

LEHMUA  
Regular Meeting

May 12, 2015

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on May 12, 2015 at 5:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor Township, New Jersey.

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

MEMBERS ABSENT: None

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary; Felipe Contreras, Authority Engineer; Timothy McNichols, 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 Mrs. DePergola to approve the minutes of the regular meeting held April 14, 2015. Roll call vote, Earl Miller – yes, Richard Robins – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes.

#### TREASURER'S REPORT

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

#### BILLS RESOLUTION

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

## EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton advised the Board that the Authority's fiscal year ending June 30, 2016 budget was submitted to the State on April 22, 2015. Once we receive State approval, we can move forward with adoption. No rate hearing is required since we are not having a rate increase, but there will still be a public hearing for the adoption.

2 – Mr. Sutton advised that we will be awarding bids for the Emergency Repairs and Chemicals. Recommendation letters are attached to the report for consideration. Resolutions of award are on the agenda tonight to be acted upon.

3 – Mr. Sutton stated that the Senior Expo was held on May 6, 2015. He, Ms. Mezzina, and Ms. Trettin attended on behalf of the Authority. It was well attended by the residents of our community. We had canvas bags to give away, and everyone here is welcome to have one. We provided our own delicious water for people to drink. Ms. Trettin purchased a nice water cooler for the water. People drank the water and liked that. Nice comments were received about the Authority not having a rate increase this year. Mr. Mooney commented on that as well.

Mr. Sutton stated that he advised Mr. Mooney to be prepared for future work and probable increase next year. The public made nice comments about the rate comparison sheet included in the Newsletter as well as the Newsletter itself.

4 - Mr. Sutton also stated that there was an article in the *Sandpaper* and *Tuckerton Leader*. Only bad news usually sells, but this was positive. He sent notices to the *Asbury Park Press* and *Atlantic City Press*, but they didn't choose to respond.

5 - Mr. Sutton stated that he is very pleased with the work being done by our staff. The quality and quantity of work is impressive. Mr. Sutton thanked Mr. DiFrancia for working hard and compiling the monthly report that will be addressed under the Superintendent's report. It is nice to see the report because it shows the amount of work performed by the Authority with our limited staff.

6 – Mr. Sutton advised that there are no performance or maintenance guarantees due to expire within 90 days.

Mr. Sutton stated as a point of information that he, Mr. DiFrancia, and Mr. Contreras have a meeting tomorrow at the Township Building regarding Wal-Mart. Everything has been signed and completed on our end. He assumes Wal-Mart will be getting their final DOT permits and breaking ground shortly. He is looking forward to the meeting tomorrow.

Mr. Sutton advised that on an annual basis, the Authority approves individuals to attend the Sensus water conference. He spoke to the Chairman already as we had an opportunity to make cheap plane reservations. The conference is being held October 24, 2015 through October 28, 2015. It is customary to authorize the attendance. He, the Superintendent, and our Chief Operations & Maintenance Coordinator will attend.

A motion was made by Mr. Miller, seconded by Mr. Crea granting authorization for the Executive Director, Superintendent, and Chief Operations & Maintenance Coordinator to attend the Sensus conference October 24, 2015 through October 28, 2015. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton thanked the Board and stated that was all he had for his report.

Mr. Kobryn stated that he wanted to add a comment regarding Mr. Mooney approaching Mr. Sutton at the Senior Expo regarding the Authority not increasing their rates. Mr. Mooney also came to Town Hall and made the same statement with the public present and thanked the Authority for not increasing their rates so that the Township public was aware of it.

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

#### SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia advised the Board that our annual hydrant flushing is going very well. He estimates two or three weeks for completion.

2 – Mr. DiFrancia advised that we received bids on April 9, 2015 for the water and sewer plant supplies. The lowest prices are in bold print on the attached tabulation. Resolutions are on the agenda for approval.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-24 awarding contract for supply of water plant supplies. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-25 awarding contract for supply of sewer plant supplies. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. DiFrancia stated that the Work Order Management Report that we just started recently is attached to his report. As you can see, we added some items to the report. In April we repaired six water leaks, and we repaired 166 meters in one month. All the Super Storm Sandy meters are being checked and replaced if necessary. We are working very hard on that. We are walking door to door to get them installed. He is proud of the work accomplished in just one month. There were 9 high usage jobs, 23 miscellaneous, and 30 water turn on/off. On the water side, there were a total of 234 jobs recorded. On the sewer side, there were a total of 38 jobs.

Mr. DiFrancia advised that an extra item added to the report is the disconnects. In April alone there were 14 disconnects.

Mr. DiFrancia stated that if you look at the bottom of the report, there were 24 accounts activated. We lost some homes, but we are also gaining some homes back. When they are back on the system and activated, we are also re-gaining that revenue. Hopefully we will see the activation numbers going higher and activation being done quicker in the summer months.

4 – Mr. DiFrancia advised the Board that the Well #7 Decommissioning project will start within a week.

5 – Mr. DiFrancia stated with respect to the Well #7 Treatment Plant at 1344 Radio Road on Osborne Island, the gas meter had to be relocated because the building will be re-done this year. Also, Well #14 will be drilled, which will take the place of Well #7 that is being decommissioned. We coordinated it to have the new line run to the natural gas generator and had the meter set. The gas meter is out of the way of the new Well #14 building, and it is on line. The old one was removed.

6 – Mr. DiFrancia advised the Board that we will be going out to bid within the next few weeks for the drilling of Well #14. He, the Director, and Mr. Contreras are still going through the plans. We should be finishing up the review shortly.

