Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251
Telephone (609) 886-7146
www.LTMUA.org

November 4, 2026

AGENDA

- 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: October 7, 2026 Regular Minutes
2. Approval of Bills
   a. **Resolution No. 156-2026 $49,817.88** Operating Account (Authorizes payment of operating expenses up to $50,000)
   b. **Resolution No. 157-2026 $356,440.11** Excess Operating Account (Authorizes payment of operating expenses in excess of $50,000)
3. **Resolution No. 158-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Sewer** Capital items in the amount of **$453,356.26**
4. **Resolution No. 159-2026** Authorizing Transfer from the Sturdy Capital Improvement Fund Account to Sturdy Operating Account. For Payment of **Water** Capital items in the amount of **$344,489.17**
5. **Resolution No. 160-2026** Customer Change Resolution Approving Reductions to Accounts

REGULAR AGENDA

6. **Preliminary Commercial Water Application-** Cape May Cottages- 756 Route 9, Lower Township
7. **Resolution No. 161-2026–** Adoption of the LTMUA FY 2026-2027 Budget
8. **Resolution No. 162-2026–** Approving Provisional Appointment of Superintendent of Water
9. **Resolution No. 163-2026–** Approving Provisional Appointment of Assistant Water and Sewer Utilities Superintendent
10. **Resolution No. 164-2026–** Authorizing Municipal Utilities Authority Officials to Endorse an Application for a Master Water Permit
11. **Resolution No. 165-2026–** Authorizing a Contribution to the Township of Lower in Connection with the Rotary Park Improvement Project and Additional Paving Improvements
12. **Resolution No. 166-2026–** Awarding an Engineering Contract to DeBlasio & Associates for the 2027 Water Meter Replacement Project
13. **Administrative Reports**
    - Solicitor
    - Engineer
    - Financial Report
    - Executive Director
14. **Call to the Public**
15. **Board Comments**

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 156-2026

OPERATING ACCOUNT REQUISITION

BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY, that in accordance with SECTION 605 of the GENERAL BOND RESOLUTION, the sum of **$49,817.88** and hereby is for the purpose of reimbursing the REVOLVING FUND for OPERATING EXPENSES for the payment scheduled. These payments include those not represented by an asterisk on the attached check list.

BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance or repair of the system or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the GENERAL BOND RESOLUTION; that obligations in the stated amounts have been incurred by the Authority and that each item thereof was properly incurred in operating, maintaining or repairing the system and has not been paid; that there has not been filed with or served upon the Authority notice any lien, right to lien, or attachment upon, or claim affecting the right to receive payment of, any of the monies payable under such requisition to any of the persons, firms or corporations named in such requisition, or if any such lien, attachment or claim has been filed or served upon the Authority, that such lien, attachment or claim has been released or discharged and such payments are for Operating Expenses and that the total amount thereof will not be in excess of the unencumbered balance of the Annual Budget.

RESOLUTION NO. 156-2026

		RIDGWAY	STEERE	HENDERSON	RECHNER	PRINCE
MOTION				X		
SECOND						X
AYES			X	X		X
NAY						
ABSENT		X			X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 157-2026

REQUISITIONING REIMBURSEMENT OF OPERATING EXPENSES IN EXCESS OF $50,000.00

WHEREAS, Section 605 of the General Bond Resolution provided for Operating Expenses in the amount of $50,000.00 and;

WHEREAS, the Authority has bills totaling in excess of $50,000.00 to be paid, and the Authority wishes to authorize the payment of these bills at this time, contingent upon the receipt of the reimbursement of Operating Expenses requested by the Resolution previously adopted at this meeting.

NOW, THEREFORE, BE IT RESOLVED, by the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY that in accordance with Section 605 of the General Bond Resolution, the sum of **$356,440.11** is hereby requisitioned from TD Bank, the Trustee, for the payments scheduled and attached.

BE IT FURTHER RESOLVED, that the LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that each of the attached payments are necessary for the operation, maintenance, or repair of the System applicable or else was for a refund of revenue and that vendors comply with P.L. 2004, c.57.

The LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY hereby certifies that this requisition is in accordance with Section 605 and Section 606 of the General Bond Resolution.

RESOLUTION NO. 157-2026

		RIDGWAY	STEERE	HENDERSON	RECHNER	PRINCE
MOTION				X		
SECOND						X
AYES			X	X		X
NAY						
ABSENT		X			X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 158-2026

AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL IMPROVEMENT FUND ACCOUNT TO STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following **Sewer** Capital Improvement items:

CAPITAL SEWER ITEMS

Pump Station Rehabilitation- B&H Contracting, Inc.- Diamond Beach	$178,671.15
Poplarwood/Diamond Beach- Polistina & Associates, LLC- Construction Management	$8,752.50
Airport Pump Station Generator- Polistina & Associates, LLC- Engineering	$280.00
Poplarwood Pump Station Rehabilitation- Level 1 Construction, Inc.- Pay Certificate No. 4	$141,257.20
Plugs & Check Valves- Geiger Pump and Equiptment	$25,310.41
Rotary Park Contribution- Township of Lower	$99,085.00
Total	**$453,356.26**

RESOLUTION NO. 158-2026

		RIDGWAY	STEERE	HENDERSON	RECHNER	PRINCE
MOTION				X		
SECOND						X
AYES			X	X		X
NAY						
ABSENT		X			X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 159-2026

AUTHORIZING TRANSFER FROM STURDY SAVINGS CAPITAL IMPROVEMENT FUND ACCOUNT TO STURDY SAVINGS OPERATING ACCOUNT FOR PAYMENT

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that authorization is hereby given to transfer funds from the Sturdy Capital Improvement Fund account to Sturdy Operating account to pay the following **Water** Capital Improvement items:

CAPITAL WATER ITEMS

SCADA Upgrades to Water System- Complete Control Services, Inc.	$34,329.37
North Cape May Watermain Replacement- P&A Construction, Inc.- Pay Certificate No. 10	$164,726.36
Well # 2 Examintation- Polistina & Associates, LLC- Engineering	$410.00
North Cape May Watermain Replacement- DeBlasio & Associates- Construction Management	$21,240.94
North Cape May Watermain Replacement- DeBlasio & Associates- Engineering	$35.00
NCM WM Replacement Project-Phase II- DeBlasio & Associates- Engineering	$15,782.50
Landing Watermain Improvements- DeBlasio & Associates- Engineering	$8,880.00
Rotary Park Contribution- Township of Lower	$99,085.00
Total	**$344,489.17**

RESOLUTION NO. 159-2026

		RIDGWAY	STEERE	HENDERSON	RECHNER	PRINCE
MOTION				X		
SECOND						X
AYES			X	X		X
NAY						
ABSENT		X			X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251
Telephone (609) 886-7146 • Fax (609) 886-4487
www.LTMUA.org

BILL LIST CERTIFICATION

We, the Members of the Lower Township Municipal Utilities Authority hereby certify that we have each reviewed the Bill List presented for payment on November 4, 2026.

James P. Ridgway Absent

Bryan Steere BJD SC

Karen Rechner Absent

Jacqueline Henderson Jacqueline U. Hinderson

Stephen Prince SMP

PREPAY AND EFT ITEMS: November 4, 2026 Meeting		
NJ Solutions JHIF Active & Retired Medical	$90,366.05	EFT
Delta Dental	$2,774.33	EFT
Enterprise	$6,747.16	EFT
Anco Ace Hardware Purchases	$1,844.82	EFT
EZPASS	$200.00	EFT
Quarterly Water Tax	$2,332.95	EFT
Total of the Pre Pay Items	**$104,265.31**	
CAPITAL SEWER ITEMS		
Pump Station Rehabilitation- B&H Contracting, Inc.- Diamond Beach	$178,671.15	
Poplarwood/Diamond Beach- Polistina & Associates, LLC- Construction Management	$8,752.50	
Airport Pump Station Generator- Polistina & Associates, LLC- Engineering	$280.00	
Poplarwood Pump Station Rehabilitation- Level 1 Construction, Inc.- Pay Certificate No. 4	$141,257.20	
Plugs & Check Valves- Geiger Pump and Equiptment	$25,310.41	
Rotary Park Contribution- Township of Lower	$99,085.00	
Total	**$453,356.26**	
CAPITAL WATER ITEMS		
SCADA Upgrades to Water System- Complete Control Services, Inc.	$34,329.37	
North Cape May Watermain Replacement- P&A Construction, Inc.- Pay Certificate No. 10	$164,726.36	
Well # 2 Examination- Polistina & Associates, LLC- Engineering	$410.00	
North Cape May Watermain Replacement- DeBlasio & Associates- Construction Management	$21,240.94	
North Cape May Watermain Replacement- DeBlasio & Associates- Engineering	$35.00	
NCM WM Replacement Project-Phase II- DeBlasio & Associates- Engineering	$15,782.50	
Landing Watermain Improvements- DeBlasio & Associates- Engineering	$8,880.00	
Rotary Park Contribution- Township of Lower	$99,085.00	
Total	**$344,489.17**	
Total of the Bill List	**$1,099,838.11**	
CMCMUA- Sludge Processing	$46,825.00	
Seashore Asphalt Corporation- HP Patch	$2,597.10	
CINTAS Corporation- First Aid Supplies	$395.78	
OPERATING ACCOUNT	**$49,817.88**	
EXCESS OPERATION ACCOUNT	**$356,440.11**	
Total of Bill List and Pre Paid	$1,204,103.42	
Total of all Resolutions	$1,204,103.42	

November 2026 Bill List Capital Expenses

	A	B	C	D	E	F
1	**Account**	**Description**	**PO #**	**Vendor Name**	**Item Description**	**Amount**
2						
3	05-60-100-203	SCADA Upgrades	26-00485	Complete Control Services, Inc.	SCADA Upgrades to Water System	$34,329.37
4	05-55-100-204	Pump Station Rehabilitation	26-00750	B&H Contracting, Inc.	Diamond Beach Pump Station	$178,671.15
5	05-60-100-802	North Cape May Water Main Replacement	26-00638	P&A Construction, Inc.	Pay Certificate No. 10	$164,726.36
6	05-55-100-204	Poplarwood/Diamond Beach	26-00754	Polistina & Associates, LLC	Construction Management	$8,752.50
7	05-55-100-205	Airport Pump Station Generator	26-00755	Polistina & Associates, LLC	Engineering	$280.00
8	05-60-200-300	Well #2 Examination	26-00752	Polistina & Associates, LLC	Engineering	$410.00
9	05-60-100-803	North Cape May Water Main Replacement	26-00769	DeBlasio & Associates	Construction Management	$21,240.94
10	05-60-100-801	North Cape May Water Main Replacement	26-00769	DeBlasio & Associates	Engineering	$35.00
11	05-60-100-810	NCM WM Replacement - Phase II	26-00770	DeBlasio & Associates	Engineering	$15,782.50
12	05-60-200-400	Landing Watermain Improvements	26-00771	DeBlasio & Associates	Engineering	$8,880.00
13	05-55-100-204	Poplarwood Pump Station Rehab.	26-00751	Level 1 Construction, Inc.	Pay Certificate No. 4	$141,257.20
14	05-55-100-204	Plugs & Check Valves	26-00591	Geiger Pump and Equipment	Plugs & Check Valves	$25,310.41
15	05-55-300-122	Rotary Park Contribution & Paving	26-00778	Township of Lower	Rotary Park Contribution & Paving	$99,085.00
16	05-60-300-122	Rotary Park Contribution & Paving	26-00778	Township of Lower	Rotary Park Contribution & Paving	$99,085.00

P.O. Type: All
Range: First to Last
Format: Condensed
Vendors: All
Rcvd Batch Id Range: First to Last

Open: N Paid: N Void: N
Rcvd: Y Held: Y Aprv: N
Bid: Y State: Y Other: Y Exempt: Y

Include Non-Budgeted: Y Prior Year Only: N

Vendor # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AAT01	AMERICAN AQUATIC TESTING, INC.						
26-00763	10/28/26	96 Hour Acute Toxicity Test	Open	1,400.00	0.00		
26-00764	10/29/26	96 Hour Acute Toxicity Test	Open	1,400.00	0.00		
				2,800.00			
AQU03	AQUA MATRIX, LLC						
26-00748	10/26/26	Utility Consulting Services	Open	6,243.75	0.00		
BCS01	BARBER CONSULTING SERVICES						
26-00760	10/28/26	MIS Services	Open	675.00	0.00		
BHC01	B&H CONTRACTING, INC.						
26-00750	10/26/26	Pay Certificate #4	Open	178,671.15	0.00		
BOW03	BOWMAN'S COOLING & HEATING,INC						
26-00717	10/13/26	Settlement of Property Claim	Open	184.44	0.00		
BSP01	BENCH STRENGTH PARTNERS, INC.						
26-00732	10/19/26	2026 BSP Fee - AT&T Scott Ave.	Open	26,019.16	0.00		
26-00733	10/19/26	2026 BSP Fee - AT&T Shunpike	Open	20,526.13	0.00		
				46,545.29			
CCS01	COMPLETE CONTROL SERVICES,INC.						
26-00485	07/06/26	SCADA Upgrades to Water System	Open	34,329.37	0.00		
26-00725	10/16/26	WWTP Level Transducer Failure	Open	1,565.64	0.00		
26-00747	10/25/26	Cellular Lease Agreement	Open	1,595.25	0.00		
				37,490.26			
CEG01	CORE EQUIPMENT GROUP						
26-00779	11/02/26	Backhoe Service	Open	4,371.76	0.00		
CIN01	CINTAS CORPORATION						
26-00718	10/13/26	First Aid Supplies	Open	395.78	0.00		
CMC02	CMC FLEET MAITENANCE						
26-00740	10/21/26	September 2026 Fuel Usage	Open	7,974.10	0.00		
COM06	COMCAST						
26-00734	10/19/26	Internet Service 2900 Bayshore	Open	381.80	0.00		
CON03	ATLANTIC CITY ELECTRIC						
26-00726	10/16/26	WWTP Electric Acount	Open	28,361.82	0.00		
26-00776	11/01/26	Electric Accounts	Open	28,683.58	0.00		
				57,045.40			
DEB02	DEBLASIO & ASSOCIATES						
26-00769	11/01/26	NCM Water Main Replacement	Open	21,275.94	0.00	C2023002	C

Vendor # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
DEB02	DEBLASIO & ASSOCIATES	Continued					
26-00770	11/01/26	NCM WM Replacement - Phase II	Open	15,782.50	0.00	C2025002	C
26-00771	11/01/26	Landing Watermain Improvements	Open	8,880.00	0.00		
				45,938.44			
DRB01	DRBA						
26-00772	11/01/26	Lease Agreement	Open	284.18	0.00		
FEC01	FILTER EQUIPMENT CO. INC.						
26-00619	09/02/26	Filters for Pump Stations	Open	1,404.00	0.00		
GEI02	GEIGER PUMP AND EQUIPMENT						
26-00591	08/26/26	Plugs & Check Valves	Open	25,310.41	0.00		
GSL01	GARDEN STATE LABORATORIES, INC						
26-00735	10/20/26	Laboratory Analysis	Open	1,980.00	0.00		
26-00736	10/20/26	Laboratory Analysis	Open	6,420.00	0.00		
				8,400.00			
JCI01	JCI JONES CHEMICALS, INC.						
26-00774	11/01/26	Sodium Hypochlorite 10/28/26	Open	9,287.46	0.00		
JSH01	JSH INTERNATIONAL, LLC						
26-00722	10/14/26	BAE	Open	4,125.00	0.00		
KEE01	KEEN COMPRESSED GAS COMPANY						
26-00773	11/01/26	Cylinder Rental	Open	103.90	0.00		
KIS01	KISBY-LEES MECHANICAL, LLC						
26-00749	10/26/26	Service Call	Open	1,147.00	0.00		
LEV01	LEVEL-1 CONSTRUCTION INC.						
26-00751	10/26/26	PAY CERTIFICATE NO. 4	Open	141,257.20	0.00	C2026002	C
LSS01	TELESYSTEM						
26-00731	10/19/26	Phone Accounts	Open	4,511.10	0.00		
MGL01	MGL PRINTING SOLUTIONS LLC						
26-00737	10/21/26	Door Hangers	Open	335.00	0.00		
26-00738	10/21/26	Hydrant Flushing Print & Mail	Open	6,341.40	0.00		
				6,676.40			
MUA01	CAPE MAY COUNTY MUA- SHAWCREST						
26-00746	10/23/26	Wastewater User Charge 2026/4	Open	46,562.50	0.00		
MUA03	CAPE MAY COUNTY MUA - EFFLUENT						
26-00745	10/23/26	Debt Service/Operating 2026/4	Open	157,743.00	0.00		
MUA06	CMCMUA - SLUDGE PROCESSING						
26-00742	10/23/26	Sept. 2026 Sludge Processing	Open	46,825.00	0.00		
PAR01	PARAMOUNT CHEMICAL CO. INC						
26-00767	10/30/26	Janitorial Supplies	Open	286.32	0.00		

Vendor # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
PIE01	PG & S PAYROLL SERVICES,LLC						
26-00728	10/19/26	Payroll Services	Open	246.75	0.00		
POL03	POLYDYNE INC.						
26-00721	10/14/26	Polymer Clarifloc C-9530	Open	3,450.00	0.00		
26-00775	11/01/26	Polymer Clarifloc C-9530	Open	3,450.00	0.00		
				6,900.00			
POL05	POLISTINA & ASSOCIATES, LLC						
26-00752	10/27/26	Well #2 Examination	Open	410.00	0.00		
26-00753	10/27/26	General Engineering	Open	280.00	0.00		
26-00754	10/27/26	Poplarwood/DB PS CM	Open	8,752.50	0.00	C2026001	C
26-00755	10/27/26	Airport PS Generator	Open	280.00	0.00		
26-00756	10/27/26	Sun Outdoors Campground	Open	70.00	0.00		
26-00757	10/27/26	705 Bayshore Road	Open	490.00	0.00		
26-00758	10/27/26	John Street Subdivision	Open	70.00	0.00		
26-00759	10/27/26	Cape Cottage Inn Expansion	Open	210.00	0.00		
				10,562.50			
RAR01	RARITAN GROUP INC.						
26-00438	06/24/26	Risers	Open	7,891.32	0.00		
RHT01	ROMANO, HEARING, TESTA & KNORR						
26-00729	10/19/26	Accounting Assistance Services	Open	12,425.00	0.00		
RPS01	REINER PUMP SYSTEMS, INC.						
26-00723	10/14/26	Parts for Pump Station 15	Open	1,788.00	0.00		
SCH04	SCHUETZ CONTAINER SYSTEMS, INC						
26-00716	10/09/26	Heel Processing Fee/BOL	Open	450.00	0.00		
SEA01	SEA GEAR MARINE SUPPLY INC						
26-00661	09/30/26	2" x 100' Hose Assembly	Open	569.27	0.00		
26-00777	11/02/26	Bronze Coupling	Open	19.72	0.00		
				588.99			
SEA05	SEASHORE ASPHALT CORPORATION						
26-00437	06/24/26	HP Patch	Open	2,597.10	0.00		
STA02	STAPLES BUSINESS CREDIT						
26-00592	08/26/26	Ink, Keyboard, Batteries	Open	222.57	0.00		
26-00633	09/15/26	Computers & Office Supplies	Open	4,076.66	0.00		
26-00739	10/21/26	Paper & Envelopes	Open	79.86	0.00		
				4,379.09			
TRE01	TREASURER STATE OF N.J.						
26-00768	11/01/26	Tidelands License & Lease Fee	Open	1,250.00	0.00		
TRE03	TREASURER STATE OF N.J.						
26-00766	10/30/26	Water Master Permit Renewal	Open	2,500.00	0.00		
TWP01	TOWNSHIP OF LOWER						
26-00727	10/19/26	Road Opening/Road Restoration	Open	6,137.20	0.00		

Vendor # / PO #	Name / PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
TWP01	TOWNSHIP OF LOWER	Continued					
26-00778	11/02/26	Rotary Park Contribution	Open	198,170.00	0.00		
				204,307.20			
VIL03	NAPA AUTO PARTS CO.						
26-00730	10/19/26	Sept. In-Store Purchases	Open	121.84	0.00		
WIL01	CITY OF WILDWOOD WATER						
26-00741	10/22/26	Diamond Beach Pump Station	Open	171.79	0.00		
WWG01	GRAINGER, INC						
26-00719	10/14/26	Glass Microfiber Filters	Open	394.95	0.00		
26-00720	10/14/26	Tyvek Coveralls	Open	622.94	0.00		
				1,017.89			

Total Purchase Orders: 66 Total P.O. Line Items: 0 Total List Amount: 1,099,838.11 Total Void Amount: 0.00

Totals by Year-Fund Fund Description Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN 6-05	366,634.05	0.00	366,634.05	46,545.29	0.00	413,179.34
X-05	686,658.77	0.00	686,658.77	0.00	0.00	686,658.77
Total Of All Funds:	1,053,292.82	0.00	1,053,292.82	46,545.29	0.00	1,099,838.11

Totals by Fund

Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
SEWER & WATER FUN	05	1,053,292.82	0.00	1,053,292.82	46,545.29	0.00	1,099,838.11
Total Of All Funds:		1,053,292.82	0.00	1,053,292.82	46,545.29	0.00	1,099,838.11

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
SEWER & WATER FUND	6-05	366,634.05	0.00	0.00	0.00	366,634.05
	X-05	686,658.77	0.00	0.00	0.00	686,658.77
Total Of All Funds:		1,053,292.82	0.00	0.00	0.00	1,053,292.82

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 160-2026

CUSTOMER CHANGE

BE IT RESOLVED, by the Lower Township Municipal Utilities Authority that the Board Secretary, Melissa Jasinski, be and hereby is authorized to make the following changes and draw checks to refund overpayments if applicable.

