: | 0 | Total List Amount: | 267,452.85 | 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 | 5-05 | 197,726.94 | 0.00 | 197,726.94 | 0.00 | 0.00 | 197,726.94 |
| | X-05 | 69,725.91 | 0.00 | 69,725.91 | 0.00 | 0.00 | 69,725.91 |
| Total Of All Funds: | | 267,452.85 | 0.00 | 267,452.85 | 0.00 | 0.00 | 267,452.85 |

| Totals by Fund | | | | | | | |
|----------------------|------|-------------------|-------------|-------------------|---------------|-------------|-------------------|
| Fund Description | Fund | Expend Rcvd | Expend Held | Expend Total | Revenue Total | G/L Total | Total |
| SEWER & WATER FUN 05 | | 267,452.85 | 0.00 | 267,452.85 | 0.00 | 0.00 | 267,452.85 |
| Total Of All Funds: | | <u>267,452.85</u> | <u>0.00</u> | <u>267,452.85</u> | <u>0.00</u> | <u>0.00</u> | <u>267,452.85</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 | 5-05 | 197,726.94 | 0.00 | 0.00 | 0.00 | 197,726.94 |
| | x-05 | 69,725.91 | 0.00 | 0.00 | 0.00 | 69,725.91 |
| Total Of All Funds: | | <u>267,452.85</u> | <u>0.00</u> | <u>0.00</u> | <u>0.00</u> | <u>267,452.85</u> |

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 116-2025**

CUSTOMER CHANGE

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

| Water | | | | Billing Adjustment |
|----------------|---------------------|---------------------|----------------------|---------------------------|
| <u>Account</u> | <u>Address</u> | <u>Period</u> | <u>Reduction Amt</u> | <u>Explanation</u> |
| 7189-0 | 105 Orchard Drive | 2025/2 | \$29.60 | Estimate Meter Read Error |
| 4287-0 | 10 Beechwood Avenue | 2025/2 | \$1,285.82 | Estimate Meter Read Error |
| 7098-0 | 27 Fieldview Drive | 2025/2 | \$3.70 | Meter Read Incorrect |
| 6809-0 | 19 Widgeon Way | 2025/2 | \$134.31 | Meter Read Incorrect |
| | | <u>TOTAL</u> | \$1,453.43 | |

| Sewer | | | | Billing Adjustment |
|----------------|----------------|---------------------|----------------------|---------------------------|
| <u>Account</u> | <u>Address</u> | <u>Period</u> | <u>Reduction Amt</u> | <u>Explanation</u> |
| 14159-0 | 325 Park Lane | 2025/2-4 | \$246.00 | Sewer Connection Waiver |
| | | <u>TOTAL</u> | \$246.00 | |

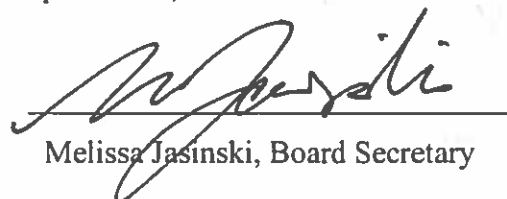
| Connections | | | | Billing Adjustment |
|--------------------|----------------|---------------------|----------------------|---------------------------|
| <u>Account</u> | <u>Address</u> | <u>Period</u> | <u>Reduction Amt</u> | <u>Explanation</u> |
| 14159-0 | 325 Park Lane | 2025-2028 | \$1,200.00 | Sewer Connection Waiver |
| | | <u>TOTAL</u> | \$1,200.00 | |

Interest Waived: Water: \$40.00
 Sewer: \$58.64
 Connections: \$288.00

RESOLUTION NO. 116-2025

| | | 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 September 3, 2025.


 Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 117-2025**

**ACKNOWLEDGING REVIEW OF THE ANNUAL REPORT OF AUDIT FOR THE FISCAL
YEAR ENDED NOVEMBER 30, 2023**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual report of audit for the fiscal year ended November 30, 2023 has been completed and filed with the Township of Lower Municipal Utilities Authority, County of Cape May, pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual report of audit, and specifically the section entitled "Schedule of Findings and Questioned Costs", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual report of audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Questioned Costs", in accordance with N.J.S.A. 40A:5A-17,

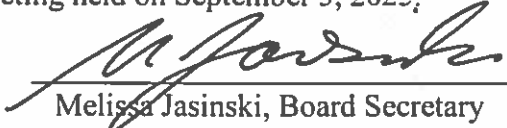
NOW THEREFORE BE IT RESOLVED, the governing body of the Township of Lower Municipal Utilities Authority, County of Cape May, hereby certifies to the Local Finance Board of the State of New Jersey that each Board member has personally reviewed the annual report of audit for the fiscal year ended November 30, 2023 and specifically has reviewed the sections of the report of audit entitled "Schedule of Findings and Questioned Costs", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

Resolution No. 117-2025

| | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 118-2025**

**AUTHORIZING A CONTRIBUTION TO THE TOWNSHIP OF LOWER PURSUANT
TO NJSA 40A:5A-12.1**

WHEREAS, the Township of Lower (“Township”) is seeking a financial contribution to be appropriated for use in the Township’s budget from the Lower Township Municipal Utilities Authority (LTMUA) pursuant to the terms of N.J.S.A. 40A:5A-12.1, and

WHEREAS, N.J.S.A. 40A:5A-12.1 provides: To the extent there is available an undesignated fund balance or unreserved retained earnings held by an authority that is subject to the provisions of the “Local Authorities Fiscal Control Law,” P.L.1983, c. 313 (C.40A:5A-1 et seq.), excluding a fire district, a regional authority or a housing authority, an amount in that undesignated fund balance or unreserved retained earnings, not to exceed 5% of the annual costs of operation of the authority may be appropriated for use in the local budget of the municipality or county that created the authority unless otherwise restricted by bond covenants; and

WHEREAS, the calculation contained on the LTMUA Fiscal Year 2024-2025 Budget Form F-8 allows for a maximum contribution of \$446,342.45 (\$255,407.50 from the sewer budget and \$190,934.95 from the water budget) to the Township pursuant to the terms of N.J.S.A. 40A:5A-12.1; and

WHEREAS, the Township of Lower, by Resolution #2025-291, dated August 18, 2025, a copy of which is attached hereto, has requested that The Lower Township Municipal Utilities Authority appropriate \$160,000.00 to the Township from the Authority’s Fiscal Year 2024-2025 budget for the reasons cited in the aforesaid resolution; and

WHEREAS, the members of the Authority, having made an independent determination that the sum of \$160,000.00 may be appropriated to the Township of Lower without severe adverse economic consequences to the Authority for Fiscal Year 2024-2025; and

WHEREAS, the members of the Authority having advised the Township of Lower that due to economic projections made by the Authority, the Authority may be unable to make such an appropriation in the succeeding fiscal years; and

WHEREAS, the LTMUA is willing to assist the Township with its budget and agrees to authorize a \$160,000.00 contribution pursuant to the terms of N.J.S.A. 40A:5A-12.1 from the Authority’s Fiscal Year 2024-2025 budget.


NOW, THEREFORE, BE IT RESOLVED BY THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, this 3rd day of September, 2025, as follows:

1. Pursuant to N.J.S.A. 40A:5A-12.1, The Lower Township Municipal Utilities Authority hereby appropriates the sum of \$160,000.00 to the Township of Lower from the Authority’s Fiscal Year 2024-2025 budget for the reasons cited in the Township of Lower Resolution #2025-291, dated August 18, 2025.
2. Based upon economic projections made by the Authority, the Authority makes no representations or assurances that any sums will be available for appropriation to the Township of Lower during the succeeding fiscal years of the Authority.
3. This Resolution shall only be effective when a copy of the certification of availability of funds prepared by the certifying finance officer of the Authority is attached hereto.

RESOLUTION NO. 118-2025

| | | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


 Melissa Jasinski, Authority Secretary



CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

ADDITION TO RESOLUTION NO. 118 -2025

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 following proposed agreement between the Township of Lower Municipal Utilities Authority and the Township of Lower for a contribution to the Township of Lower . Money necessary to fund said contract has been projected in the amount of not to exceed \$160,000. Money necessary to fund said contract has been provided for and shall be charged to the following Line Item Appropriation or Account No. 05-55-560-501 and 05-60-560-501 – Appropriation to Township. These funds will not be certified as being for more than one (1) pending contract.

DATE: September 3, 2025



Harrison Bitting, Treasurer
Certifying Finance Officer

TOWNSHIP OF LOWER, COUNTY OF CAPE MAY, STATE OF NEW JERSEY

RESOLUTION #2025-291

Title: A RESOLUTION AUTHORIZING A REQUEST FOR FUNDS FROM THE LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

WHEREAS, the Lower Township Municipal Utilities Authority (MUA) budget for Fiscal Year December 1, 2024 through November 30, 2025 for both water and sewer contain a line item entitled Maximum Allowable for Appropriation to Municipality/County; and

WHEREAS, the amount listed on the Supplement Schedule as Maximum Allowable for Appropriation to Municipality/County in the sewer budget is \$255,407.50 and the amount listed in the water budget is \$190,934.95 for a maximum allowable total of \$446,342.45; and

WHEREAS, Council would like to officially request a portion of the allowable appropriation totaling \$160,000.00 be appropriated to the Township.

NOW, THEREFORE, BE IT RESOLVED by the Township Council of the Township of Lower, County of Cape May, State of New Jersey that the Lower Township Council hereby requests the Lower Township MUA appropriate a portion of the amounts listed in the Maximum Allowable for Appropriation to Municipality/County as listed in the Supplemental Schedules from the sewer & water budgets to the Township of Lower in the total amount of \$160,000.00.

| | MOTION | SECOND | AYE | NAY | RECUSE | ABSTAIN | ABSENT |
|---------|--------|--------|-----|-----|--------|---------|--------|
| CONRAD | | X | X | | | | |
| WAREHAM | | | X | | | | |
| ROY | | | | | | | X |
| COOMBS | X | | X | | | | |
| SIPPEL | | | X | | | | |

I, Julie A. Picard, Township Clerk of the Township of Lower, County of Cape May, State of New Jersey, do hereby certify the foregoing to be a true and exact copy of a resolution duly authorized by the Township Council at a meeting held on August 18, 2025.


Julie A Picard, Township Clerk

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 119-2025**

A RESOLUTION AUTHORIZING THE SALE OF SURPLUS EQUIPMENT

WHEREAS, the Lower Township Municipal Utilities Authority (the "LTMUA") has a concrete mixer, which has been determined to be surplus equipment, which is a Morrison concrete mixer, SERIAL No. 3A9S38M16C1168010 (the "EQUIPMENT");

WHEREAS, the LTMUA desires to sell the Equipment to the Township of Lower, New Jersey ("Township") in its "as is – where is" condition for the sum of \$1.00, and the Township desires to purchase the Equipment from the LTMUA for such price and upon such terms and conditions.

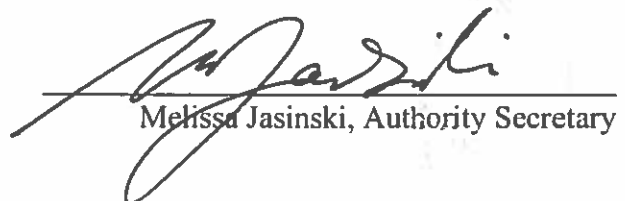
NOW, THEREFORE, BE IT RESOLVED by the Board of the Lower Township Municipal Utilities Authority, County of Cape May, State of New Jersey, as follows:

1. The Equipment is hereby declared as surplus and no longer needed by the LTMUA for its governmental purposes.
2. The sale of the Equipment to the Township for the sum of \$1.00 in its "as is - where is" condition, without any representations or warranties from the LTMUA, is hereby approved.
3. The Executive Director and Board Secretary are hereby authorized and directed to sell the Equipment to the Township in accordance therewith and to execute and deliver to the Township, upon receipt of the full purchase price, a Bill of Sale in the form attached hereto as EXHIBIT A.