7 – Mr. DiFrancia advised that next week we are proposing to begin extensive pipe work at the Radio Road Treatment Plant on Osborne Island. The work will be done in-house. He and our employees will be doing the work. We are trying to do as much work in-house as we can to save the Authority money. We will take before and after pictures to show the Board the work being accomplished.

Mr. DiFrancia stated that is all he has for his report unless there are any questions. There were no questions.

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

#### ENGINEER'S REPORT

Mr. Contreras advised the Board that there are a few items he would like to comment upon tonight. With respect to the Radio Road Treatment Plant building upgrade, we will be ready to advertise within two weeks. In the same line, the new Water Treatment Plant at Well #12 on Mathistown Road will probably be advertised within the next four weeks. We have received all the necessary permits.

Mr. Contreras stated that the Capital Improvement Plan was completed for a ten year period; however, it will be contingent upon a couple of things such as funding opportunities and the sale of the cellular antenna lease agreements. We have a water and sewer improvement project list to go into the future. We already received the first round of reviews by the DEP for the Twin Lakes Boulevard NJEIT project. We might be able to have everything ready to advertise by the end of the year and start construction by the first quarter of 2016.

Mr. Contreras stated in terms of development application reviews, Sea Pirate Campground will be addressed under the Plans Committee. Under development application construction, Harbor View Estates is ongoing. There is major work going on there.

Mr. Contreras stated lastly, as Mr. DiFrancia and Mr. Sutton know, there is a pre-construction meeting with Wal-Mart. Everyone will be attending. The Township, the Electric Company, the DOT, the Authority, and everyone at the State that is involved will be there. They are expecting to break ground in about two weeks. That is all he has unless there are any questions. There were no questions.

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

#### PLANS COMMITTEE REPORT

Mr. Sutton stated that he held a telephone conference call with Commissioners Miller and DePergola regarding the one project that was slated for tentative sewer approval, Sea Pirate Campground. The application was reviewed by our Engineer and Plans Committee, and there is a resolution on the agenda for the tentative approval.

Mr. Contreras advised that the Authority received a revised tentative sewer application for the Sea Pirate Campground located on Block 173 Lot 3.02 in Little Egg Harbor and Block 1 Lots 117, 117.02, 119, 119.01, 119.02 & 120 in Eagleswood and Block 3 Lot 2 in Eagleswood Township. Patrick Benn is the applicant of the project.

Mr. Contreras stated that there is a recommendation of approval of the revised tentative sewer application per his May 4, 2015 letter to the Board.

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve Resolution #2015-29 granting revised tentative sewer approval for Sea Pirate Campground submitted by Patrick Benn, located on Route 9 on Block 173 Lot 3.02 Little Egg Harbor; Block 1 Lots 117, 117.02, 119, 119.01, 119.02 & 120 Eagleswood Township; Block 3 Lot 2 Eagleswood Township. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

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

#### CUSTOMER COMMITTEE REPORT

Mr. Sutton stated that a Customer Committee meeting was held on April 23, 2015. He, Mr. Miller, and Mrs. Skelly were in attendance. The meeting was held in reference to 43 W. Susquehanna Drive and 2 Beach Drive. The first issue was a request by Mr. Van Fossen for a refund of \$275.00 that was paid previously for a new meter and MTU without return of the old meter and MTU. Both the old meter and MTU were found after unpacking and returned to the Authority. This is storm related, and there is a resolution on the agenda authorizing the refund.

Mr. Sutton advised that the second issue discussed was a request from Mr. Nasella of 2 Beach Drive who winterized his house, and when the Authority personnel were dispatched to perform the shut off, the curb stop was new and didn't shut fully. The water came out the hose bibbs. It didn't trigger high usage because it did not exceed 1,000 gallons per day. The customer did have an excess charge on their bill in the amount of \$200.00. We recommend eliminating the overcharge, which is customary with past practice. The customer already paid the regular quarterly billing amount.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve the Customer Committee Report. All in favor.

#### ATTORNEY'S REPORT

Mr. McNichols advised the Board with respect to punch list items for developments, his office continues to communicate with representatives of the various bonding companies and developers concerning punch list items for developments that have not been closed out. For the most part, items remaining in each of these developments continue to be relatively minor in nature and do not immediately impact the health, safety, and welfare of the residents in the Authority system. However, we will continue to work with the bonding company and developer unless we are convinced that we will not receive cooperation from them to complete the projects and to have the projects properly closed out.

Mr. McNichols stated that the second item on the report is Harbors at Stage. His office previously filed the motion to enforce the settlement. The motion was resolved in favor of the MUA and awarded attorney's fees. Correspondence with Counsel for Harbors at Stage on May 4, 2015 asserted that Harbors was in the process of getting the necessary check this week. If the funds are not received within seven days, we will consult with the Executive Director concerning additional motion practice.

Mr. McNichols stated that was all to report. There were no questions.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve the Attorney's Report. All in favor.

Mr. Koptic stated that there were still a few resolutions on the agenda to be acted upon.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-26 awarding contract to Mathis Construction Co. Inc. for the emergency repairs of water and sanitary sewer mains & services. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-27 awarding contracts for the supply of chemicals. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-28 authorizing customer refund(s) for returned water meter(s) and/or MTU(s). Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic thanked Mr. Sutton on the newspaper article. A very nice job was done on the story. He hopes people on our system understand that they have the lowest water and sewer rate in the County.

Mr. Sutton thanked Mr. Koptic for his comment.

Mr. Koptic asked if there were any other matters to come before the Board. There were none.

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

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

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

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SECRETARY

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Approved on (date)