

MINUTES of the Lower Township MUA

Meeting Date: May 7, 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	Absent
James P. Ridgway	Present
Harrison Bitting	Present
Karen Rechner	Present
Bryan Steere	Absent

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: April 2, 2025 Regular Minutes
2. Approval of Minutes: April 2, 2025 Executive (Closed) Session Minutes
3. Approval of Bills
 - a. **Resolution No. 68-2025 \$49,951.34** Operating Account (Authorizes payment of operating expensed up to \$50,000)
 - b. **Resolution No. 69-2025 \$524,462.19** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
4. **Resolution No. 70-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$11,544.50**
5. **Resolution No. 71-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$305,529.50**
6. **Resolution No. 72-2025** Customer Change Resolution Approving Reductions to Accounts
Motion was made by Mr. Bitting for the approval of the Business Consent Agenda and seconded by Mrs. Rechner
Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye

The Vice Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

7. **Preliminary Commercial Residential Application (Sewer Only) – 9900 Pacific Avenue (LJKQ Real Estate)**
The applicant, represented by Vincent Orlando (Engineering Design Associates) is proposing to construct four (4) residential duplexes on the property located at 9900 Pacific Avenue. The property currently contains one commercial unit, which is to be demolished. Two (2) duplexes will face E Austin Avenue and two (2) will face N Station Avenue. Sewer service will be provided by the LTMUA, with water service by the City of Wildwood. A final application is

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to be submitted with further details of the planned locations for the location of the sewer laterals.

8. Final Commercial Residential Application– 1204/1206 Wilson Drive (PM Properties)

The proposed commercial residential sewer and water application for one (1) duplex (top & bottom units), which also an irrigation service line. Mr. Curcio reviewed his review letter dated May 5, 2025. The applicant's engineer, Mr. Orlando (EDA), stated that the applicant is in agreement with the items noted in the Review Letter. The applicant currently holds one (1) water allocation and one (1) sewer allocation for an existing building that was demolished. The applicant will be required to purchase one (1) sewer allocation and two (2) water allocations. The applicant also agreed to provide an utility easement for the Authority's existing sewer infrastructure that traverses the property.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 73-2025 Approving a Multi-Residential Water & Sewer Application for 1204/1206 Wilson Drive by PM Properties subject to the conditions noted in Polistina review letter.

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

9. Preliminary Commercial Application- 705 Bayshore Road (Pismenny)

The applicant, Oleg Pismenny, reviewed the proposed commercial project to be constructed at 705 Bayshore Road, Villas. The proposed project consists of a first-floor office space and a second-floor residential apartment. The applicant will need verify the exact locations of the water and sewer services within the County R.O.W., which may require a County road opening permit.

10. Resolution No. 74-2025 Certifying Review of Annual Report of Audit

Mr. Testa reviewed the final 2022 Audit report and Exit Conference Report. The audit concluded with an unmodified and clean opinion and there were no findings, recommendations, or instances of no-compliance reported. The Authority's assets increased by about \$26.2 million (mostly due to the Del Haven Watermain Extension and Vacuum Sewer projects). Liabilities increased by \$21.8 million due to loans received from the NJ IBank for the above noted projects, while the net position increased by \$4.6 million.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 74-2025 Certifying Review of Annual Report 2022 Audit

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

11. Resolution No. 75-2025 Ratifying Award of a Contract for an Emergency Sewer FM Repair

On April 22, 2025 the authority received a report a sewer leak at the southeast edge of the Middle Thorofare bridge. Staff mobilized and determined the required repair needed to be performed by outside contractors. Perna Finnegan, Inc. was available to make the force main repair and A&C Septic Service was available to haul wastewater from the Diamond Beach Pump Station during the repair.

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 75-2025 Ratifying Award of a Contract for the Emergency Sewer Force Main Repair to provide payment to Perna Finnegan, Inc. in an amount not to exceed \$44,000.00 and A & C Septic Services in the amount of \$6,903.97.

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

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- 12. Resolution No. 76-2025 Approval of Award of an Engineering Contract to Polistina & Associates, LLC for the Diamond Beach FM Rehabilitation Valve Component Repairs**
An inspection of the Diamond Beach FM found that three (3) air release valves, check valves, piping and vaults need remediation. Polistina and Associates, LLC submitted a proposal, dated May 6th, in the amount of \$29,000.00 prepare design & bid documents and to provide construction management services.

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 76-2025

Approving an Award of an Engineering Contract to Polistina & Associates, LLC for the Diamond

Beach Force Main Rehabilitation Valve Component Repair in an amount not to exceed \$29,900.00.

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

- 13. Resolution No. 77-2025 Authorizing the Advertisement of a NTB for the NCM Water Main Replacement Project- Phase I**

The NJDEP and NJ I-Bank authorized the Authority to advertise to receive bids on the project. Upon approval, an advertisement requesting the receipt of bids and associated bid opening will be scheduled for June 17th. An award is anticipated to be made at a special June Board meeting to meet the state's fiscal year-end deadline.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 77-2025

Authorizing the Advertisement of a NTB for the NCM Water Main Replacement Project- Phase I

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

Administrative Reports

Solicitor- Nothing to Report

Engineer

- The Townbank Sliplining Project documents are almost completed and should be ready to bid shortly.
- The Pump Station Project will not make the state's FY2025 deadline to award a construction contract. Further discussion on how to proceed to be discussed at a future meeting.
- Prepared a quote solicitation for point sewer repairs on roads the Township is planning to pave. Mobile Dredging & Video Pipe provided the only quote, in the amount of \$28,340, which is below the bid threshold and was awarded the work. A formal resolution is not required.

Financial Consultant:

- Work continuing on the 2023 Audit.
- Reviewed revenue and expenses for the current year which are all in line.

Executive Director

- Hope to schedule meetings with Cape May County and Lower Township to review upcoming projects.
- The new phone system is scheduled for completion within the next 30-45 days.
- Issues effecting the dewatering processes at the Wastewater Treatment Plant are being reviewed to find the appropriate resolutions.
- Will be attending the June meeting remotely.

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- Mr. Pierce, Director of Operation and Maintenance, noted that the Meter Replacement Project "introductory" postcards were mailed to homeowners to inform them of the upcoming project. The contractor, MeterTek, will begin sending letters to affected customers this week. The project involves the replacement of ~ 2,100 meters. MeterTek is responsible for setting up appointments and handling the replacements.

Public Comments – There were none.

Comments from the Board – There were none.

*Motion to adjourn the meeting at 5:49 pm was made by Mr. Bitting and seconded by Mrs. Rechner.
Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mr. Ridgway- Aye*