

MINUTES of the Lower Township MUA

Meeting Date: February 4, 2026

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

James P. Ridgway	Present
Bryan Steere	Present
Karen Rechner	Present
Jacqueline Henderson	Present
Stephen Prince	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

- *Swearing in of New Board Member, Stephen Prince*
- Call to Order
- Determination of Quorum
- Sunshine Law
- Pledge of Allegiance and Moment of Silence
- Comments or Questions from the Public on Agenda Items

REORGANIZATION

1. Reorganization

a. Resolution No. 11-2026 Appointing Chairman

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson appointing James P. Ridgway as Chairman.

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

b. Resolution No. 12-2026 Appointing Vice Chairman

Motion was made by Mrs. Henderson and seconded by Mr. Ridgway appointing Bryan Steere as Vice Chairman.

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

c. Resolution No. 13-2026 Appointing Treasurer

Motion was made by Mrs. Henderson and seconded by Mr. Ridgway appointing Karen Rechner as Treasurer.

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

d. Resolution No. 14-2026 Appointing Assistant Treasurer

Motion was made by Mrs. Rechner and seconded by Mr. Ridgway appointing Jacqueline Henderson as Vice Treasurer.

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

e. Resolution No. 15-2026 Appointing Secretary/Recording Secretary

Motion was made by Mr. Ridgway and seconded by Mrs. Rechner appointing Melissa Jasinski as Board Secretary/Recording Secretary.

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

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- f. **Resolution No. 16-2026** Appointing Assistant Secretary/Recording Secretary
Motion was made by Mrs. Henderson and seconded by Mr. Ridgway appointing Erin McFeeters as Assistant Board Secretary/Recording Secretary.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
 - g. **Resolution No. 17-2026** Appointing Executive Director as Authority Officer
Motion was made by Mrs. Henderson and seconded by Mr. Ridgway appointing the Executive Director as Authority Officer.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
2. Professional Services Contracts
- a. **Resolution No. 18-2026** Appointing a Solicitor
Motion was made by Mrs. Rechner and seconded by Mr. Steere appointing Steven A. Morris, Esq., The Morris Law Firm, as the LTMUA Solicitor.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
 - b. **Resolution No. 19-2026** Appointing a Bond Counsel
Motion was made by Mrs. Henderson and seconded by Mr. Rechner appointing John M. Cantalupo, Esq., Archer & Greiner, P.C., as the LTMUA Bond Counsel.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
 - c. **Resolution No. 20-2026** Appointing an Engineer
Motion was made by Mrs. Rechner and seconded by Mr. Ridgway appointing Vincent J. Polistina, PE, & Ronald N. Curcio, PE, Polistina & Associates, LLC, as the LTMUA Engineer.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
 - d. **Resolution No. 21-2026** Appointing Special Projects Engineers
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson appointing DeBlasio & Associates, LLC, Colliers Engineering & Design, Fralinger Engineering, P.A., CME Associates, Polistina & Associates, LLC, Buchart Horn, Inc., Remington & Vernick Engineers as LTMUA Special Projects Engineers.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Abstain, Mr. Steere- Aye, Mr. Prince- Aye
 - e. **Resolution No. 22-2026** Appointing an Auditor
Motion was made by Mrs. Henderson and seconded by Mrs. Rechner appointing Jie Yang, CPA, RMA, PKF O'Conner Davies, as LTMUA Auditor.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
 - f. **Resolution No. 23-2026** Appointing a SCADA and Instrumentation Consultant
This resolution was tabled; no SCADA and Instrumentation Consultant has been appointed at this time.
 - g. **Resolution No. 24-2026** Appointing a Wastewater Treatment Consultant
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson appointing Buchart Horn, Water Resource Management, as LTMUA Wastewater Treatment Consultant.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

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- h. **Resolution No. 25-2026** Appointing a Labor Counsel
Motion was made by Mrs. Rechner and seconded by Mr. Ridgway appointing Blaney, Weinberg, & Curcio, PC.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

REORGANIZATION CONSENT AGENDA

3. Banking

- a. **Resolution No. 26-2026** Designating Officers to Review and Sign Monthly Invoice List
Motion was made by Mrs. Henderson and seconded by Mrs. Rechner Designating Officers to Review and Sign Monthly Invoice List.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
- b. **Resolution No. 27-2026** Notice to Trustee
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson authorizing the Notice to Trustees.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
- c. **Resolution No. 28-2026** Designating a Depository of Funds and Amending the Cash Management Plan
Motion was made by Mrs. Rechner and seconded by Mr. Steere Designating a Depository of Funds and Amending the Cash Management Plan.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

