

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on July 14, 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; 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/QPA; 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. Miller, seconded by Mr. Crea to approve the minutes of the regular meeting held June 9, 2015. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, subject to one typo on page six to be corrected, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic - yes.

TREASURER'S REPORT

A motion was made by Mr. Miller, seconded by Mr. Crea 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. Miller, seconded by Mr. Crea 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 stated that there are not many items to report this evening. As a point of information, the Authority's fiscal year ending June 30, 2016 budget was submitted to the State on June 25, 2015. The budget was approved, and we are now waiting for the State certification of adoption.

2 – Mr. Sutton advised that the Authority reached out to several contractors regarding the energy upgrades. Ms. Mezzina has worked on this for several months. There are rebate programs we can apply for to receive rebates. Those rebates will offset some of the costs. The company that did the work-up showed the average investment would be returned within three years. We are moving forward with this. Vanguard Energy was awarded the project in the amount of \$22,000.00 after all applicable rebates are returned. It is primarily lighting and motion sensors in several Authority buildings. It will be a win/win for us.

3 – Mr. Sutton stated congratulations are in order for our Executive Secretary, Nicole Mezzina. She passed her QPA exam. We are very proud of her. There is a resolution on the agenda appointing her as the Authority Qualified Purchasing Agent. She did extremely well on her test. It is a big deal for the Authority and is very important. It enables us to do business in a more efficient manner as there is a different bid threshold to be utilized when an agency has a QPA. When an agency has a QPA, the bid threshold is higher. The bid threshold currently is \$40,000.00.

Ms. Mezzina stated that was correct and also stated that the quote threshold is \$6,000.00 for entities with a QPA.

Mr. Sutton advised the Board that the Township doesn't have a QPA at this point. The Authority having a QPA is a real feather in our cap. They are not giving this away either. They are making this certification much more difficult to get. The laws and regulations must be studied and kept up to date with. Having someone with this certification really helps the Authority.

Mr. Crea stated that there will be upgrades that Ms. Mezzina will have to do. Ms. Mezzina stated that was correct. It is very similar to what our plant personnel are required to do with their licenses.

Ms. Mezzina was congratulated by the Members on receiving her QPA certification.

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

5 – Mr. Sutton advised that we have been working on going out to bid for the sale of the cellular lease agreements for a very long time.

Mr. Sutton thanked Mr. Connors, Mrs. Kleinow, and Ms. Mezzina for their work on it to be sure that it would be out to bid for the July 30, 2015 bid opening. If the numbers are good, we will sit down and work everything out.

6 – Mr. Sutton stated that the last item is sad news. The property next to our shop building received a formal offer and is completely off the market. He doesn't know the price, but they did get an offer. If it stays a commercial property, it will be a nice ratable for the Town.

Mr. Kobryn stated that he had a question with respect to Page three of the June minutes in the paragraph referencing FEMA, which states “we are in the process of re-scoping the work”. Mr. Kobryn inquired whether “re-scoping” is FEMA terminology.

Mr. Sutton stated that is correct. Re-scoping is FEMA terminology. If you want to make a change from the PW, you have to put in a scope change. We are actually meeting with FEMA tomorrow to discuss a major scope change.

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

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-48 appointing Nicole Mezzina as Authority QPA. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Ms. Mezzina thanked the Board for their support.

SUPERINTENDENT’S REPORT

1 – Mr. DiFrancia advised that this item is what he spoke about last month with respect to Tuckerton Borough’s directional drill project from Boom Way to Marlin Road. We had to move water services out of the way, which we completed, and Tuckerton is ready to drill whenever the company is ready to move forward with the project.

2 – Mr. DiFrancia advised that we received 16 more valves that need to be installed for the work being performed at our water treatment plant #7 located at 1344 Radio Road. He and our plant personnel will install the valves within the next week or so. This goes along with the pictures he showed the Members last meeting. We are doing this work in-house.

3 – Mr. DiFrancia stated that bids were received for the fire hydrant replacement at various locations. Award is recommended to the lowest bidder, Cardinal Contracting LLC, in the amount of \$15,950.00 for two hydrants. This will be an insurance claim. We have a \$1,000.00 deductible but are hoping the insurance company will recover that from the drivers responsible for damaging the hydrant. There is a resolution on the agenda for the award of bid.