Sewer

Account	Address	Period	Reduction Amt	Explanation
11520-1	700 Townbank Road	2025/1	$800.83	Bankruptcy Adjustment-Completed 05/27/26
11520-1	700 Townbank Road	2025/2	$814.67	Bankruptcy Adjustment-Completed 05/27/26
		Sewer Total:	$1,615.50	

Interest Waived: Water: $3.45
Sewer: $0.00
Connections: $0.00

RESOLUTION NO. 160-2026

		RIDGWAY	STEERE	HENDERSON	RECHNER	PRINCE
MOTION				X		
SECOND						X
AYES			X	X		X
NAY						
ABSENT		X			X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP
MUNICIPAL UTILITIES AUTHORITY

2900 Bayshore Road, Villas, NJ 08251
OFFICE: (609) 886-1746 EMAIL: _____

APPLICATION FOR PRELIMINARY/CONCEPTUAL COMMERCIAL, INDUSTRIAL OR MULTI-RESIDENTIAL WATER AND SEWER SYSTEM REVIEW

Date Filed 9/29/26

I. **PURPOSE**

Application for REVIEW OF A PROPOSED COMMERCIAL, INDUSTRIAL OR MULTI-RESIDENTIAL PROJECT AND ITS AVAILABILITY TO OBTAIN CONNECTION TO THE WATER AND/OR SEWER SYSTEMS of the LTMUA.

II. **FEES AND FILING**

This application may be filed with the LTMUA at any time. Applicant to submit duplicate hard copies and one (1) digital copy. An application fee of $200.00, along with a minimum escrow deposit of $1,000.00, shall be submitted via separate checks or by cash. Please also complete and include the attached W-9.

An itemized bill will be forwarded upon completion of the review. Charges over the minimum escrow deposit will be billed to the applicant. Conversely, unexpended funds will be returned or credited towards subsequent application review or project inspection.

III. **INFORMATION**

A. Application for: Water: ✓ Sewer: _____ Both: _____

Is application for Residential Subdivision: _____ Commercial: ✓ Other: _____

Please confirm that a site plan, survey or drawing is attached? ✓ Yes

B. Briefly describe the proposed project: Connect existing hotel property to LTMUA public water system.

C. Applicant's Name: First Knight Cape Cottage LLC

Address: 756 US 9, Lower Township, NJ

Owner → Phone: (609) 418-9572 Email: dleone.thecape@gmail.com

D. Name and Address of Present Owner (if other than "A" above)

Name: Raj & Yogi Khatriwala Address: 801 Asbury Ave, OC, NJ

E. Interest of applicant if other than owner: _____

F. Location of subdivision / project:

Block: 505 Lot: 34.01
Block: 511 Lot: 1
Street Address: 756 US 9, Lower Township, NJ

G. Multi-Residential applications, what are the number of proposed lots to be served:

Single-Family: _____ Duplex: _____ Other: Hotel

H. Development Plans

1. Sell lots only (yes) or (no): _____
2. Construction of houses for sale: _____
3. Single family or multifamily: _____
4. Other: _____

I. Commercial/Industrial applications: proposed square footage: _____ Estimated Flow _____

J. Area of entire tract: _____ Portion being served: _____

K. Design Consultant Information: Firm: _____

Name: _____ Email: _____

Address: _____ Phone: _____

Dawn Leone
Signature of Applicant

9/29/26
Date

Make all checks payable to:
LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

DO NOT WRITE BELOW THIS LINE

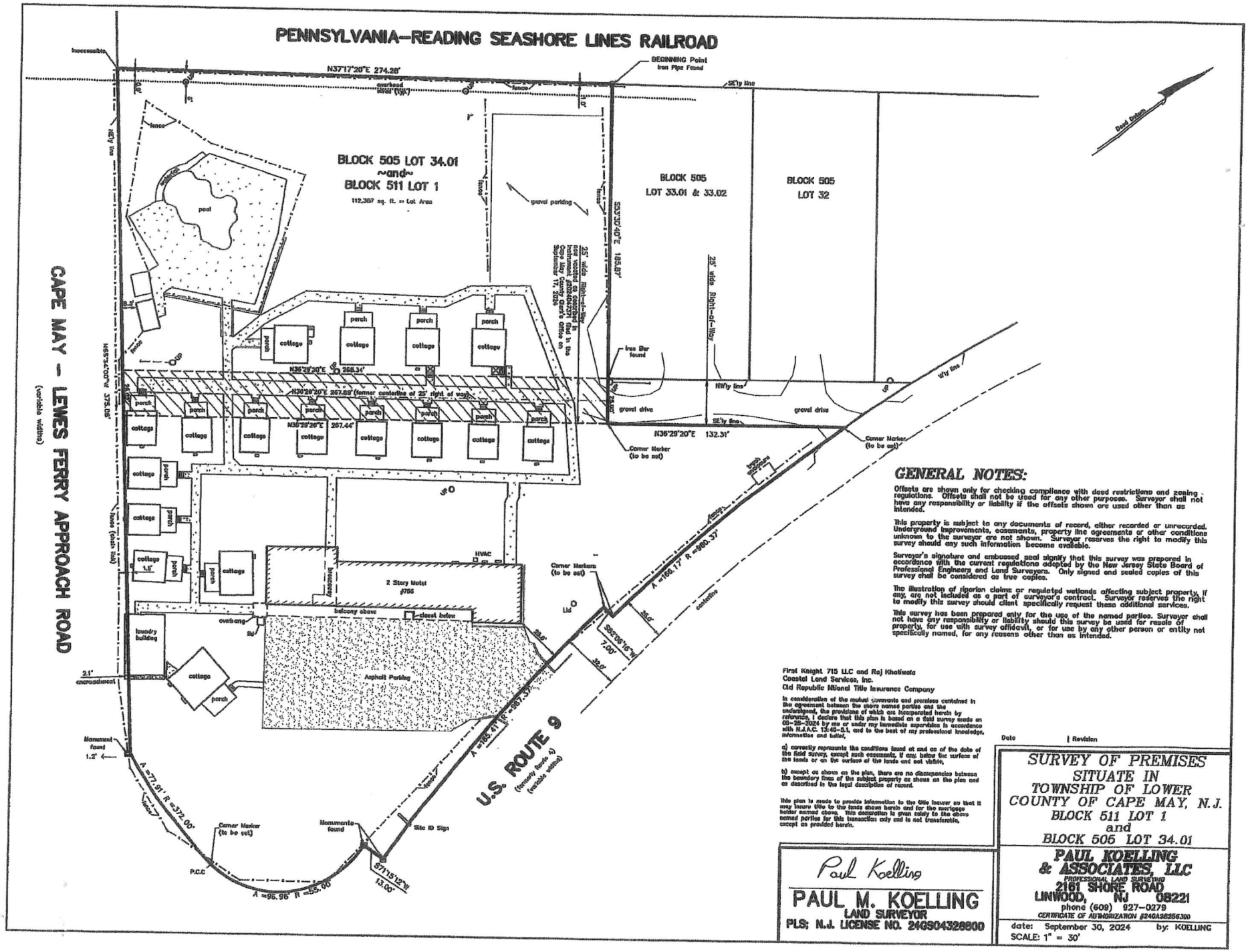
Date received and fee collected (if applicable) by Authority

Application Fee: Date Paid 9/29/26 Fee Paid: $200.00 Check No.: 733 PM

Escrow Deposit: Date Paid 9/29/26 Fee Paid: $1000.00 Check No.: 734 PM

Staff and/or Authority Engineer's Recommendations:

LTMUA Meeting Date: 11/04/26



GENERAL NOTES:

Offsets are shown only for checking compliance with deed restrictions and zoning regulations. Offsets shall not be used for any other purposes. Surveyor shall not have any responsibility or liability if the offsets shown are used other than as intended.

This property is subject to any documents of record, either recorded or unrecorded. Underground improvements, easements, property line agreements or other conditions unknown to the surveyor are not shown. Surveyor reserves the right to modify this survey should any such information become available.

Surveyor's signature and embossed seal signify that this survey was prepared in accordance with the current regulations adopted by the New Jersey State Board of Professional Engineers and Land Surveyors. Only signed and sealed copies of this survey shall be considered as true copies.

The illustration of riparian claims or regulated wetlands affecting subject property, if any, are not included as a part of surveyor's contract. Surveyor reserves the right to modify this survey should client specifically request these additional services.

This survey has been prepared only for the use of the named parties. Surveyor shall not have any responsibility or liability should this survey be used for resale of property, for use with survey affidavit, or for use by any other person or entity not specifically named, for any reasons other than as intended.

First Knight 715 LLC and Raj Khatiwala
Coastal Land Services, Inc.
Old Republic National Title Insurance Company

In consideration of the mutual covenants and promises contained in the agreement between the above named parties and the undersigned, the provisions of which are incorporated herein by reference, I declare that this plan is based on a field survey made on 09-25-2024 by me or under my immediate supervision in accordance with N.J.A.C. 13:40-5.1, and to the best of my professional knowledge, information and belief,

a) correctly represents the conditions found at and as of the date of the field survey, except such easements, if any, below the surface of the lands or on the surface of the lands and not visible,

b) except as shown on the plan, there are no discrepancies between the boundary lines of the subject property as shown on the plan and as described in the legal description of record.

This plan is made to provide information to the title insurer so that it may insure title to the lands shown herein and for the mortgagee holder named above. This declaration is given solely to the above named parties for this transaction only and is not transferable, except as provided herein.

Paul Koelling

PAUL M. KOELLING
LAND SURVEYOR
PLS; N.J. LICENSE NO. 24GS04328800

Date | Revision

SURVEY OF PREMISES
SITUATE IN
TOWNSHIP OF LOWER
COUNTY OF CAPE MAY, N.J.
BLOCK 511 LOT 1
and
BLOCK 505 LOT 34.01

PAUL KOELLING
& ASSOCIATES, LLC
PROFESSIONAL LAND SURVEYING
2161 SHORE ROAD
LINWOOD, NJ 08221
phone (609) 927-0279
CERTIFICATE OF AUTHORIZATION #24GA28356300

date: September 30, 2024 by: KOELLING
SCALE: 1" = 30'

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION 161-2026

2027 ADOPTED BUDGET RESOLUTION
FISCAL YEAR: December 01, 2026 to November 30, 2027

WHEREAS, the Annual Budget and Capital Budget/Program for the Lower Municipal Utilities Authority for the fiscal year beginning December 01, 2026 and ending November 30, 2027 has been presented for adoption before the governing body of the Lower Municipal Utilities Authority at its open public meeting of November 4, 2026; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of $11,965,040.00, Total Appropriations, including any Accumulated Deficit, if any, of $16,895,583.00, and Total Unrestricted Net Position utilized of $4,930,543.00; and

WHEREAS, the Capital Budget as presented for adoption reflect Total Capital Appropriations of $25,637,000.00 and Total Unrestricted Net Position Utilized of $0.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Lower Municipal Utilities Authority at an open public meeting held on November 4, 2026 that the Annual Budget and Capital Budget/Program of the Lower Municipal Utilities Authority for the fiscal year beginning December 01, 2026 and ending November 30, 2027 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

RESOLUTION NO. 161-2026

		RIDGWAY	STEERE	RECHNER	HENDERSON	PRINCE
MOTION						X
SECOND					X	
AYES			X		X	X
NAY						
ABSENT		X		X		
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 162-2026

APPROVING PROVISIONAL APPOINTMENT OF SUPERINTENDENT OF WATER

WHEREAS, by reason of staff modifications and transitions at the end of September 2026, the Authority has an immediate need to appoint a Superintendent of Water in order to ensure a smooth transition of personnel and workflow; and

WHEREAS, the Civil Service administrative regulations provide that the position of Water Superintendent is a position that is within the competitive division of the career service; and

WHEREAS, the Civil Service administrative regulations, at N.J.A.C. 4A:4-1.5, further provide that provisional appointments may be made when various conditions have been met; and

WHEREAS, the Executive Director has advised that in this instance the conditions precedent to the making of a provisional appointment have been met; and

WHEREAS, the Personnel Committee and the Executive Director have advised that Michael Fritsch possesses all of the requisite skills and licenses to fill the position of Superintendent of Water, and otherwise is fully qualified to fill that position; and

NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2. The provisional appointment of Michael Fritsch to the position of Superintendent of Water for the Lower Township Municipal Utilities Authority under the terms and conditions that are more particularly set forth in the October 26, 2026 employment offer, annexed as Exhibit "A", is approved.

3. The provisional appointment approved by this Resolution shall be subject to all applicable New Jersey civil service statutes and administrative regulations, if any.

4. The Executive Director and the Authority Secretary be, and they hereby are, authorized to do all things necessary and proper to effectuate the purpose and intent of this Resolution.

RESOLUTION NO. 162-2026

		RIDGWAY	STEERE	RECHNER	HENDERSON	PRINCE
MOTION					X	
SECOND						X
AYES			X		X	X
NAY						
ABSENT		X		X		
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251
Telephone (609) 886-7146 • Fax (609) 886-4487
www.LTMUA.org

October 26, 2026

Mr. Michael Fritsch
18 N. 6th Street
Del Haven, NJ 08251

Re: Superintendent of Water

Dear Mr. Fritsch,

Congratulations! The Lower Township MUA is pleased to offer you the position of Superintendent of Water for the Lower Township Municipal Utilities Authority.

Please be advised that this offer of employment is contingent upon the following terms:

- Effective on November 6, 2026, your adjusted starting base compensation will be $106,000.
- Your NJDEP Operator License stipends will now be added into your annual salary, and you will no longer receive the stipend at the end of each calendar year starting in 2027. You will still receive $250 stipend for a CDL.
- If you earn additional NJDEP classification licenses, a $1,000 increase for said license will be added into your salary at that time. You will not be compensated for any DEP licenses above "Class 3's."
- You will be required to attend supervisory training courses that the Executive Director recommends or requires.
- You will be subject to a 1-year provisional period at which time your performance will be reviewed and a recommendation will be made on removing the provisional status. If you successfully complete the 1-year provisional period, then you will receive a one-time step increase of $4,000 in November 2027 after the 1-year period concludes.
- Should the Board determine, at the conclusion of the provisional period, to not make you a permanent Water Superintendent, you shall revert to your former title and compensation.

If you choose to accept this offer, please sign the enclosed copy of this letter in the space provided and return it to my attention.

I look forward to working with you in your new position at the Lower Township MUA, where my personal goal will be for you to strive to make the LTMUA an effective utility operation for both staff and ratepayers.

Very truly yours,

Steven Pierce
Executive Director

Encls: Acceptance Copy
cc: E McFeeters, LTMUA Personnel
Personnel Committee, LTMUA

Accepted and authorized by: _____

Name ***Date***

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 163-2026

APPROVING PROVISIONAL APPOINTMENT OF ASSISTANT WATER AND SEWER UTLITIES SUPERINTENDENT

WHEREAS, by reason of staff modifications and transitions at the end of September 2026, the Authority has an immediate need to appoint an Assistant Water and Sewer Utilities Superintendent in order to ensure a smooth transition of personnel and workflow; and

WHEREAS, the Civil Service administrative regulations provide that the position of Water Superintendent is a position that is within the competitive division of the career service; and

WHEREAS, the Civil Service administrative regulations, at N.J.A.C. 4A:4-1.5, further provide that provisional appointments may be made when various conditions have been met; and

WHEREAS, the Executive Director has advised that in this instance the conditions precedent to the making of a provisional appointment have been met; and

WHEREAS, the Personnel Committee and the Executive Director have advised that Matthew Franco possesses all of the requisite skills and licenses to fill the position of Assistant Water and Sewer Utilities Superintendent, and otherwise is fully qualified to fill that position; and

NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority, in the County of Cape May and State of New Jersey, as follows:

1. All of the statements of the preamble are repeated and are incorporated herein by this reference thereto as though the same were set forth at length.

2. The provisional appointment of Matthew Franco to the position of Assistant Water and Sewer Utilities Superintendent for the Lower Township Municipal Utilities Authority under the terms and conditions that are more particularly set forth in the October 26, 2026 employment offer, annexed as Exhibit "A", is approved.

3. The provisional appointment approved by this Resolution shall be subject to all applicable New Jersey civil service statutes and administrative regulations, if any.

4. The Executive Director and the Authority Secretary be, and they hereby are, authorized to do all things necessary and proper to effectuate the purpose and intent of this Resolution.

RESOLUTION NO. 163-2026

		RIDGWAY	STEERE	RECHNER	HENDERSON	PRINCE
MOTION					X	
SECOND						X
AYES			X		X	X
NAY						
ABSENT		X		X		
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

Lower Township MUA

2900 Bayshore Road • Villas, New Jersey 08251
Telephone (609) 886-7146 • Fax (609) 886-4487
www.LTMUA.org

October 26, 2026

Mr. Matthew Franco
222 Joanne Street
North Cape May, NJ 08204

Re: Assistant Water and Sewer Utilities Superintendent

Dear Mr. Franco,

Congratulations! The Lower Township MUA is pleased to offer you the position of Assistant Water and Sewer Utilities Superintendent of Lower Township Municipal Utilities Authority.

Please be advised that this offer of employment is contingent upon the following terms:

- Effective on November 6, 2026, your adjusted starting base compensation will be $98,800.
- Your NJDEP Operator License stipends will now be added into your annual salary, and you will no longer receive the stipend at the end of each calendar year starting in 2027. You will still receive $250 stipend for a CDL.
- If you earn additional NJDEP classification licenses, a $1,000 increase for said license will be added into your salary at that time. You will not be compensated for any DEP licenses above "Class 3's."
- You will be required to attend supervisory training courses that the Executive Director recommends or requires.
- You will be subject to a 1-year provisional period at which time your performance will be reviewed and a recommendation will be made on removing the provisional status. If you successfully complete the 1-year provisional period, then you will receive a one-time step increase of $2,000 in November 2027 after the 1-year period concludes.
- Should the Board determine, at the conclusion of the provisional period, to not make you a permanent Assistant Water and Sewer Utilities Superintendent, you shall revert to your former title and compensation.

If you choose to accept this offer, please sign the enclosed copy of this letter in the space provided and return it to my attention.

I look forward to working with you in your new position at the Lower Township MUA, where my personal goal will be for you to strive to make the LTMUA an effective utility operation for both staff and ratepayers.

Very truly yours,

Steven Pierce
Executive Director

Encls: Acceptance Copy
cc: E McFeeters, LTMUA Personnel
Personnel Committee, LTMUA

Accepted and authorized by: _____

Name ***Date***

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 164-2026

AUTHORIZING MUNICIPAL UTILITIES AUTHORITY OFFICIALS TO ENDORSE AN APPLICATION FOR A WATER MASTER PERMIT

WHEREAS, the Municipal Utilities Authority has authorized the preparation of necessary documentation and an application in order to apply for a Water Master Permit for the Township of Lower; and

WHEREAS, the Executive Director and Utility Engineer have completed all necessary documents for submission to the New Jersey Department of Environmental Protection for said permit.

WHEREAS, the Board of the Lower Township Municipal Utility Authority authorizes the Executive Director to submit all necessary forms and documents to apply for the Water Master Permit.

NOW, THEREFORE BE IT RESOLVED by the Board of the Lower Township Municipal Utilities Authority that they hereby authorize the Executive Director and Utility Engineer to execute and attest said application, permits and/or forms with respect to all Municipal, County, and State Regulatory Agencies for said permit.

RESOLUTION NO. 164-2026

		HENDERSON	PRINCE	RECHNER	RIDGWAY	STEERE
MOTION						X
SECOND			X			
AYES		X	X			X
NAY						
ABSENT				X	X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY
RESOLUTION NO. 165-2026

AUTHORIZING A CONTRIBUTION TO THE TOWNSHIP OF LOWER IN CONNECTION WITH THE ROTARY PARK IMPROVEMENT PROJECT AND ADDITIONAL PAVING IMPROVEMENTS

WHEREAS, on May 5, 2023, the Township of Lower ("Township") and the Lower Township Municipal Utilities Authority ("Authority") engaged in discussions concerning proposed improvements to Rotary Park, along with a contribution of $150,000.00 by the Authority to assist in the financing of the park improvements related to the Authority's entrance drive; and

WHEREAS, the Authority subdivided and conveyed the park property to the Township by deed in October 2023; and

WHEREAS, in May 2026, the Township Council awarded a contract to Fred M. Schiavone Construction for the Rotary Park improvements, and the Township incorporated the additional paving improvements requested by the Authority, LTMUA Resolution 86-2026, to be completed at a cost of $48,170.00; and

WHEREAS, consistent with the understanding reached during the parties' discussions in 2023, the Township is requesting the Authority's contribution of $150,000.00 toward the Rotary Park Improvement Project, together with reimbursement of the $48,170.00 for the additional paving improvements performed on Authority property at its request, for a total of $198,170.00; and

WHEREAS, the contractor has completed the paving improvements and the Rotary Park Improvement Project is nearly complete, the Township finds it appropriate to formally request payment of the $198,170.00; and

NOW, THEREFORE, BE IT RESOLVED by the Lower Township Municipal Utilities Authority, this 4th day of November, 2026, as follows:

1. Lower Township Municipal Utilities Authority hereby appropriates the sum of $198,170.00 to the Township of Lower from the Authority's Fiscal Year 2025-2026 capital budget for the Rotary Park Improvement Project.
2. This Resolution shall only be effective when a copy of the certification of availability of funds prepared by the certifying finance officer of the Authority is attached hereto.

