

MINUTES of the Lower Township MUA

Meeting Date: July 2, 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: June 4, 2025 Regular Minutes
2. Approval of Minutes: June 25, 2025 Special Meeting Minutes
3. Approval of Bills
 - a. **Resolution No. 87-2025 \$49,944.49** Operating Account (Authorizes payment of operating expenses up to \$50,000)
 - b. **Resolution No. 88-2025 \$259,204.47** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
4. **Resolution No. 89-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **\$22,946.82**
5. **Resolution No. 90-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **\$66,241.62**
6. **Resolution No. 91-2025** 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 Chair asked the public if there were any questions on the Regular Agenda: There were none.

REGULAR AGENDA

7. **Resolution No. 92-2025 Supplemental Resolution Authorizing the Issuance of Not to Exceed \$7,300,000 Principal Amount of Revenue Bonds (Junior Lien) of the Township of Lower Municipal Utilities Authority**

At a special board meeting held on June 25, 2025, the Authority awarded a contract for the North Cape May Water Main Replacement Project- Phase I ("Project") prior to the June 30, 2025 deadline as required by the NJ IBank and NJDEP. The Authority is financing the Project through the NJ IBank and needs to authorize the issuance of revenue bonds (junior

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lien) in an amount not to exceed \$7,300,000.00 as part of the process. The Authority's bond counsel, Archer & Griener PC, provided the required resolution to do this and recommends its approval.

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No.92-2025 Authorizing the Issuance of Not to Exceed \$7,300,000 Principal Amount of Revenue Bonds (Junior Lien) of the LTMUA.

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

8. Resolution No. 93-2025– Supplemental Resolution Authorizing the Issuance of Not to Exceed \$7,300,000 Aggregate Principal Amount of a Project Note of the Township of Lower Municipal Utilities Authority

The North Cape May Water Main Replacement Project- Phase I ("Project") will require an interim construction loan with the NJ IBank. The Authority's bond counsel provided the necessary resolution to do this and recommends its approval.

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 93-2025 Authorizing the Issuance of Not to Exceed \$7,300,000 Aggregate Principal Amount of a Project Note of the LTMUA

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

9. Resolution No. 94-2025– Resolution of the Township of Lower Municipal Utilities Authority, Determining the Form and Other Details of its "Note Relating to the Water Bank Financing Program of the New Jersey Infrastructure Bank", to be Issued in the Principal Amount of up to \$7,300,000, and Providing for the Issuance and Sale of Such Note to the New Jersey Infrastructure Bank, and Authorizing the Execution and Delivery of Such Note by the Township of Lower Municipal Utilities Authority in Favor of the New Jersey Infrastructure Bank, All Pursuant to the Water Bank Construction Financing Program of the New Jersey Infrastructure Bank

The Authority has determined to temporarily finance the North Cape May Water Main Replacement Project- Phase I ("Project") before the closing concerning the New Jersey Water Bank, and to undertake such temporary financing with the proceeds of a short-term loan to be made by the I-Bank (the "Construction Loan") to the Authority, under the Water Bank Construction Financing Program of the I-Bank (the "Construction Financing Program"). To (i) evidence and secure the repayment obligation of the Authority to the I-Bank concerning the Construction Loan and (ii) satisfy the requirements of the Construction Financing Program, the Authority desires to issue and sell to the I-Bank the "Note Relating to the Construction Financing Program of the New Jersey Infrastructure Bank" in an aggregate principal amount of up to \$7,300,000 (the "Note"). The Authority's bond counsel provided the necessary resolution to do this and recommends its approval.

Motion was made by Mrs. Henderson and seconded by Mrs. Rechner for Resolution No. 94-2025 Determining the Form and Other Details of its "Note Relating to the Water Bank Financing Program of the NJ I- Bank", to be Issued in the Principal Amount of up to \$7,300,000, and Providing for the Issuance and Sale of Such Note to the NJ I-Bank, and Authorizing the Execution and Delivery of Such Note by the LTMUA in Favor of the NJ I-Bank, All Pursuant to the Water Bank Construction Financing Program of the NJ I-Bank.

