MINUTES of the Lower Township MUA
Meeting Date: April 1, 2026

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

ROLL CALL OF THE MEMBERS		**STAFF / PROFESSIONALS**
James P. Ridgway	Present	Steven A. Morris, Esq., The Morris Law Firm, MUA Solicitor
Bryan Steere	Present	Ronald N. Curcio, PE, Polistina & Associates, MUA Engineer
Karen Rechner	Present	Stephen Testa, RHT & K, MUA Financial Consultant
Jacqueline Henderson	Present	Stephen Blankenship, Executive Director
Stephen Prince	Present	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

CONSENT AGENDA

1. Approval of Minutes: April 1, 2026 Regular Minutes
2. Approval of Bills
   a. **Resolution No. 64-2026 $49,274.95** Operating Account (Authorizes payment of operating expenses up to $50,000)
   b. **Resolution No. 65-2026 $330,563.16** Excess operating account (Authorizes payment of operating expenses in excess of $50,000)
3. **Resolution No. 66-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **$176,468.93.**
4. **Resolution No. 67-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For the Payment of **Water** Capital items in the amount of **$447,142.86.**
5. **Resolution No. 68-2026** Customer Change Resolution Approving Reductions to Accounts
   Motion was made by Mrs. Rechner for the approval of the Business Consent Agenda and seconded by Mrs. Henderson.
   Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye
   The Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

6. **Resolution No. XX-2026 – Ratifying Award of an Emergency Repair Contract with Perna Finnigan, Inc. for an Emergency Water Main Repair at 1252 Route 109**
   On March 24, 2026, the authority received a call about a possible water main leak in the area of 1252 Route 109, Cape May. Upon arrival, the leak was very severe and required the local and state police to provide traffic control. Due to the leak's critical location and the complexity of the repairs, the LTMUA contacted Perna Finnegan, Inc. to perform the work.

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 69-2026 Ratifying Award of an Emergency Repair Contract with Perna Finnigan, Inc. for an Emergency Water Main Repair at 1252 Route 109 in an amount not to exceed $100,000.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

7. **Resolution No. XX-2026 – Authorizing the Advertisement of an NTB for the 2024-2026 Sewerage Pump Stations Rehabilitation Project**
   Polistina & Associates will prepare a Notice to Bidders for the 2024-2026 Sewerage Pump Stations Rehabilitation Project, with construction bids due in May 2026. This project includes the rehabilitation of the Authority's Wastewater Treatment Plant Headworks, Route 9, and Racetrack pump stations, financed through the NJ IBank.
   Motion was made by Mrs. Rechner and seconded by Mr. Ridgway for Resolution No. 70-2026 Authorizing the Advertisement of an NTB for the 2024-2026 Sewerage Pump Stations Rehabilitation Project.
   Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

8. **LTMUA Wastewater Treatment Plant Capital Improvement Study**
   Mr. DiMond and Mr. Herman, Buchart Horn Engineers (BH), presented a Capital Improvement Study of the LTMUA's wastewater treatment plant complex. BH projected future flows, evaluated the ability of the existing WWTP to adequately treat those flows, and identified the necessary capital improvements and budgetary costs for the identified capital improvements. The detailed presentation included recommended improvement plans covering a 20-year period.

9. **Resolution No. XX-2026 - Awarding a Contract for Heating & Cooling Repairs Services**
   The Authority advertised and solicited proposals for a New Jersey licensed and certified heating and cooling repair contractor. On March 24, 2026, the Authority received one (1) submitted proposal from Kisby-Lees Mechanical, LLC, of Atlantic City, NJ. The open-ended contract, not to exceed $53,000, is for a one-year period, terminating on March 31, 2027.
   Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 71-2026 Awarding a Contract for the Heating & Cooling Repairs Services to Kisby-Lees Mechanical, LLC in an amount not to exceed $53,000.
   Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

11. **Resolution No. XX-2026 - Approving a Shared Services Agreement with Cape May County MUA for the Disposal of the LTMUA's Biosolids**
    The Authority needs to dispose of dewatered sewage biosolids. Staff recommended entering into a shared services agreement with the Cape May County MUA (CMCMUA), whereby the CMCMUA would haul the dewatered sludge from the LTMUA facility to the disposal vendor with which it contracts.

