

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on January 13, 2015 at 5:00 P.M. at the Authority headquarters, 823 Radio Road, Little Egg Harbor Township, New Jersey.

MEMBERS PRESENT: Joseph Koptic, Chairman; Margaret DePergola, Vice Chairwoman; Earl Miller, Treasurer; Eugene Kobryn; Richard Robins; Marie Skelly

MEMBERS ABSENT: Richard Crea

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary; Felipe Contreras, Authority Engineer; Christopher Connors, Authority Attorney

OTHERS IN ATTENDANCE PER SIGN-IN SHEET: None

Mr. Koptic opened the meeting and led the Pledge of Allegiance.

Mrs. Kleinow read the following announcement:

In accordance with the Open Public Meetings Law, this meeting has been duly advertised in the Atlantic City Press and Asbury Park Press, posted on the Authority bulletin board, and posted and filed in the Office of the Little Egg Harbor Township Clerk. Resolutions are posted on the bulletin board.

PRIOR MINUTES

A motion was made by Mr. Robins, seconded by Mr. Kobryn to approve the minutes of the regular meeting held December 9, 2014. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

TREASURER'S REPORT

A motion was made by Mrs. DePergola, seconded by Mr. Miller approving the Treasurer's Report. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

BILLS RESOLUTION

A motion was made by Mr. Robins, seconded by Mr. Miller to approve the operational account bills resolution. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

ENGINEER'S REPORT

Mr. Contreras stated that the report was submitted to the Board for their review and approval, and he wanted to touch upon several items.

Mr. Contreras advised with respect to the Radio Road Treatment Plant that it is in the final stages of approval from the DEP. The same thing is happening with the Mathistown Road Water Treatment Plant. The projects will probably be approved to go out to bid by the end of the month.

Mr. Contreras also advised that we received additional comments from the DEP today with respect to the construction of Well #14. This will be approved by the end of the month.

Mr. Contreras stated that we are making progress in the Twin Lakes Blvd. Water and Sewer Replacement. The application will be ready for March 3rd, which is the deadline for the NJEIT Loan Process.

Mr. Contreras also stated, on the development side, we are seeing good movement in this area. We have one project under construction, Harbor View Estates. Work is proceeding on E. Playhouse Drive.

Mr. Contreras further stated that the pre-construction meeting with Wal-Mart was canceled by the developer. They have to interact with Route 9 so they are trying to put those schedules together.

Mr. Contreras advised the Board that another item is the emergency repair work on Darryl Drive performed by the Authority personnel on December 29, 2014. We are going to back charge the bonding company for the cost of the repairs.

Mr. Contreras stated that the last item he would like to comment on is the closeout of the Winding Run Estates development project. There is a resolution #2015-2 on the agenda authorizing acceptance of the project closeout and release of the performance bonds. This project has been around for approximately 10 years, and we are all happy to see it closed out finally. It was a huge task along with the Township to get it closed out.

Mr. Contreras stated that he would be happy to address any questions the Board may have.

Mr. Robins questioned whether there was a notation about Wal-Mart being delayed. He didn't see anything in the correspondence.

Mr. Contreras stated that it is from conversations we had with the Township and the Developer. We do not have anything noted. He just knows it to be a fact from conversation, and that is why they didn't schedule the pre-construction meeting.

Mr. Miller inquired whether anyone has any idea of the time frame.

Mr. Contreras stated that it will be soon. He doesn't have a time frame, but it will be soon; not months.

There were no other questions or comments.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve the Engineer's Report as submitted. All in favor.

Mr. Koptic stated, before proceeding with the Executive Director's Report, he would like our Attorney to swear in Mrs. DePergola. Mrs. DePergola was sworn in by Mr. Connors.

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton congratulated Mrs. DePergola for her appointment to the Authority. He is looking forward to continuing to work with her and the Commissioners.

Mr. Sutton thanked Mr. Connors for swearing in Mrs. DePergola.

2 – Mr. Sutton stated that this is just a point of information. We received our annual JIF dividend in the amount of \$7,086.28. As everyone is aware, we receive a dividend back from the JIF. We have saved many thousands of dollars as a JIF member.

3 – Mr. Sutton advised that RFQs for professional services have been sent out and will be received on January 15, 2015 at 10:00 A.M. Once we receive them, we will have a Personnel Committee meeting to review the findings of the RFQs.

4 – Mr. Sutton stated that the Wal-Mart Utility Opening Application was signed and forwarded to their Engineer, and there is nothing the Authority is doing to hold up the project. We have encouraged the process to move along. Mrs. Kleinow handled getting the Letters of Credit from them. There was a miscommunication between Wal-Mart and Wal-Mart's engineer as to where the Letters of Credit were supposed to be sent, but we have them now. Mr. Connors reviewed them and found them to be in good order.

Mr. Sutton stated that he wanted to deviate from his report a little bit. He didn't know this item would be ready for the meeting as of the writing of his report, but Mr. Connors prepared a resolution regarding an acquisition of property donated to the Authority.

Mr. Sutton advised that Joseph Courter approached the Authority about donating a piece of property, which is adjacent to our Holy Lake Harbor property where the water tower and treatment facilities are located. It is undeveloped property that Mr. Courter has been paying taxes on. The property is known as Block 326.100 Lot 3 with a current assessed value of \$104,100. It is 125 x 150 feet. Chris Connors reviewed and approved it. The document was drawn up to transfer the property to the Authority for \$1.00. There is a resolution on the agenda for action.

A motion was made by Mr. Kobryn, seconded by Mr. Miller to approve Resolution #2015-3 authorizing acquisition of property known as Block 326.100 Lot 3 donated by Joseph A. Courter Jr. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton stated that Mike Avalone will be here tonight after the meeting to conduct the JIF training seminar. There is a \$250.00 credit towards our insurance premium for each attendee. The Township Committee and Township Administrator will be joining us for the training seminar.

6 – Mr. Sutton advised that there are no performance guarantees due to expire within 90 days; however, the maintenance guarantees for Frog Pond Road WaWa are due to expire on April 9, 2015. The water system guarantee is \$8,265.20, and the sewer system guarantee is \$549.90.

7 – Mr. Sutton stated, as another point of information, two inserts were added to the quarterly bill notifying our customers that we will be accepting credit card payments. We also asked for additional contact information to be provided to the Authority.

Mr. Sutton advised that we have difficulty reaching customers in case of emergency. Our Superintendent can attest to that. We have had a number of pipes that have broken in homes, and we can't contact people. We monitor usage and can't always notify the customer of high usage. We do not sell the information or provide it to anyone else. It will be in our computer system. Some people have already sent it in with their payments.

Mr. Sutton advised that he is extremely pleased with our staff here. He has seen them in action, especially with the issues of extremely cold weather. He is impressed every day. Our Superintendent and entire staff have a great attitude. We always go the extra mile for our customers. It is a pleasant place to work.

8 – Mr. Sutton stated that we are working on our long and short term capital improvement program. We want to be mindful of our ratepayers, but we do not want to be kicking the can down the road.

Mr. Sutton stated that he would like to thank our employee, Tonya Trettin, who worked with the Tax Collector, Dayna Wilson, during the tax sale. She assisted Dayna as much as needed, and everything went very smoothly. Hopefully next year we can reduce some of the tax sale items with the use of credit cards by our customers to make payments. There are a lot of people out of work, and others that have not gotten back into their homes.

Mr. Sutton stated that the last item of his report concerns re-organization. The current list is attached for reference. Obviously, there will be changes to the list since there is a new Director. Also, once the RFQs are received and reviewed, we will be able to add to the final list.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the Executive Director's Report. All in favor.

SUPERINTENDENT'S REPORT

1 - Mr. DiFrancia advised the Board that the startup of the new portable generator should be in the next couple of weeks.

2 – Mr. DiFrancia stated that we repaired a sewer lateral on Darryl Drive, which is located in a development that is still under a performance bond. The sewer lateral was severed in half, probably hit by a contractor with a backhoe, which resulted in a sewer backup. We will back charge the bonding company for the cost of the repairs.

3 – Mr. DiFrancia advised the Board that the water main valve upgrade to the Center Street Water Treatment Facility has been completed. It is up and running properly.

4 - Mr. DiFrancia stated that the Authority purchased two additional programming guns. Due to Super Storm Sandy, we are training more of our employees to tackle the meter replacement so that we can get them finished and get money back from FEMA.

Mr. DiFrancia advised that there were two leaks repaired this past month as noted.

A motion was made by Mr. Miller, seconded by Mr. Robins to approve the Superintendent's Report as submitted. All in favor.

Mr. Koptic stated that there were still two resolutions to be acted upon.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2015-1 regarding application to the Local Finance Board in connection with the Authority's participation in the NJ Environmental Infrastructure Trust Financing Program. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2015-2 authorizing acceptance of all project close-out documents, release of water system and sewer system performance bonds, including waiver of maintenance guarantees, for the Winding Run Estates development project (Block 282 Lot 1.04). Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

ATTORNEY'S REPORT

Mr. Connors stated that his report is very brief. The Board authorized acceptance of closeout documents and release of performance bonds for Winding Run Estates earlier in the meeting.

Mr. Connors stated with respect to Harbors at Stage that this is a matter of litigation. His office is preparing a motion to return to court to enforce the financial aspect of the settlement agreement. One of the conditions of the agreement was for the developer to replenish the escrow, which was not done. That was all for his report.

A motion was made by Mrs. DePergola, seconded by Mr. Robins to approve the Attorney's Report as submitted. All in favor.

Mr. Koptic asked if there were any other matters to come before the Board.

Mr. Kobryn inquired whether it is proper procedure for Mr. Miller, who is the Treasurer, to make a motion to approve his own report.

Mr. Connors stated that it is. Mr. Kobryn thanked Mr. Connors.

A motion was made by Mr. Robins, seconded by Mr. Miller to accept and file correspondence. All in favor.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to open this portion of the meeting to the public. All in favor.

There being no public in attendance, a motion was made by Mr. Miller, seconded by Mr. Robins to close the public portion of the meeting. All in favor.

Mr. Koptic stated that there were no matters for executive session.

Mr. Koptic advised the Board that the 2014 Reorganization was provided to the Members tonight for reference for next month.

Mr. Koptic stated that we are changing the Executive Director's name from David Johnson to Earl Sutton, and if there are any other changes for the Committees, let him know, and we will discuss and change. There were no comments.

There being nothing further and no matters for executive session, a motion was made by Mr. Robins, seconded by Mrs. DePergola to adjourn. All in favor.

SECRETARY

Approved on (date)