A motion was made by Mr. Crea, seconded by Mr. Miller approving Resolution #2015-50 authorizing award of bid for the fire hydrant replacement at various locations to Cardinal Contracting Co. LLC. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic - yes.

4 – Mr. DiFrancia advised that the Authority received a thank you letter from Ms. McCooley, Superintendent of Schools, regarding work our personnel performed on the 10th Avenue side of George Mitchell School. The letter is attached to the report.

Mr. DiFrancia stated that we had received a phone call from the school about a sidewalk collapsing by one of the sewer laterals. When we TVd it, we determined the sewer was fine but investigated further. When we pulled up the concrete sidewalk there were two abandoned septic tanks that were not decommissioned properly. If it had collapsed, it could have taken a child into it.

Mr. DiFrancia advised that we broke up the concrete, backfilled the tanks, top soiled, and made sure it was stable. They were very happy with it especially with summer school starting shortly after that.

5 – Mr. DiFrancia stated that the work order management report now being prepared for each meeting is attached to his report.

Mr. DiFrancia stated that if you look at the bottom of the report, we have been focusing on the disconnects because of Hurricane Sandy. We had 21 disconnects this past month; however, re-connects were 36 this month. We are now bringing in more re-connection of properties than properties that are being disconnected. We had 136 meter repairs alone this month. Our personnel have been very busy.

Mr. DiFrancia stated that was all he had to report. If any questions, he would be happy to answer them. There were no questions.

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

ENGINEER'S REPORT

Mr. Contreras advised that some of the items have been covered by the Executive Director and Superintendent Report, and there are a few items on the Plans Committee Report. There is a change order for the Well #7 Decommissioning Project, and there is a tentative water and sewer approval for Townhomes at Sea Oaks Phase II.

Mr. Kobryn inquired when the analysis will be available with respect to the general engineering item referencing the cash flow analysis of capital projects.

Mr. Contreras advised that we have a preliminary cash flow for ten months; however, the Executive Director requested that it be a little bit longer so we have to work with the Authority to get it all together. It will probably be available sometime in the next couple of months. It was a very rough analysis, but he believes the final one will be ready by September. We have the treatment plant at Radio Road and High Ridge projects that need to be timed and included in the estimate. We just received notice from FEMA that the mitigation was approved and that will be included in the cash flow analysis so there are some things that need to be added.

Mr. Kobryn stated then that we will look for it in September, and Mr. Contreras stated that was correct but possibly earlier.

Mr. Kobryn thanked Mr. Contreras.

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

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-45 approving change order #1 to the Decommissioning of Well #7 Project with Steffen Drilling LLC. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

PLANS COMMITTEE REPORT and CUSTOMER COMMITTEE REPORT

A motion was made by Mr. Crea, seconded by Mr. Kobryn to accept the Plans Committee Report and Customer Committee Report as submitted. All in favor.

ATTORNEY'S REPORT

Mr. Connors advised the Board that there was nothing new to report.

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

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-44 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.

A motion was made by Mr. Crea, seconded by Mr. Miller to approve Resolution #2015-46 granting tentative water approval to Townhomes at Sea Oaks Phase II – Block 191.03 Lot 154 submitted by Sea Oaks Golf Club LLC. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Crea, seconded by Mr. Miller to approve Resolution #2015-47 granting tentative sewer approval to Townhomes at Sea Oaks Phase II – Block 191.03 Lot 154 submitted by Sea Oaks Golf Club LLC. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Crea, seconded by Mr. Miller to approve Resolution #2015-49 authorizing a refund to the property owner of 135 East Sail Drive. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Crea, seconded by Mr. Kobryn to approve Resolution #2015-51 authorizing receipt of bids for sale and assignment of telecommunication lease agreements of the Little Egg Harbor Municipal Utilities Authority. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

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

A motion was made by Mrs. DePergola, seconded by Mr. Crea to file general correspondence. All in favor.

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

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

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve the minutes of the June 9, 2015 executive session. All in favor.

There being nothing further, a motion was made by Mr. Crea, seconded by Mr. Kobryn to adjourn. All in favor.

SECRETARY

Approved on (date)