

MINUTES of the Lower Township MUA

Meeting Date: December 3, 2025

Call to order: A meeting of the Lower Township MUA, was held at 2900 Bayshore Road, Villas, NJ, 08251. The meeting convened at 5:00pm.

ROLL CALL OF THE MEMBERS

Jacqueline Henderson	Present
James P. Ridgway	Present
Harrison Bitting	Present
Karen Rechner	Present
Bryan Steere	Present

STAFF / PROFESSIONALS

Steven A. Morris, Esq., The Morris Law Firm, MUA Solicitor
Ronald N. Curcio, PE, Polistina & Associates, MUA Engineer
Stephen Testa, RHT & K, MUA Financial Consultant
Stephen Blankenship, Executive Director
Melissa Jasinski, Board Secretary

- Call to Order
- Determination of Quorum
- Sunshine Law
- Pledge of Allegiance and Moment of Silence
- Comments or Questions from the Public on Agenda Items – There were none.

CONSENT AGENDA

1. Approval of Minutes: November 5, 2025 Regular Minutes
2. Approval of Bills
 - a. **Resolution No. 146-2025 \$49,922.47** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 147-2025 \$233,583.74** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
3. **Resolution No. 148-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$71,229.30**
4. **Resolution No. 149-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$46,789.25**
5. **Resolution No. 150-2025** Customer Change Resolution Approving Reductions to Accounts *Motion was made by Mrs. Rechner for the approval of the Business Consent Agenda and seconded by Mr. Bitting.*
Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye
The Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

6. **Preliminary Commercial (Residential) Application** – 501 Baywyn Road
Arthur Chew, Arthur Chew Consultant, LLC, representing the applicant Bob Salasin of Power Home Improvements, reviewed the proposed subdivision of a lot at 501 Baywyn Drive, North Cape May. The applicant has received township approval to construct two single-family homes that front Bay Drive. The applicant proposes extending an existing gravity sewer main on Baywyn Drive to serve the two homes. A utility easement would be needed

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to service one of the properties. The applicant is collecting information with the township and plans to file a “final” application with the Authority.

7. Resolution No. 151-2025 - Authorize Advertisement of RFPs for 2026 Professional Services

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 151-2025 Authorizing Advertisement of RFPs for 2026 Professional Services.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

8. Resolution No. 152-2025 - Awarding of an Alternative Method Contract to Romano Hearing Testa & Knorr for Financial Consultant Services

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 152-2025 Awarding an Alternative Method Contract to Romano Hearing Testa & Knorr for Financial Consultant Services.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

9. Resolution No. 153-2025 - Authorizing the Execution of an Easement Agreement- 702 E. Tampa Avenue

An existing gravity sewer main, located between Tampa Avenue and Desoto Avenue, in what was a “paper” street. The township vacated the “paper” street without creating a utility easement for the Authority’s gravity main. The solicitor is working on receiving and filing three (3) utility easements in which the gravity main resides.

One of the properties, 702 E. Tampa Avenue, is in the process of building a single-family home, which will tie into the existing sewer main. The owner is willing to grant the Authority a utility easement for his property, which Mr. Morris has prepared with input from the Authority Engineer. Mr. Morris is working with the tax office to identify the other two property owners to obtain utility easements from them.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 153-2025 Authorizing the Execution of an Easement Agreement at 702 E. Tampa Avenue.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

10. Resolution No. 154-2025 - Awarding Contract to JCI Jones Chemicals, Inc. for Furnishing and Delivery of Sodium Hypochlorite (One-Year Contract)

Motion was made by Mr. Bitting and seconded by Mrs. Henderson for Resolution No. 154-2025 Awarding Contract to JCI Jones Chemicals, Inc. for Furnishing and Delivery of Sodium Hypochlorite (One-Year Contract) in an amount not to exceed \$139,000.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

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11. Resolution No. 155-2025 - Awarding Contract to SNF, Inc., (Polydyne) for Furnishing and Delivery of Polymers (One-Year Contract)

Motion was made by Mr. Bitting and seconded by Mrs. Henderson for Resolution No. 155-2025 Awarding Contract to SNF, Inc. (Polydyne) for Furnishing and Delivery of Polymers (One-Year Contract) in an amount not to exceed \$140,000.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

12. Resolution No. 156-2025 - Authorizing the Sale of a Surplus Vehicle to Lower Township Fire District #2

The Authority, per Resolution No. 108-2025, determined that the 2019 Chevrolet Tahoe is surplus equipment—the Lower Township Fire District # 2 expressed an interest in purchasing the Tahoe in its “as-is-where as” condition.

Motion was made by Mrs. Rechner and seconded by Mr. Bidding for Resolution No. 156-2025 Authorizing the Sale of a Surplus Vehicle to Lower Township Fire District #2 in the amount of \$19,400.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

13. Resolution No. 159-2025 - Authorizing an Executive Session— Contract Negotiations

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 159-2025 Authorizing an Executive Session.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

The Board entered into closed session at 5:37 pm and returned to regular session at 6:10 pm.

14. Resolution No. 160-2025 – Authorizing Termination of Participation Under the SHBP and SEHBP

Motion was made by Mr. Ridgway and seconded by Mrs. Rechner for Resolution No. 160-2025 Authorizing Termination of Participation Under the SHBP and SEHBP, including Prescription Drug Plan and/or Dental Plan Coverage.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

15. Resolution No. 161-2025 – Authorizing the LTMUA to Join the NJ Solutions Joint Health Insurance Fund

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 161-2025 Authorizing LTMUA to Join the NJ Solutions Joint Health Insurance Fund.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

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Administrative Reports

Solicitor- Nothing to report.

Engineer

- The Town Bank Road Interceptor Lining Project has begun and will continue over the next two weeks and then pick up again after the holidays.
- The Diamond Beach Pump Station Project has been further delayed due to a county permitting issue, but should start shortly.
- After meeting with the DEP, it has been confirmed that no relief will be granted on the flood elevation requirements for the Diamond Beach nor the Poplarwood Pump Station Projects. Based on this determination, the recommendation is to finance the two projects using authority funds and to proceed with the loan application process for the remaining projects (Racetrack Drive, Route 9, and the WWTP Headworks), as they will not require relief from the flood elevation requirements.

Motion was made by Mr. Ridgway and seconded by Mr. Bitting for Resolution No. 157-2025 Authorizing Advertisement of Bids for the Diamond Beach Pump Station Project.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 158-2025 Authorizing Advertisement for Bids for the Poplarwood Avenue Pump Station Project.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye

Financial Consultant-

- As the fiscal year comes to an end, a preliminary review of the revenue and expenses for 2025 was completed, showing revenue exceeding the 2025 budgeted amount and expenditures coming in at less than what was budgeted for 2025.

Executive Director

- Employee appreciation luncheon is scheduled for Thursday, December 18th, 2025.
- Continuing negotiations for additional easements and will continue to work on developing a standard authority easement document moving forward.

Public Comments- There were none.

Comments from the Board- There were none.

Motion to adjourn the meeting at 6:15pm was made by Mrs. Henderson and seconded by Mrs. Rechner.

Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye