

MINUTES of the Lower Township MUA
Meeting Date: June 4, 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: May 7, 2025 Regular Minutes
2. Approval of Bills
 - a. **Resolution No. 78-2025 \$49,987.17** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 79-2025 \$472,478.73** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
3. **Resolution No. 80-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$126,557.15**
4. **Resolution No. 81-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$645.00**
5. **Resolution No. 82-2025** 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, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye
The Vice Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

6. **Preliminary/Final Commercial (Residential) Sewer Application – 140 Fishing Creek Road**
The applicant, represented by John W. Kornick (K2 Consulting Engineers, Inc.), is proposing to construct a residential duplex that would connect to an existing vacuum sewer pit. Mr. Curcio reiterated the requirements outlined in his review letter dated June 2, 2025. The applicant will be required to purchase two (2) sewer allocations and pay for two-thirds (2/3) of the Vacuum Sewer Pit installation (\$8,390.67). The applicant agreed to meet the conditions outlined in the review letter.

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Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 83-2025 Approving a Multi-Residential Sewer Application for 140 Fishing Creek Road by D.R. Horton subject to the conditions noted in Polistina review letter of June 2, 2025.

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

7. Resolution No. 84-2025– Ratifying Award of a Contract for Emergency Sewer Force Main Repair

On May 16, 2025, the Authority was informed of a possible sewer force main leak at the northeast approach to the Upper Thorofare Bridge. Staff confirmed that there was a force main leak and contracted with Perna Finnegan, Inc. to perform repairs on an emergency basis to protect the public's health and safety.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 84-2025 Ratifying Award of an Emergency Repair Contract to Perna Finnegan, Inc. for an Emergency Sewer Force Main Repair on the Diamond Beach Force Main at the Northeast Approach to the Upper Thorofare Bridge in an amount not to exceed \$44,000.00.

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

The Executive Director noted that NJDEP is requiring the Authority to complete an "Emergency Land Use Permit" within ninety (90) calendar days of the repair. Staff will reach out to the County Engineer to see if their permit for the bridge work at the Bennet Crossing can be utilized. If not, additional engineering costs will be incurred to complete the permit.

8. Resolution No. 85-2025– Approving a Stipend for LTMUA Lab Director

The annual laboratory renewal requires a designated Lab Director. The Personnel Committee recommends that the LTMUA Lab Director receive a \$100.00 per month stipend and be appointed by the Executive Director.

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 85-2025 Approving Compensation for LTMUA Designated Lab Director with a \$100.00/month stipend.

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

Administrative Reports

Solicitor- Nothing to Report

Engineer

- The design work for repairing the Diamond Beach PS force main valve vaults is almost complete.
- The Pump Station project designs are complete and we are working with NJDEP to get authorization to advertise the project.
- Sewer main remedial work within the Township's scheduled paving areas is complete.

Financial Consultant:

- Work is continuing on the 2023 Audit.
- Revenue and expenses for the current year are all in line.

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Executive Director

- The contract for the long-term management of the Authority's water storage facilities with Utility Services Group has been submitted to various state entities as required. The Division of Local Government Services (Local Finance Board) is requiring a copy of the FY2023 audit before placing the contract with Utility Services Group on their June 11th meeting agenda. The Executive Secretary of the Local Finance Board will determine whether or not it will be placed on the agenda. An update will be provided when more information is received.
- The New Jersey IBank and Department of Environmental Protection (DEP) authorized the Authority to advertise for the receipt of bids on the NCM Water Main Replacement Project – Phase 1. A pre-bid meeting is set for this week and bids are to be received on Tuesday, June 17th. If all goes as planned, a special meeting will be scheduled for Wednesday, June 25th, to award a construction contract before the end of the NJ IBank's fiscal year, which ends June 30th.
- The two (2) wastewater projects, Town Bank Sliplining and Pump Station upgrades (WWTP Headworks, Diamond Beach PS and Route 9 PS) will not meet the NJ IBank fiscal year deadline for 2025. The Executive Director and Polistina and Associates are working to see if these projects can be combined for NJ IBank FY2026 funding.
- The Director of O&M provided an update on the Meter Replacement Project. The contractor, MeterTek, will start the first round of meter replacements the week of June 16th. MeterTek is sending out scheduling correspondence to the homeowners.
- The office alarm system is experiencing problems and may need to be replaced.

Public Comments

Ms. Brenda Edgar, a resident of North Cape May, inquired about the upcoming paving project and NCM Water Main Replacement project. Mr. Pierce provided project information and estimated start dates.

Comments from the Board– There were none.

Motion to adjourn the meeting at 5:32 pm was made by Mr. Bitting and seconded by Mrs. Rechner.

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

Steere- Aye