Motion was made by Mr. Steere and seconded by Mrs. Rechner for Resolution No. 72-2026 Approving a Shared Services Agreement with Cape May County MUA for the Disposal of the LTMUA's Biosolids in an amount not to exceed…$550,000.00.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

12. Resolution No. XX-2026 - Appointing a SCADA and Instrumentation Consultant

On March 31, 2026, the Authority received proposals and qualifications for the Authority SCADA & Instrumentation Consultant. Upon review, staff recommended that the proposal submitted by Complete Control Services, an Aquatec Company (CCS), best meets the Authority's needs for 2026 with a contract not to exceed $25,000.
Motion was made by Mrs. Rechner and seconded by Mr. Steere for Resolution No. 73-2026 Appointing Complete Control Services as the Authority SCADA & Instrumentation Consultant in an amount not to exceed $25,000.
Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye, Mr. Prince- Aye

Administrative Reports

Solicitor- Nothing to Report

Engineer

- Recently awarded Poplarwood and Diamond Beach pump station projects are on schedule. Mechanical work at the Diamond Beach PS is expected to begin in May, and at the Poplarwood PS in August once the necessary equipment is delivered.
- Work on the valve vaults repair project, Ocean Drive force main, commenced and will continue. One of the vaults is already completed.
- DeBlasio & Associates provided updates on the following projects:
  - North Cape May Watermain Project- Phase I: This project is ~ 33% complete, with ~2,200 LF of 8" water main, 6,100 LF of 12" water main and 30 water services installed. The water main installation on Lincoln Boulevard is complete, and work is underway on Pacific Avenue.
  - North Cape May Watermain Project- Phase II- The project is currently under design and being coordinated with the Township to incorporate their stormwater upgrades. The LTMUA is seeking NJ Infrastructure Bank funding, and construction is expected to commence in the Fall of 2026. The IBank noted that a "principal forgiveness" grant of $2M is available for this project. The balance of the project will be covered by a loan, with the interest rate set at 25% of the AAA market rate.
  - GIS Pilot Data Conversion Services- Work is continuing on the Water, Sewer and Vacuum Sewer GIS conversions, and we are planning to submit the draft plots by the end of the week.
  - LT Public Works Building- Water Main Extension- It is anticipated that this work will be added to the North Cape May Phase I project.

Financial Consultant-

- To date, revenues and expenditures are in order with the budgetary amounts.
- FY2024 audit information is being submitted to the Auditor with field work beginning this month.
- Reimbursement requests have been submitted to the EPA to help fund the balance of the NCM Watermain Replacement Project- Phase I engineering and construction costs.

Executive Director

- DeBlasio & Associates has designed Phase II of the NCM Watermain Project, but in light of the leak that occurred at the water main on Route 109, we are analyzing to see if the replacement of the Route 109 water main located in the Landing can be included with the Phase II project.
- A meeting is scheduled with DeBlasio & Associates to review the GIS pilot project. The LTMUA may be eligible for a grant from the NJ DEP (up to $2 million) that, if awarded, can be used to complete necessary GIS work and develop an asset management program.
- A budget meeting will be held in May to review the status of the 2025-26 budget. An additional meeting will be held in August to perform another review and to begin preparations for the 2026-27 budget.

Mr. Pierce provided an update on the NCM Watermain Project-Phase I. A 12-inch water main was installed on Lincoln Blvd, from Beach Drive to just short of Bayshore Road. As part of the original project planning, the new main was to be tied into the existing main on Lincoln Blvd. During construction, it was found that no water main exists within that block. The Engineer was requested to provide an estimate of the cost to extend the main to Bayshore Road. An 8-inch main was installed on Atlantic Avenue between Lincoln Blvd. to Holmes Avenue. Lenegan Plumbing was subcontracted to remove old meters from inside the homes located in the project area. They have issued door hangers to the residents, and the Authority has mailed letters instructing them on how to have those old meters removed. Water main has been installed on Pacific Avenue from Lincoln Blvd to Holmes Avenue, currently halfway down Arctic Avenue. The work is anticipated to be completed by June, prior to the Escape the Cape marathon.

Public Comments-

- Mrs. Christina Ernst, North Cape May resident, voiced concerns regarding a recent water leak at her home and possible reimbursement for plumbing repair costs.
- LTMUA retirees aired concerns and questions regarding potential changes to retiree health benefits.

Comments from the Board– There were none.

Motion to adjourn the meeting at 6:24pm was made by Mrs. Henderson and seconded by Mrs. Rechner. Roll call vote: Mrs. Henderson- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye, Mr. Steere- Absent, Mr. Prince- Aye