RESOLUTION NO. 165-2026

		HENDERSON	PRINCE	RECHNER	RIDGWAY	STEERE
MOTION			X			
SECOND		X				
AYES		X	X			X
NAY						
ABSENT				X	X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Township of Lower Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Authority Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

ADDITION TO RESOLUTION NO. 165-2026

I, Jacqueline U. Henderson, Assistant and Certifying Finance Officer of the Township of Lower Municipal Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are adequate funds available for the following proposed agreement between the Township of Lower Municipal Utilities Authority and the Township of Lower for a contribution to the Township of Lower. The amount needed to fund this contract is $198,170.00. Money necessary to fund said contract has been provided for and shall be charged to the following Line-Item Appropriations or Account Nos.:

$99,085.00	05-55-300-122
$99,085.00	05-60-300-122

These funds will not be certified as being for more than one (1) pending contract.

DATE: November 4, 2026

Jacqueline U. Henderson

Jacqueline U. Henderson, Assistant Treasurer
Certifying Finance Officer

INVOICE

From:

Township of Lower

2600 Bayshore Road

Villas, NJ 08251

609-886-2005

Bill To:

Lower Township Municipal Utilities Authority

2900 Bayshore Road

Villas, NJ 08251

Invoice #: 2026-LTMUA-1 **Invoice Date:** 10/30/2026

Description	Amount
Rotary Park Road and Parking Area	**$150,000.00**

Total $150,000.00

Remit Payment To: Township of Lower, Treasurer's Office, 2600 Bayshore Road, Villas, NJ 08251

Notes: Please include the invoice number with your payment.

INVOICE

From:

Township of Lower

2600 Bayshore Road

Villas, NJ 08251

609-886-2005

Bill To:

Lower Township Municipal Utilities Authority

2900 Bayshore Road

Villas, NJ 08251

Invoice #: 2026-LTMUA-2 **Invoice Date:** 10/30/2026

Description	Amount
Parking lot and entrance	**$48,170.00**
Total	**$48,170.00**

Remit Payment To: Township of Lower, Treasurer's Office, 2600 Bayshore Road, Villas, NJ 08251

Notes: Please include the invoice number with your payment.

LOWER TOWNSHIP MUNICIPAL UTILITIES AUTHORITY

RESOLUTION NO. 166-2026

AWARDING AN ENGINEERING CONTRACT TO DEBLASIO & ASSOCIATES FOR THE 2027 WATER METER REPLACEMENT PROJECT

WHEREAS, the Lower Township Municipal Utilities Authority has determined pursuant to a fair and open process that DeBlasio & Associates (DBA) is one of the engineering firms the Authority has deemed qualified to perform engineering services for the Authority; and

WHEREAS, the Authority wishes to replace approximately 4,700 failing water meters under the FY2027 New Jersey Water Bank Energy and Efficiency program and requested DBA to provide a proposal to perform the following services:

- Task 1: Prepare, submit, and coordinate the FY2027 Clean Water application through the New Jersey Water Bank Energy & Water Efficiency Program.
- Task 2: Provide planning/design coordination, contract document preparation, and bid services necessary to advance the project through New Jersey Water Bank review, authorization to bid, bidding, and contract award.
- Task 3: Provide construction phase services.

WHEREAS, DBA submitted a proposal dated October 27, 2026, to perform the services outlined above for a total not to exceed $30,000.00 (Task 1 - $5,000, Task 2 - $10,000, and Task 3 - $15,000).

WHEREAS, the Authority's Executive Director has reviewed said proposal and finds it satisfactory; and

WHEREAS, under the Local Public Contracts Law, N.J.S.A. 40A:11-1, et. Seq., the subject contract would qualify as a contract for professional services;

NOW, THEREFORE, BE IT RESOLVED, by the Lower Township Municipal Utilities Authority as follows:

1. That the contract for Consulting and Engineering Services for Tasks 1, 2, and 3 as outlined above for the 2027 Water Meter Replacement Program for a total cost not to exceed $30,000.00.

2. This resolution shall only be effective when a copy of the certification of availability of funds prepared by the Certifying Finance Officer of the Authority is attached thereto.

RESOLUTION NO. 166-2026

		HENDERSON	PRINCE	RECHNER	RIDGWAY	STEERE
MOTION			X			
SECOND		X				
AYES		X	X			X
NAY						
ABSENT				X	X	
ABSTAIN						

I hereby certify that the foregoing is a true and exact copy of a resolution introduced and adopted by the Lower Township Municipal Utilities Authority at a meeting held on November 4, 2026.

Melissa Jasinski, Board Secretary

CERTIFICATION OF AVAILABILITY OF FUNDS FOR CONTRACT

ADDITION TO RESOLUTION NO. 166-2026

I, Jacqueline U. Henderson, Assistant Treasurer and Certifying Finance Officer of the Township of Lower Municipal Utilities Authority, do hereby certify pursuant to the rules of the Local Finance Board that there are adequate available funds for the following proposed contract between the Township of Lower Municipal Utilities Authority and DeBlasio & Associates for the 2027 Water Meter Replacement Project. The funds necessary to fund said contract are projected at $30,000.00. Money necessary to fund said contract has been provided for and shall be charged to the following Line-Item Appropriation or Account No. 05-60-200-401 Water Meter Replacement, noting however, it is the intent that these funds will be paid through a financing from the New Jersey Water Bank. These funds will not be certified as being for more than one (1) pending contract.

DATE: November 4, 2026

Jacqueline U. Henderson, Assistant Treasurer
Certifying Finance Officer

DEBLASIO & ASSOCIATES
ENGINEERS, SURVEYORS AND PLANNERS

4701 NEW JERSEY AVENUE • WILDWOOD, NJ 08260 PHONE: 609-854-3311 • FAX: 609-854-4323

October 27, 2026

VIA EMAIL

Steven Pierce, Executive Director
Lower Township Municipal Utilities Authority
2900 Bayshore Road
Villas, NJ 08251

Re: Lower Township Municipal Utilities Authority (LTMUA) – REV.
Water Meter Replacement Program Project
NJ Infrastructure Bank Application – FY2027 Energy & Water Efficiency Program
D&A File #: LTMUA-C-021

Dear Mr. Pierce:

As a follow up to our previous conversations and meetings, ***DeBlasio & Associates, P.C.*** is pleased to submit this proposal to the LTMUA to provide professional engineering, application support, and construction phase services for the LTMUA's **Water Meter Replacement Program** through the **FY2027 New Jersey Water Bank Energy & Water Efficiency Program**.

Project Understanding

The Lower Township Municipal Utilities Authority (LTMUA) is interested in submitting an FY2027 Clean Water application through the New Jersey Water Bank Energy & Water Efficiency Program for the first phase of a multi-year water meter replacement program within the LTMUA service area. The LTMUA ultimately intends to replace approximately 4,700 existing water meters. For FY2027, the LTMUA intends to develop a project scope with approximately $2 million in eligible project costs in order to maximize the potential Energy & Water Efficiency principal forgiveness, which currently provides up to 100% principal forgiveness on the first $2 million in eligible costs, up to $2 million. The FY2027 project will include a portion of the overall meter replacement program, together with the associated meter reading technology and equipment necessary to improve the efficiency and accuracy of the LTMUA's water metering system.