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

10. Resolution No. 95-2025– Residential Sewer Application- 806 Shunpike Road (Small-Diameter Force Main)

Applicant, Gary Gilbert, represented by Bradley Gilbert, is proposing to construct a single-family residence utilizing a private small-diameter force main pumping system. The Executive Director explained that the applicant is proposing to install a private grinder pump and a small-diameter force main that would run within their property, along Shunpike and Crawford Roads, before tying into an existing dead-end manhole on Crawford Road. A small-diameter force main policy was discussed with the Board previously, but has not been implemented.

In a letter dated July 1, 2025, Mr. Curcio, Polistina & Associates, went over the recommendations outlined in his review letter dated July 1, 2025. Since the proposed force main extends beyond the applicant's property limits, he recommends that the Authority's solicitor prepare an instrument outlining the requirements for maintenance and the Authority's ability to lien the property if the owner fails to complete the work. In addition, the applicant will need written approval from Cape May County as well as Lower Township before proceeding with any work within their rights-of-way. He recommended that the Board grant the applicant a conditional approval, subject to the criteria outlined in his review letter, in addition to any additional criteria required by the Board.

Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 95-2025 Granting a Conditional Approval for a Residential Sewer Application (Small-Diameter Force Main System) for the Residential Property located at 806 Shunpike Road (Block 499.01 Lot 5.04).

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

11. Resolution No. 96-2025– Terminating Polistina & Associates Engineering Contract for an Iron Removal Treatment Plant

Resolution No. 135-2024, adopted November 6, 2024, previously awarded a professional service contract for the design of an iron removal treatment plant and related services to Polistina & Associates, LLC. Since that time, operational changes have resulted in substantial water quality improvements without the need for additional iron removal treatment. Polistina & Associates has not started the design of the iron removal project, and it is the best interest of the rate payers and the Authority to terminate the previously awarded contract at this time.

Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 96-2025 Approving the Termination of a Contract Awarded to Polistina & Associates for the Professional Engineering Services Contract for the Design of an Iron Removal Treatment Plant and Related Services.

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

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12. Resolution No. 97-2025– Authorizing the Advertisement of Bid for Repairs to the Diamond Beach PS Force Main

The Authority recently experienced two (2) emergency repairs on the Diamond Beach Force Main that runs along Ocean Drive. During those repairs, it was found that the valve vaults have experienced substantial deterioration and require repair. The Board previously awarded an engineering contract with Polistina & Associates to design the necessary repairs and improvements. The repair project will be funded through the Authority's Sewer Capital Improvement Fund and the price of the project is anticipated to exceed the current bid threshold, requiring a formal bid process. Staff recommends authorizing an advertisement for the receipt of bids no later than July 10th.

Motion was made by Mrs. Rechner and seconded by Mrs. Henderson for Resolution No. 97-2025 Authorizing the Advertisement for Receipt of Bids for the Diamond Beach Pump Station Force Main Valve Vaults Rehabilitation Project no later than July 10, 2025.

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

13. Headworks and Pump Station Upgrade Project

Work is continuing to obtain IBank financing for upcoming sewer projects, including the remainder of the Town Bank Road Slip Lining Project, upgrades to the WWTP Headworks, and the Diamond Beach and Route 9 Pump Stations. The Executive Director and Mr. Curcio are working to arrange a meeting with IBank to combine the Pump Station Projects, WWTP Headworks, and the remainder of the Town Bank Road Slip Lining Project under one loan for the fiscal year 2026. Updates on financing for all of these projects are expected to be ready for the August meeting.

Administrative Reports

Solicitor- Nothing to Report

Engineer- Nothing to Report

Financial Consultant:

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

Executive Director

- DeBlasio & Associates performed an analysis of the Authority's GIS and will issue a draft report for staff review. The official report should be ready in time for the August meeting.
- Examples of possible LTMUA logos for the four water storage facilities were presented for review and feedback.
- Requested authorization to advertise for a Senior Sewer Plant Operator. The Board authorized an advertisement for the position.
- The parcel at 908 Rosehill Parkway was created from a previously vacated public right-of-way and has two sewer mains running through the property. An existing easement is in place for one of the mains but not for the other, which services two adjacent homes. Staff is working with Mr. Morris and Mr. Curcio to resolve the issue.
- The Authority's new phone system was activated on June 18th.

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- The Director of Operations and Maintenance noted that MeterTek began the Meter Replacement Project on June 16th, and as of today, 114 meters have been replaced.

Public Comments- There were none.

Comments from the Board– There were none.

Motion to adjourn the meeting at 5:57 pm was made by Mr. Henderson and seconded by Mr. Bitting.

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