RESOLUTION NO. 119-2025

| | | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


Melissa Jasinski, Authority Secretary

EQUIPMENT BILL OF SALE

Exhibit A

Let it be known that the Township of Lower ("Buyer") agrees to purchase from the Lower Township Municipal Utilities Authority ("Seller") for the price of \$1.00 (US Dollars) for the following surplus Equipment ("Equipment"):

Equipment Description: Morrison Concrete Mixer

SERIAL Number: 3A9S38M16C1168010

The date of the transfer of funds and the possession of the equipment shall occur on the 3rd day of September, 2025. The Seller acknowledges that they have full ownership rights and are legally authorized to sell the Equipment. In addition, the Seller is transferring the Equipment with no warranties and strictly in its "as-is" condition.

Township Representative (Buyer) Printed Name _____

Signature _____ Date _____

LTMUA Representative (Seller) Printed Name _____

Signature _____ Date _____

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 120-2025**

RESOLUTION AUTHORIZING AN APPLICATION FOR A GRANT AND/OR LOW-INTEREST LOAN FROM THE NEW JERSEY INFRASTRUCTURE FINANCING PROGRAM (IBank) FOR THE 2024 SEWERAGE PUMP STATION REHABILITATION PROJECT

WHEREAS, the Lower Township Municipal Utilities Authority intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Bank for the 2024 Sewerage Pump Station Rehabilitation Project (Project); and

WHEREAS, the project consists of the rehabilitation of the LTMUA's Wastewater Treatment Plant Headworks pumps, Diamond Beach Pump Station, Route 9 Pump Station, Racetrack Pump Station and the Poplarwood Pump Station; and

WHEREAS, the Lower Township Municipal Utilities Authority desires to designate the Executive Director as the authorized representative to represent Lower Township Municipal Utilities Authority with regard to the application; and

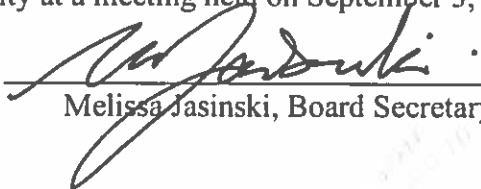
NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

1. The Lower Township Municipal Utilities Authority does hereby designate and authorize Stephen Blankenship, Executive Director, to act as the authorized representative to represent the Lower Township Municipal Utilities Authority in all matters relating to the project undertaken pursuant to the aforementioned New Jersey Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Trust.
2. In addition, the Lower Township Municipal Utilities Authority does hereby designate and authorize Stephen Testa, LTMUA Financial Consultant, Steven Pierce, LTMUA Director of Operations and Maintenance, and Ronald N. Curcio, PE, LTMUA Consulting Engineer, to act as backup authorized representatives to represent the Lower Township Municipal Utilities Authority in all matters relating to the project undertaken pursuant to the aforementioned New Jersey Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Trust.
3. That the authorized representative and back-up authorized representatives may be contacted at the office of the Lower Township Municipal Utilities Authority, located at 2900 Bayshore Road, Villas, NJ 08251.
4. That a certified copy of this Resolution shall be forwarded by the Lower Township Municipal Utilities Authority to the New Jersey Department of Environmental Protection and the New Jersey Infrastructure Trust.

Resolution No. 120-2025

| | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


Melissa Jasinski, Board Secretary

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 121-2025**

RESOLUTION AWARDING A CONTRACT TO BOWE & GANT ELECTRICAL SERVICES, LLC FOR A LICENSED ELECTRICAL SERVICES CONTRACTOR

WHEREAS, the Lower Township Municipal Utilities Authority (Authority) has a need to retain a New Jersey Licensed Electrical Services Contractor; and

WHEREAS, on July 18, 2025, the Authority developed and published quote specifications for a New Jersey Licensed Electrical Services Contractor; and

WHEREAS, the Authority advertised on its website and solicited proposals (quotes) from four (4) vendors, and on August 6, 2025, the Authority received one (1) proposal; and

WHEREAS, Bowe & Gant Electrical Services, LLC, located at 137 Blackwood-Barnsboro Road, Sewell, NJ 08080, submitted the lowest and responsive quote; and

WHEREAS, Bowe & Gant Electrical Services, LLC, submitted a quote of \$184.00/hour for one (1) journeyman level, one (1) service vehicle, all tools, equipment, and all else necessary to perform and properly complete any electrical and electronic repair service to the Authority's facilities; and

WHEREAS, this will be an open-ended contract not to exceed \$53,000.00, and the quoted unit prices are to remain firm for the duration of the agreement, commencing from the date of the contract award and terminating on September 1, 2026; and

WHEREAS, the quote was reviewed for services, availability, and pricing; and was found to be reasonable; and

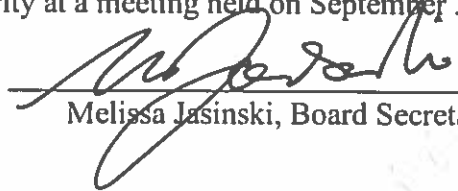
NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

1. That the contract for a New Jersey Licensed Electrical Services Contractor is awarded to Bowe & Gant Electrical Services, LLC, for a period of one year, terminating on September 1, 2026.
2. The normal hourly rate shall be \$184.00/hour for one (1) journeyman level, one (1) service vehicle, all tools, equipment, and all else necessary to perform and properly complete any electrical and electronic repair service to the Authority's facilities.
3. The amount of the contract shall not exceed \$53,000.00.
4. That prior to commencing any work, a certification of funds shall be executed by the Authority and a purchase order issued by the Authority's QPA.

Resolution No. 121-2025

| | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


Melissa Jasinski, Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT
ADDITION TO RESOLUTION NO. 121-2025

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 following proposed contract between the Township of Lower Municipal Utilities Authority and the Bowe & Gant as Electrical Contractor . Money necessary to fund said contract has been projected in the amount of not to exceed \$53,000. Money necessary to fund said contract has been provided for and shall be charged to the following Line Item Appropriation or Account No. 05-55-525-209 and 05-60-525-209 – Electrical Contractor, with a 2025 Budget Total of \$20,000, and a 2026 Budget total of \$33,000. These funds will not be certified as being for more than one (1) pending contract.