The LTMUA is currently evaluating available water meter and meter reading technologies and will be responsible for selecting the proposed meter system and associated equipment. The LTMUA will provide DeBlasio & Associates, P.C. (DBA) with the selected equipment requirements and a draft technical specification. DBA will utilize this information to prepare the required contract and bidding documents and incorporate the applicable New Jersey Water Bank requirements necessary to advance the project through bidding and construction.

The LTMUA also intends to utilize its own qualified personnel to perform field inspection and documentation of the individual meter replacements. Accordingly, DBA's construction phase services will include engineering support, contract administration and New Jersey Water Bank compliance services, but will not include full-time

construction inspection/observation or preparation of daily inspection reports. The use of LTMUA personnel for construction inspection will be subject to NJDEP review and approval based on the qualifications of the proposed inspection personnel.

Task 1 – NJ Infrastructure Bank Application Services

1. Application Preparation and Submission

    a. Prepare and submit the FY2027 Clean Water application through the New Jersey Water Bank Energy & Water Efficiency Program.
    b. Prepare and submit Steps 1, 2 and 3 of the H2Loans application, including Project Information, Project Costs and Letter of Intent (Environmental Planning Document).
    c. Coordinate with the LTMUA to establish the proposed project scope and estimated project cost based on the selected meter system and available funding.
    d. Coordinate with NJDEP and the New Jersey Infrastructure Bank during review of the application and respond to requests for additional information or revisions required to complete the application process.

Task 2 – Contract Document Preparation, I-Bank Coordination & Bid Phase Services

DBA will provide the planning/design coordination, contract document preparation and bid phase services necessary to advance the project through New Jersey Water Bank review, Authorization to Advertise, bidding and contract award.

1. New Jersey Water Bank Planning/Design Coordination
    a. Coordinate with NJDEP and the New Jersey Infrastructure Bank throughout the planning and design review process.
    b. Coordinate completion of the required environmental review and provide supporting project information and documentation, as required.
    c. Prepare and upload required planning and design documents and information through H2Loans.
    d. Respond to NJDEP and New Jersey Infrastructure Bank review comments and requests for additional information.
    e. Coordinate completion and submission of required Water Bank forms, certifications and supporting documentation necessary to obtain Authorization to Advertise.

2. Preparation of Construction Documents
    a. Review the draft technical specifications and equipment requirements provided by the LTMUA and incorporate the requirements into the project contract documents.
    b. Prepare contract documents suitable for public bidding in accordance with applicable NJDEP and New Jersey Water Bank requirements. The Bid Documents shall include, but not be limited to, the Notice to Bidders, Information for Bidders, Bid Form, General Conditions, Technical Specifications, applicable Water Bank requirements and appropriate labor wage rates.
    c. Prepare a final opinion of probable construction cost based on the selected meter system and proposed project scope.

3. Bidding and Award (Upon receipt of Authorization to Advertise)
    a. Prepare bid package for advertising.
    b. Provide the number of bid documents as required.
    c. Advertise for bids.

d. Attend a pre-bid meeting with prospective bidders, if required.
e. Address bid phase requests for information by bidders.
f. Issue clarifications or addenda in response to Bidders' questions.
g. Attend the bid opening.
h. Review and tabulate bids.
i. Provide analysis of the bids and make recommendations for awarding the contract.
j. Assist in the preparation of formal contract documents for the award of contracts.
k. Prepare and submit required bid and award information and documentation through H2Loans.
l. Coordinate with NJDEP and I-Bank during the bid and award process.

Task 3 – Construction Phase Services

The fee for Construction Phase Services is based on an anticipated construction contract duration of five (5) months.

1. Construction Administration Requirements
   a. Provide general communication with Owner and Contractor throughout the duration of construction regarding such issues as progress, submittal status, construction issues and their resolution.
   b. Provide communication and correspondence with the NJDEP.
   c. Maintain project files as required for inspection by the NJDEP.
   d. Conduct pre-construction meeting, establish agenda, issue notice to proceed.
   e. Review and approve progress schedule, schedule of submittals, schedule of values required to be submitted by the contractor.
   f. Review shop drawings and other submittals as required to evaluate that the proposed materials and equipment conform to the contract documents.
   g. Establish baselines and benchmarks for locating work.
   h. Prepare monthly progress reports.
   i. Prepare record drawings at the completion of the project.

2. Construction Inspection/Observation Requirements
   a. Review monthly payment requests including the final payment request.
   b. Participate in the review and evaluation of potential change orders, including detailed review of cost proposals.
   c. Participate in the resolution of issues involving unforeseen field conditions.
   d. Witness testing and startup of equipment and systems.
   e. Coordinate vendor training.
   f. Prepare punchlist of remaining work items.
   g. Evaluate substantial and final completion and issue certificates of substantial or final completion as appropriate.
   h. Attend final inspection meeting.
   i. Prepare necessary contract change orders for approval and signature of the LTMUA.
   j. Process and prepare partial (progress) and final payment requisitions for approval and signature of the LTMUA.
   k. Provide SED participation and compliance support during construction, as required.
   l. Review and respond to Contractor requests for information (RFIs) and provide interpretations of the Contract Documents, as required.
   m. Gather, package and deliver to the LTMUA closeout documentation as required.
   n. Prepare and submit required construction and closeout information and documentation through H2Loans, as applicable.

3. Construction Inspection/Observation Requirements to be Provided by the LTMUA

   The following construction inspection/observation services are not included in DBA's scope of services or fee under this proposal and are anticipated to be performed by qualified LTMUA personnel, subject to NJDEP review and approval. Should NJDEP require any of these services to be provided by DBA, the scope of services and associated fee will be revised accordingly.

   a. Provide full-time construction inspection/observation services during periods when the contractor is on site to monitor the contractor's progress and compliance with the contract drawings and specifications, including the contractor's environmental protection and restoration measures.
   b. Conduct a weekly construction meeting with the Contractor to discuss scheduled activities.
   c. Prepare daily inspection reports.

Professional Service Fee

For your convenience, we have broken down the total professional service fee into the categories identified within the scope of services. The total Not-to-Exceed budget shall be $30,000.00 (Thirty Thousand Dollars).

Task 1 – NJ I-Bank Application Services		$ 5,000.00
Task 2 - Contract Document Preparation, I-Bank Coordination & Bid Phase Services		$10,000.00
Task 3 - Construction Phase Support Services		$15,000.00
	Total	**$30,000.00**

The above scope and fee are based on the project understanding and division of responsibilities described herein. Services beyond those specifically identified in this proposal, including full-time construction inspection/observation services and preparation of daily inspection reports, are not included and will be provided only upon separate authorization by the LTMUA.

Should you have any questions or require additional information, please do not hesitate to contact me Andy McTague at our office. We thank you for the opportunity to submit this proposal.

Very truly yours,
DeBlasio & Associates, P.C.

Marc DeBlasio, P.E., P.P., C.M.E.
President
T: 609-854-3311
Marc@deblasioassoc.com

cc: Melissa Bailey, Board Secretary, LTMUA (via email)
Finance, DeBlasio & Associates (via email)
Andy McTague, DeBlasio & Associates (via email)