

**MINUTES of the Lower Township MUA**

**Meeting Date: October 1, 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: September 3, 2025 Regular Minutes
2. Approval of Bills
  - a. **Resolution No. 125-2025 \$49,966.69** Operating Account (Authorizes payment of operating expenses up to \$50,000)
  - b. **Resolution No. 126-2025 \$455,258.70** Excess operating account (Authorizes payment of operating expenses in excess of \$50,000)
3. **Resolution No. 127-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of Sewer Capital items in the amount of **\$99,760.50**
4. **Resolution No. 128-2025** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of Water Capital items in the amount of **\$124,911.38**
5. **Resolution No. 129-2025** 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**

6. **Resolution No. 130-2025** Approving a USDA CDBG Section 504 Grievance Procedure  
A formal written grievance procedure for the Authority has been requested from the USDA as part of their five-year annual review.  
*Motion was made by Mr. Bitting and seconded by Mrs. Rechner for Resolution No. 130-2025 Approving a USDA CDBG Section 504 Grievance Procedure.*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*

**MINUTES of the Lower Township MUA**  
**Meeting Date: October 1, 2025**

- 7. Resolution No. 131-2025 Approving the Second Amendment to the Contract with the Utility Service Company for New Logos at the Millman Water Tank**  
A proposed amendment to the Authority's contract with Utility Services, Co., Inc. for the inclusion of two (2) logos to be designed, produced, and installed during the rehabilitation of the Millman Water Tank was discussed. The board, concerned about the cost, recommended tabling the resolution.  
*Motion was made by Mrs. Henderson and seconded by Mrs. Rechner to table Resolution No. 131-2025 Approving the Second Amendment to the Contract with the Utility Service Company for Two New Logos at the Millman Water Tank.*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*
- 8. Resolution No. 132-2025 Authorizing the Advertisement of a Rate Schedule Hearing**  
Staff presented proposed rate adjustments, 3% for water and 5% for sewer, and requested authorization to advertise same for a rate hearing to be held at the November 5<sup>th</sup> meeting.  
*Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 132-2025 Authorizing the Advertisement of a Rate Schedule Hearing.*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*
- 9. Resolution No. 133-2025 Ratifying the Late Introduction and Submission of the 2026 Budget**  
*Motion was made by Mr. Bitting and seconded by Mrs. Henderson for Resolution No. 133-2025 Ratifying the Late Introduction and Submission of the 2026 Budget*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*
- 10. Resolution No. 134-2025 Introduction of the Authority's 2026 Budget**  
Mr. Testa reviewed the proposed combined water and sewer 2026 budget for the Board, which reflects total revenues of \$11,182,100, total appropriations of \$14,504,432, and the utilization of \$3,322,332 from the LTMUA's net position.  
*Motion was made by Mrs. Rechner and seconded by Mr. Bitting for Resolution No. 134-2025 Introduction of the Authority's 2026 Budget.*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*
- 11. Resolution No. 135-2025 Awarding a Contract to Sherwood Logan for the Maintenance/Service of the Authority's Centrifuge**  
*Motion was made by Mr. Ridgway and seconded by Mrs. Rechner for Resolution No. 135-2025 Awarding a Contract to Sherwood Logan for the Maintenance/Service of the Authority's Centrifuge in an amount not to exceed \$31,220.85.*  
*Roll call vote: Mr. Bitting- Aye, Mrs. Rechner- Aye, Mrs. Henderson- Aye, Mr. Ridgway- Aye, Mr. Steere- Aye*

**MINUTES of the Lower Township MUA**  
**Meeting Date: October 1, 2025**

**12. Resolution No. 136-2025 Awarding a Contract to Sherwood Logan for the Rebuild of the Authority's Rotary Press**

*Motion was made by Mr. Ridgway and seconded by Mrs. Rechner for Resolution No. 136-2025 Awarding a Contract to Sherwood Logan for the Rebuild of the Authority's Rotary Press in an amount not to exceed \$70,454.35.*

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

**Administrative Reports**

**Solicitor-** No report.

**Engineer**

- The contractor for the Ocean Drive Force Main Project is procuring the necessary materials.
- The funding process with the DEP and IBank for the Pump Station Project continues.

**Financial Consultant-** No report.

**Executive Director**

- The centrifuge is shutdown. Overtime will be required to maintain waste sludge operations.
- Advised that the annual budget process needs to start earlier in the year to avoid later introductions.
- Internet speed upgrades are required now that the billing software as moved online.

**Public Comments-** There were none.

**Comments from the Board-** There were none.

*Motion to adjourn the meeting at 5:51pm was made by Mrs. Henderson and seconded by Mrs. Rechner.*

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