DATE: September 3, 2025



Harrison Bitting, Treasurer
Certifying Finance Officer

**THE TOWNSHIP OF LOWER MUNICIPAL UTILITIES AUTHORITY
CAPE MAY COUNTY, NEW JERSEY**

RESOLUTION NO. 122-2025

**AWARDING CONTRACT TO VORTEX SERVICES, LLC FOR TOWN BANK ROAD
INTERCEPTOR LINING & MANHOLE REHABILITATION PROJECT – PHASE II**

WHEREAS, on August 7, 2025, the Lower Township Municipal Utilities Authority (“Authority”) advertised that it would receive bids on August 28, 2025, in connection with a contract for: Town Bank Road Sewer Main Interceptor Lining & Manhole Rehabilitation Project – Phase II (Project); and

WHEREAS, one (1) bid was received with Vortex Services, LLC being the low bidder with a bid of \$608,260.00; and

WHEREAS, the Authority’s Consulting Engineer, Polistina & Associates, and the Authority’s Solicitor, Steven A. Morris, have reviewed the bid of Vortex Services, LLC., and are satisfied that the bidder complied with the instructions to bidders and conditions of the award; and

WHEREAS, Vortex Services, LLC has previously satisfactorily performed contracts with the Authority and the Authority’s Executive Director and the Authority’s Engineer are satisfied that Vortex Services, LLC is a qualified bidder and contractor and that its bid is reasonable as to price; and

WHEREAS, based on the reviews conducted by the Authority’s Executive Director, the Authority’s Engineer, and the Authority’s Solicitor, the Executive Director has recommended award of the subject contract to Vortex Services, LLC;

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. A contract for the Town Bank Road Sewer Main Interceptor Lining & Manhole Rehabilitation Project is awarded to Vortex Services, LLC for a cost not to exceed \$608,260.00 without further authorization by duly adopted Resolution of the Authority Board.
3. The Authority Chairman and Authority Secretary are hereby authorized and directed to sign the contract on behalf of the Authority and to deliver the same to Vortex Services, LLC for execution and return.
4. The award of this contract is contingent upon receipt of a certification of funds from the Authority’s Certifying Finance Officer.

RESOLUTION NO. 122-2025

| | | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


 Melissa Jasinski, Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT
ADDITION TO RESOLUTION NO. 122 -2025

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 following proposed contract between the Township of Lower Municipal Utilities Authority and Vortex Services LLC for the Town Bank Road Interceptor Lining & Manhole Rehabilitation Project – Phase II . Money necessary to fund said contract has been projected in the amount of not to exceed \$608,260. Money necessary to fund said contract has been provided for and shall be charged to the following Line Item Appropriation or Account No. 05-55-400-100 Sewer Main and Collection System R & R. These funds will not be certified as being for more than one (1) pending contract.

DATE: September 3, 2025



Harrison Bitting, Treasurer
Certifying Finance Officer

Vincent J. Polistina, PE, PP, CME
Ronald N. Curcio, PE, PP
Jennifer L. Heller, PP, AICP
Charles J. Kaenzig, PE
Matthew F. Doran, PE, PP, PLS, CME
Deborah Wahl, PE, PP, CME



Civil / Municipal Engineering
Site Plan and Subdivision Design
Surveying
Land Use Planning
Water and Wastewater Design
Environmental Consulting
Inspection / Construction Management

Aug 29, 2025

Via E-mail: 'sblankenship@ltmua.org

Stephen R Blankenship
Executive Director
Lower Township MUA
2900 Bayshore Road
Villas, NJ 08251

Re: **AWARD RECOMMENDATION**
TOWN BANK ROAD INTERCEPTOR LINING
& MANHOLE REHABILITATION PROJECT-PHASE II
Polistina Associates # 2800.13

Dear Steve:

On Thursday August 28, 2025, the Authority received and publicly read aloud bids for the Town Bank Road Interceptor Lining & Manhole Rehabilitation Project- Phase II. Although there were seven(7) plan holders, only one (1) bid was received (refer to attached summary). The single \$608,260.00 bid was submitted by Vortex Services LLC of Freehold, New Jersey . The bidder's unit price amounts are approximately 30% less than those for the similar project completed last year, where they were the successful bidder, so we find the bid to be reasonable.

The bid has been reviewed for completeness and found to be fully responsive.

Should the Authority wish to proceed with this project, it is recommended, subject to legal counsel's concurrence, that the contract award be to the lowest bidder ,Vortex Services LLC, in the amount of \$608,260.00.

Should you have any questions please do not hesitate to call or e-mail me.

Sincerely,

A handwritten signature in blue ink, appearing to be "Ronald N. Curcio".

Ronald N Curcio PE, PP
for Polistina Associates
Authority engineer

CC: Erin McFeeters, Purchasing agent
Vince Polistina, Pe

v

TOWN BANK RD INTERCEPTOR LINING & MANHOLE REHABILITATION PROJECT
CONTRACT NO.6
LOWER TOWNSHIP MUA
BID RESULTS 08.28.25 10:00 AM

[illegible]

**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 123-2025**

**AWARDING CONTRACT TO DEBLASIO & ASSOCIATES FOR A GIS
DATA CONVERSION PILOT FOR THE LTMUA GRAVITY SEWER,
VACUUM SEWER, AND WATER SYSTEMS**

WHEREAS, by Resolution 22-2025, adopted February 5, 2025, the Lower Township Municipal Utilities Authority ("Authority") authorized awards of contracts for professional engineering services in connection with various projects throughout 2025 on an "as-needed" basis to six selected Special Projects Engineers, one of which was DeBlasio & Associates; and

WHEREAS, Resolution 22-2025 further provided that "such individual project contracts shall be approved by further Resolution of the Authority ...;" and

WHEREAS, the Authority has a need to award a contract for a GIS Data Conversion Pilot Project (Project) for the Authority's gravity sewer, vacuum sewer, and water systems; and

WHEREAS, DeBlasio & Associates has submitted a proposal, dated September 3, 2025, to perform the Project on a time and material basis not to exceed \$44,000.00; and

WHEREAS, this Board believes that the September 3, 2025 proposal of DeBlasio & Associates is reasonable as to price and, upon consideration of the recommendation of the Executive Director, deems it appropriate to award a contract to DeBlasio & Associates for the needed professional engineering services;