4. Authority Appointments - Employees

- a. **Resolution No. 29-2026** Authorizing Executive Director or Director of O&M to Execute Documents
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson Authorizing Executive Director or Director of O&M to Execute Documents
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
- b. **Resolution No. 30-2026** Appointing Affirmative Action Officer
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson Appointing Erin McFeeters as Affirmative Action Officer.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
- c. **Resolution No. 31-2026** Appointing Public Agency Compliance Officer
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson Appointing Stephen Blankenship as Public Agency Compliance Officer.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
- d. **Resolution No. 32-2026** Appointing Fund Commissioner New Jersey Utilities Joint Insurance Fund
Motion was made by Mr. Steere and seconded by Mr. Ridgway Appointing Fund Commissioner New Jersey Utilities Joint Insurance Fund.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

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5. **Resolution No. 33-2026** Approving Purchasing Through New Jersey State Contracts
Motion was made by Mrs. Henderson and seconded by Mr. Rechner Approving Purchasing Through New Jersey State Contracts.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
6. **Resolution No. 34-2026** Designating Regular Meeting Nights and Official Newspapers
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson Designating Regular Meeting Nights and Official Newspapers.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
7. **Resolution No. 35-2026** Appointment of the Personnel Committee
Motion was made by Mrs. Rechner and seconded by Mr. Steere Appointing James P. Ridgway and Jaqueline Henderson as Personnel Committee.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
8. **Resolution No. 36-2026** Designating the Official Holidays of the LTMUA
Motion was made by Mrs. Rechner and seconded by Mrs. Henderson Designating the Official Holidays of the LTMUA.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

CONSENT AGENDA

9. Approval of Minutes: January 7, 2026 Regular Minutes
10. Approval of Bills
 - a. **Resolution No. 37-2026 \$49,963.94** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 38-2026 \$243,949.48** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
11. **Resolution No. 39-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$7,230.00.**
12. **Resolution No. 40-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$802,883.64.**
13. **Resolution No. 41-2026** Customer Change Resolution Approving Reductions to Accounts
Motion was made by Mr. Ridgway for the approval of the Business Consent Agenda and seconded by Mrs. Rechner.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye (Abstaining only from the Approval of Minutes: January 7, 2026)
The Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

14. **Final Commercial (Residential) Application – 3901 & 3903 Bay Drive**
Mr. Curcio reviewed the water and sewer application for two (2) new residential dwellings at 3901 and 3903 Bay Drive. The development will include the construction of two (2) single-family homes, 3901 fronting Bay Drive and 3903 fronting Baywyn Road. The applicant

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proposes installing individual water and sewer service lateral connections for each unit. The unit at 3903 Bay Drive will use an existing water service lateral on Baywyn Road and install a new sewer service lateral on Bay Drive, and the unit at 3901 Bay Drive will install new water and sewer service laterals on Bay Drive. The applicant will be required to purchase two (2) sewer allocations and two (2) water allocation fees.

Motion was made by Mr. Ridgway and seconded by Mr. Steere for Resolution No. 42-2026 Approving a Multi-Residential Sewer Application for 3901 & 3903 Bay Drive by Power Home Improvements (Robert Salasin), subject to the conditions noted in the Authority's review letter, dated February 2, 2026.

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

15. Diamond Beach Pump Station Bid Results

On January 22, 2026, the Authority received a total of four (4) bids for the Diamond Beach Sewage Pump Station Rehabilitation Project, which included a base bid, a deduct alternate related to bypass pumping function, and an alternate to replace the existing emergency generator. Staff recommended awarding the contract based on the base bid and the emergency generator alternate. B & H Contracting, Egg Harbor Township, NJ, submitted the lowest bid of \$772,950.

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 43-2026 Awarding a Construction Contract for the Diamond Beach Sewage Pump Station Rehabilitation Project to B&H Contracting in an amount not to exceed \$772,950.00.

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

16. Poplarwood Pump Station Bid Results

On January 22, 2026, the Authority received a total of seven (7) bids for the Poplarwood Sewage Pump Station Rehabilitation Project, which included a base bid and a deduct alternate related to bypass pumping. Staff recommended awarding the contract based on only the base bid. Level 1 Construction, Williamstown, NJ, submitted the lowest bid of \$712,000.

Motion was made by Mrs. Rechner and seconded by Mr. Steere for Resolution No. 44-2026 Awarding a Contract for the Poplarwood Sewage Pump Station Rehabilitation Project to Level 1 Contracting in the amount not to exceed \$712,000.00.

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

17. Resolution No. 45-2026 - Approving Change Order #1 to the Townbank Road Interceptor Lining & Manhole Rehabilitation Project – Phase II

Staff recommended approval of the change order with Vortex Services, LLC, in an amount of \$32,624.30 as recommended by Polistina & Associates, LLC, for additional material and police coverage at the work site.

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 45-2026 Approving Change Order # 1 to the Townbank Road Interceptor Lining & Manhole Rehabilitation Project- Phase II, equal to \$32,624.30, bringing the total contract amount to \$640,884.30.

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

18. Resolution No. 46-2026 - Approving Change Order #2 to the Townbank Road Interceptor Lining & Manhole Rehabilitation Project – Phase II

Staff recommends approval of the change order with Vortex Services, LLC, for a 60-calendar-day extension and an additional \$27,734.00 as recommended by Polistina & Associates, LLC, to perform additional lining work between Beachhurst & Racetrack Drives related to the project, as well as a 60-day extension.