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:

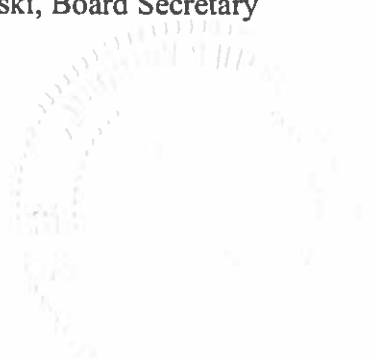
1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.
2. A contract for Preliminary GIS Services is awarded to DeBlasio & Associates in an amount not to exceed \$10,000.00 without further authorization of the Authority.
3. The Authority Chairman and Authority Secretary are authorized to execute a professional engineering contract that incorporates the aforementioned September 3, 2025 proposal from DeBlasio & Associates, along with such other terms and conditions as shall be deemed necessary and appropriate by the Authority Solicitor pursuant to the provisions of Resolution 22-2025.
4. This Resolution shall only be effective when a copy of the certification of availability of funds prepared by the certifying finance officer of the Authority is attached hereto.
5. A notice of the letting of this contract shall be published in the Authority's official newspaper and on the Authority's website at www.ltmua.org 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. 123-2025

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

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 September 3, 2025.


Melissa Jasinski, Board Secretary



CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT
ADDITION TO RESOLUTION NO. 123-2025

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 engineering contract between the Township of Lower Municipal Utilities Authority and DeBlasio & Associates for GIS Pilot Data Conversion Services. Money necessary to fund said contract has been projected in the amount of \$44,000.00. Money necessary to fund said contract has been provided for and shall be charged to accounts 05-55-202-100 Misc. Sewer Capital - \$29,300 and 05-60-200-107 Misc. Water Capital - \$14,700. These funds will not be certified as being for more than one (1) pending contract.

DATE: September 3, 2025



Harrison Bitting, Treasurer
Certifying Finance Officer

ITEM #13

DEBLASIO & ASSOCIATES

ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260

PHONE: 609-854-3311 • FAX: 609-854-4323

September 3, 2025

VIA EMAIL

Stephen R. Blankenship, P.E., Executive Director
Lower Township Municipal Utilities Authority
2900 Bayshore Road
Villas, NJ 08251

**RE: Lower Township Municipal Utilities Authority
GIS Pilot Data Conversion Services
D&A Project #: LTMUA-C-018**

Dear Mr. Blankenship:

At the request of the Lower Township Municipal Utilities Authority (LTMUA), *DeBlasio & Associates, P.C.* is pleased to submit this proposal for *GIS Pilot Data Conversion Services*. The LTMUA initially arranged a meeting to request a comprehensive review of its existing GIS database. As a direct outcome of that meeting, the GIS Pilot Data Conversion project will be developed to address identified needs and lay the groundwork for future GIS enhancements. The pilot project will also demonstrate how a centralized GIS solution can enhance management and visualization of LTMUA's water, sewer, and vacuum sewer infrastructure. Enclosed please find one (1) copy of the proposed pilot data conversion areas for your reference.

A. Data Conversion Scope of Work:

Pilot Area:

- **Water:** Grid 1 & 2
- **Sewer:** Grid 1, 2, 3, 68 & 69
- **Vacuum Sewer:** Grid 6 & 13

B. Survey Scope of Work:

1. Data collection of approximately 42 sanitary sewer manholes and associated cleanouts within sewer grid 68 and 69. Our office shall collect data for each of these items:
 - Vertical elevations of rims correlated to the NAVD 1988 datum.
 - Horizontal position correlated to the New Jersey State Plane Coordinates NAD83.
 - Photographs illustrating the existing conditions of each facility.
 - Pipe inverts, pipe sizes, pipe materials and flow directions, as applicable.



INDEX OF SHEETS

WATER

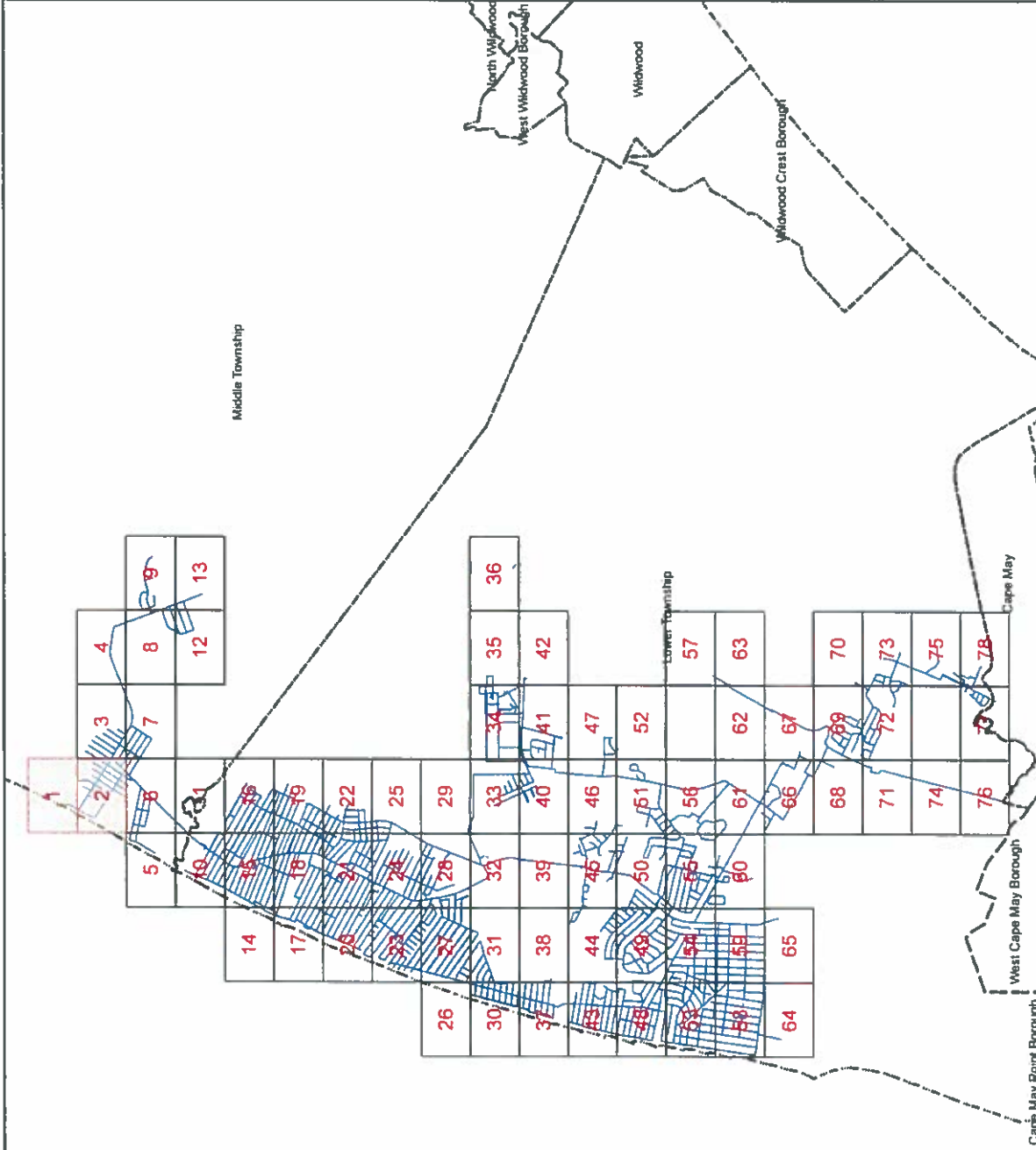
Legend

- Pilot - Del Haven
- Grids
- Municipal_Bdry
- Water Mains



SEPTEMBER, 2025

**DEBLASIO &
ASSOCIATES**
ENGINEERS, SURVEYORS AND PLANNERS





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Legend



Pilot



Grids



Municipal_Bdry

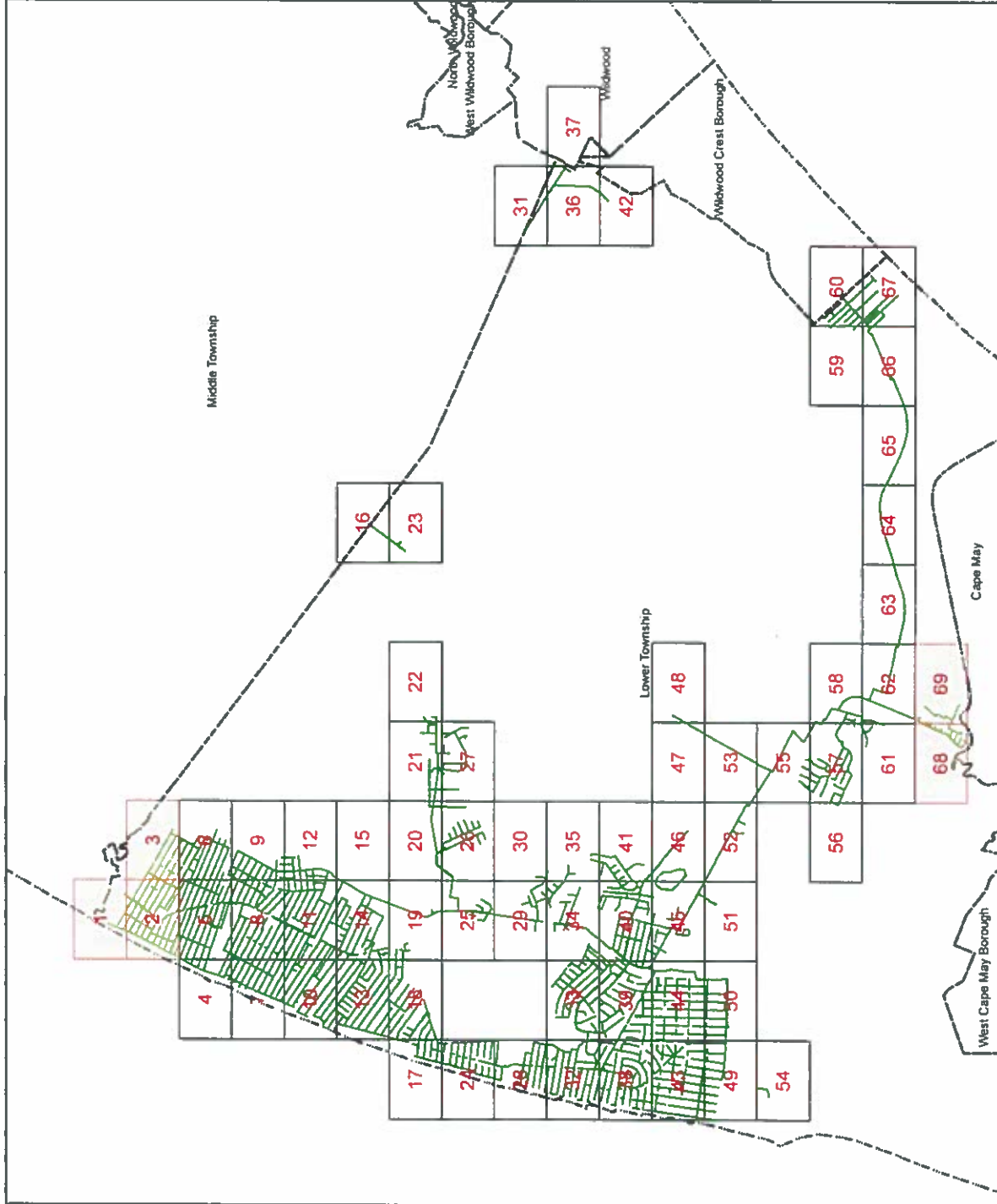


Sanitary_Sewer



SEPTEMBER, 2025

**DEBLASIO &
ASSOCIATES**
ENGINEERS, SURVEYORS AND PLANNERS





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Legend



Pilot



Grids



Municipal_Bdry

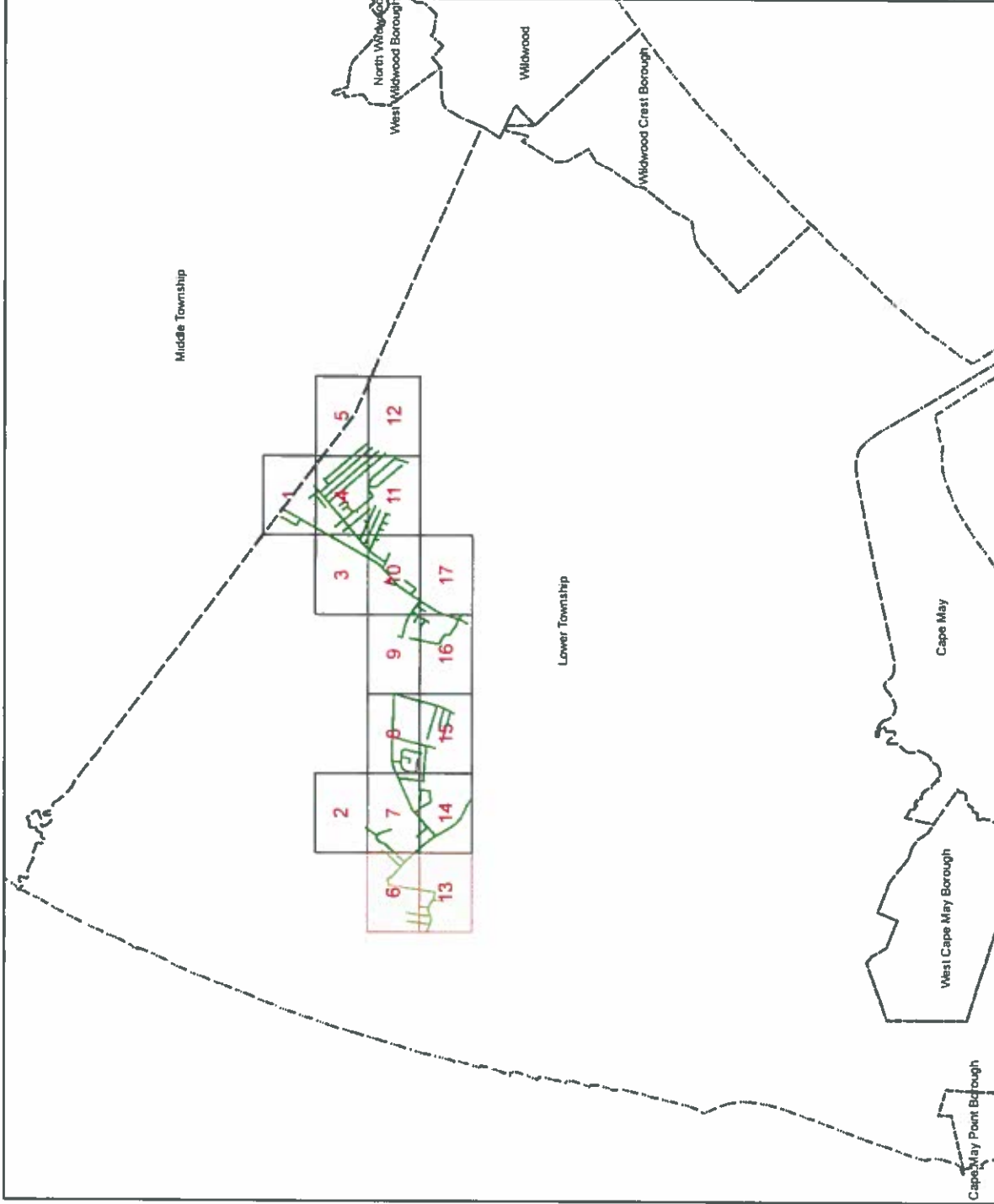


Vaccum



SEPTEMBER, 2025

**DEBLASIO &
ASSOCIATES**
ENGINEERS, SURVEYORS AND PLANNERS



**LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 124-2025**

**RESOLUTION APPROVING A CELL PHONE REIMBURSEMENT POLICY FOR
AUTHORITY SUPERVISORS AND MANAGERS**

WHEREAS, Lower Township Municipal Utilities Authority (Authority) requires its supervisors and managers to be on-call 24 hours per day, 7 days per week, and whose duties necessitate the use of a personal mobile technology phone device to be accessible while outside of the office; and

WHEREAS, the Authority contacts supervisors and managers without Authority issued phones for business purposes; and

WHEREAS, many public agencies adopt a cell phone reimbursement policy with an allowance to reimburse the reasonable costs of the employees' use of their personal phones; and

WHEREAS, the reimbursement of the use of personal cell phones is administratively less costly than the Authority issuing cell phones to its supervisors and managers, requiring the use of cell phones during business hours.

THEREFORE, BE IT RESOLVED that the Lower Township Municipal Utilities Authority adopt the following personnel policy, which will take effect on August 1, 2025.

"CELL PHONE REIMBURSEMENT POLICY"

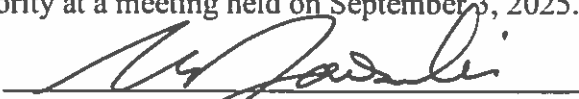
1. For supervisors and managers whose regularly assigned duties necessitate the use of a personal mobile technology phone device to be accessible while outside of the office, the Executive Director may authorize a monthly allowance equal to the cost of the monthly cell phone plan the Authority has in place, which is currently \$37.00 per month.
2. Staff must be able to receive and send text messages while working as well as access work emails, but must comply with all New Jersey vehicle code requirements when driving. Certain terms and conditions will apply, as established by the Executive Director, for the use of personal cell phones for business purposes.
3. The Authority may issue cell phones to supervisors and managers who do not want to be reimbursed for the use of their personal cell phones for Authority business.
4. Supervisors and managers who are issued Authority cell phones are not eligible for a phone allowance. The Authority-issued cell phones are the property of the Authority and must be returned when an employee leaves employment.
5. For all other Authority employees, the Executive Director, at his/her sole discretion, may issue Authority-owned phones to staff to use for business purposes."

BE IT FURTHER RESOLVED that the Lower Township Municipal Utilities Authority authorizes the Executive Director to amend the Authority Cell Phone Reimbursement Policy to make changes from time to time to this policy, but cannot revise the maximum monthly cell phone allowance without Board approval.