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 46-2026 Approving Change Order # 2 to the Townbank Road Interceptor Lining & Manhole Rehabilitation Project- Phase II, approving a 60-calendar-day extension and for an additional amount not to exceed \$27,734.00, bringing the total contract amount to \$668,618.30.

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

19. Resolution No. 47-2026 - Approving Change Order #1 to the Diamond Beach PS Force Main Appurtenance Vaults Rehabilitation Project

Staff recommends approval of a change order with Garrison Enterprises in the amount of \$73,398.38 as recommended by Polistina & Associates, LLC, for the installation of an insertion valve at the Route 9 Pump Station.

Motion was made by Mrs. Rechner and seconded by Mrs. Ridgway for Resolution No. 47-2026 Approving Change Order # 1 to the Diamond Beach PS Force Main Appurtenance Vaults Rehabilitation Project for \$73,398.38, bringing the total contract amount to \$557,600.28.

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

20. Resolution No. 48-2026 - Awarding a Contract to Sherwood Logan to Complete the Rebuild of the Authority's Rotary Press

Staff recommends awarding a contract to Sherwood Logan under a N.J.S.A. 40A:11-5(gg) contract for the rebuild of the authority rotary press, in an amount not to exceed \$163,410.36.

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 48-2026 Awarding a Contract to Sherwood Logan to Complete the Rebuild of the Authority Rotary Press in an amount not to exceed \$163,410.36.

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

21. Resolution No. 49-2026 - Ratifying an Award of an Emergency Repair Contract with Colt Services, LLC

On or about January 23, 2026, the contractor for the NCM Water Main Replacement Project – Phase 1 alerted the Authority of a leak in the intersection of Lincoln Boulevard and Arctic Avenue. Due to the complexity of the problem and the inability of P&A's subcontractor to perform the necessary work in a timely manner, Colt Services, LLC, was engaged to perform the work.

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Motion was made by Mrs. Rechner and seconded by Mr. Steere for Resolution No. 49-2026 Ratifying an Award of an Emergency Repair Contract with Colt Services, LLC in an amount not to exceed \$40,000.

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

22. CMC Ocean Drive Upgrades & Bridge Improvements

The Board received an update on the County's Middle Township Thorofare Bridge replacement project. The proposed project will affect the Authority's force main on Ocean Drive and may require its relocation at the Authority's cost.

23. Resolution No. 51-2026 - Authorizing an Executive Session– Contract Negotiations

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 51-2026 Authorizing an Executive Session to discuss contract negotiations.

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

The Board entered into closed session at 6:12 pm and returned to regular session at 6:24 pm.

Administrative Reports

Solicitor

- Worked with staff to update the Authority's Employee Handbook and Policy Manual as recommended by the NJUA JIF. The solicitor recommended its approval.

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 50-2026 Approving Updates to the Authority Employee Handbook and Policy Manual.

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

Engineer

- The IBank financed three (3) pump station project (Racetrack Drive, Route 9, and WWTP Headworks), is anticipated to be advertised in May 2026.
- Mr. Curcio and Mr. Polistina thanked the Board for their reappointment.
- DeBlasio & Associates provided updates on the following projects:
 - North Cape May Watermain Project- Phase I- The project was awarded to P&A Construction in the amount of \$6,100,094. Construction commenced in December 2025 and is ~15% complete, with ~2,000 LF of 8" water main and 2,200 LF of 12" water main installed.
 - North Cape May Watermain Project- Phase II- Design work is ongoing and the Authority will seek to finance it through the IBank. Construction expected in Fall 2026.
 - GIS Pilot Data Conversion Services- Drafts of the pilot GIS conversions should be submitted by the end of February and March.
 - LT Public Works Building- Water Main Extension- The water main extension to service the public works complex will added to the NCM Watermain Project- Phase I

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via a change order with costs to be split with the Township on a %0/50 basis. Work to be completed in the Spring 2026.

Financial Consultant-

- To date, revenues and expenditures are in order with the budgetary amounts.
- FY2024 audit information is being submitted to the Auditor and field work should begin in the next few weeks.

Executive Director

- Meet with Bond Counsel and DCA to discuss the Authority's temporary IBank financing application for the NCM Watermain Project. DCA granted the Authority approval to close on short-term financing at the end of the month. This will allow reimbursements from the IBank for costs that aren't covered by the EPA Community Grant.

Mr. Pierce thanked staff for their ongoing hard work during the inclement weather, while dealing with multiple leaks and emergency repairs.

Public Comments-

LTMUA active employees and retirees aired their concerns and questions regarding potential changes to retiree health benefits. The Authority informed them that meetings, one for retirees and one for active employees, have been scheduled with representatives from the insurance broker to answer their questions and concerns.

Comments from the Board– There were none.

Motion to adjourn the meeting at 6:55pm was made by Mrs. Rechner and seconded by Mrs. Henderson.

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