Resolution No. 124-2025

| | 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 Township of Lower Municipal Utilities Authority at a meeting held on September 3, 2025.


Melissa Jasinski, Board Secretary





LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

ADMINISTRATIVE POLICY

SUBJECT: Supervisors and Managers Cell Phone Policy

DATE: August 2025

AUTHORITY: Executive Director

PURPOSE

The Lower Township Utilities Authority (Authority) recognizes that the performance of certain job responsibilities may be enhanced by or may require the use of a cellphone or a smartphone. The purpose of this policy is to establish a fair and consistent policy that outlines an employee's eligibility, the process for requesting a cell phone reimbursement stipend or Authority-issued cell phone, and employee rights and responsibilities under this policy.

POLICY

It is the policy of the Authority, whenever possible, to provide a cell phone reimbursement stipend to those employees who meet the eligibility criteria. All cellular phone requests will be evaluated based on the eligibility requirements outlined in this policy. The Executive Director, or designee, has full discretion to determine approval based on eligibility requirements, available funding, alternative communication methods, and other business-related reasons.

A list of authorized positions to receive a monthly cell phone stipend will be maintained and identified as Exhibit A. The Executive Director, at their discretion, may modify Exhibit A to add positions and or omit previously identified positions at his/her discretion.

PROCEDURE

Eligibility Criteria

An employee is eligible for a reimbursement stipend if one of the following criteria is met:

- The job functions of the employee require considerable work time outside of their assigned office or work area and it is essential to the Authority that they are accessible by cell phone during those times.
- The job functions of the employee require him/her to be accessible by cellphone outside of scheduled or regular working hours.

The positions meeting these criteria have been identified in Exhibit A. An employee who occasionally may use a cell phone for business purposes is not eligible for a stipend or Authority-issued device.

Process

Supervisors or managers requesting a stipend should complete and submit the attached "Cell Phone Request Form" to the Executive Director or designee for approval.

The Executive Director will review each request on a case-by-case basis to determine if an employee's position meets the eligibility requirements and warrants a cell phone reimbursement stipend or Authority-issued device based on available funding and business needs.

Cell Phone Reimbursement Stipend

If approved for a reimbursement stipend, the reimbursement stipend does not constitute an increase to base pay, will not be included in the calculation of percentage increases/decreases to base pay, and is not subject to PERS.

The Authority will pay only the agreed-upon stipend amount. The reimbursement stipend is neither permanent nor guaranteed. The Authority reserves the right to remove the reimbursement stipend if the employee is no longer deemed eligible or if budget constraints require a reduction in costs.

Stipend Amounts

- Before August 1, 2025, the reimbursement stipend will be \$50.00 per month.
- From August 1, 2025, the reimbursement stipend will be \$37.00 per month.

Employee Rights & Responsibilities

If approved for a stipend, the employee is responsible for purchasing and maintaining a cell phone, as well as establishing a service contract with a cell phone service provider of their choice. The employee is responsible for purchasing their own cell phone service and equipment.

If there are issues with service, the employee is expected to work directly with the carrier to resolve the problem. Support from the Information Technology Division is limited to connecting a personally-owned cellular device to Authority-provided services, including email, calendar, and contacts.

If the employee terminates their wireless contract at any point, they must notify Human Relations within five (5) business days so the stipend can be terminated accordingly. The employee is responsible for reimbursing the Authority for any overpayment resulting from failing to notify Human Relations promptly regarding termination of the wireless contract.

If a cell phone is stolen or missing, it must be reported to the Human Relations Department, Information Technology, and the employee's direct supervisor by the next scheduled work day. The employee is responsible for reimbursing the Authority for any overpayment resulting from failure to notify Human Relations regarding a lost or stolen cell phone.

The Authority does not accept any liability for claims, charges, or disputes between the service provider and the employee. Cell phones covered by this policy are necessary for the efficient and effective conduct of Authority business and/or to create, receive, send, or store Authority data. As a result, information contained on the cellular device, as it relates to Authority-conducted business, may be subject to records disclosure requirements. The employee must assist the Authority in providing access to information about or contained on the cell phone covered by this policy in response to such requests.

Cancellation

Reimbursement stipends will cease when an employee receiving a cell phone reimbursement stipend terminates employment with the Authority. Any such stipend will also be cancelled if an employee changes job positions and no longer meets the eligibility criteria. In case of a change in job positions, a new cell phone stipend request must be submitted to the Executive Director for review of the eligibility criteria.

If applicable, the employee should adhere to any Authority policies regarding cell phone use.

Authority-Issued Cell Phones

The Authority may own and retain a limited number of cell phones for emergency, disaster recovery, and/or other business purposes, including:

- Shared Cell Phones: Arrangement involving multiple individuals sharing one cell phone that each employee turns in at the end of his or her shift.
- On-call Department Cell Phones: Used for business purposes only, this arrangement involves multiple individuals who take turns being on call and share one phone.

Authority-issued phones will be used for basic calling, texting, and any other task related to their position. Employees' use of Authority-owned cell phones is for business only.



**LOWER TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY**

Cell Phone Request Form

The following shall be completed by the supervisor or manager to request a cell phone stipend.

Employee Name: _____

Job Title: _____

Department: _____

Mobile Phone Number: _____

Requested Start Date: _____

Eligibility Criteria: Please check any boxes that apply to the employee.

| | |
|--------------------------|--|
| <input type="checkbox"/> | The job functions of the employee require considerable time outside of his/her assigned office or work area, and it is essential to the Authority that they are accessible during those times. |
| <input type="checkbox"/> | The job functions of the employee require them to be accessible outside of scheduled or regular working hours. |

Option Requested: Please check the box that applies.

| | | |
|--------------------------|---|--------------------------|
| <input type="checkbox"/> | Authority-Issued Cell Phones (Only optional to staff positions which have already been identified in Exhibit A) | |
| <input type="checkbox"/> | Cell Phone Reimbursement Stipend | Stipend Amount: \$ _____ |

By signing below, I acknowledge that I have read and understand Authority's Cell Phone Policy and agree to abide by the terms and conditions of the policy.

Employee: _____

Requested Date: _____

Approval Date: _____