

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on August 11, 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; Marie Skelly

MEMBERS ABSENT: Richard Robins

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Colleen Kleinow, Administrative Assistant; 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 Mrs. DePergola, seconded by Mr. Crea to approve the minutes of the regular meeting held July 14, 2015. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea - yes, Margaret DePergola – yes, Joseph Koptic - yes.

#### TREASURER'S REPORT

A motion was made by Mrs. DePergola, 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 Mrs. DePergola, 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 the first item concerns the cell tower lease agreements. The bid opening was held July 30, 2015. We only received one bid that was acceptable. There was a minimum bid amount of at least two million dollars, but the other bidder submitted a bid that was below the minimum. We will have a brief executive session to discuss this. He is pleased with the result of the bid.

2 – Mr. Sutton stated that we are in the process of consolidating our Capital Improvement Plan. Some overlap with our Engineer because we are working cooperatively to establish it. Five years of work will be submitted and will be phased in starting in 2017 through 2022. This will save costs associated with bonding, engineering, and will streamline the projects. It will make a big impact.

3 – Mr. Sutton advised that he signed off on paperwork authorizing a \$100,000.00 hazard mitigation grant for a generator at our Holly Lake Plant.

Mr. Sutton thanked Mr. Contreras for applying for the funding source. It takes a lot of steps to go through the process. After receiving the grant money, the cost to the Authority will only be \$11,700.00 for the generator. We will place the generator at our Holly Lake Plant as there is no generator there and is much needed. This Plant is in a high spot though so hopefully we will never see flooding at that property.

4 – Mr. Sutton stated that authorization is requested to bid for the Playhouse Drive Sewer Replacement to replace approximately 350 feet of sewer main before paving restoration is done there. We do not want to have an issue there. We do not want a sewer main collapse and then have to tear up the road after paving was already done. There is a resolution on the agenda tonight authorizing the bid.

5 – Mr. Sutton stated that he is very proud of this item. He submitted an abstract for a presentation at the Sensus conference. We were previously authorized to attend the annual Sensus conference, and he decided he wanted to do something different. He was selected as a presenter at the conference, and Sensus will pay his conference fee. It is a \$400.00 fee for the conference, and they comped it for him.

Mr. Kobryn asked when the conference is held and was advised by Mr. Sutton that the conference is October 24 through October 28.

Mr. Sutton advised the Members that the title of his presentation is "Laughter is the Best Medicine".

6 - Mr. Sutton stated that there are no performance guarantees due to expire within 90 days. Harbor View Estates requested a performance guarantee reduction; however, our Engineer has not authorized a reduction at this time. The maintenance bond for the Rehabilitation of Well #8 & #9 project is due to expire in November.

7 – Mr. Sutton stated, as everyone is aware, we entered into a credit card program about a year ago. It is working extremely well. We have in excess of 400 customers using the service. This will reduce the items being turned over to tax sale. It doesn't cost the Authority any additional fees for this. When we did this before, it cost the Authority a substantial amount of money so we had to stop the use of credit cards. With this program, the customer incurs a nominal fee to use a credit card to make their payment.

8 – Mr. Sutton advised that he is looking into a system to notify residents about billing, water turn offs, and things like that. We can use an automated service to make phone calls or e-mails to customers. He used it at his former place of employment. They have really elaborate systems now where you can e-mail or text customers. He is looking at some options and as we get more information, he will advise the Board accordingly. It is a really great tool for the benefit of our residents and customers.

Mr. Sutton stated that is all he has for his report.

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

#### SUPERINTENDENT'S REPORT

1 – Mr. Sutton advised that Mr. DiFrancia couldn't attend tonight's meeting, and he will take care of the report. Our Engineer recommended payment to the contractor for the Well #7 decommissioning contingent upon final approval from the DEP.

Mr. Sutton also advised that when the new piping is installed for the new well, it will be placed over top of the area where this well was.

2 – Mr. Sutton stated that our old jet truck required some work to the body. It rotted out because of the salt water and sand. This truck is about 17 or 18 years old. We will be looking at acquiring a new jet truck in the near future. It is about \$350,000.00 for a jet truck, which is a valuable piece of equipment to us. We have another one, but this is the older truck. A local gentleman in West Creek, Purvis, is working on it and is doing a good job for us. We purchased some steel and are having it welded into place. He is replacing bad sections so we can use it again. It is nice to have someone local to fix the equipment. We will have to take a look at this item when budgeting for vehicles.

Mr. Crea asked whether we can still use the vehicle after it is fixed.

Mr. Sutton advised that it probably has a few years left in it. We can probably put it up for auction or donate it to the Township because they may be able to use it for smaller jobs.

3 – Mr. Sutton stated that the work order management report for July is attached to the report. If you look at the bottom, there were 259 jobs performed this month, which is up from 238 the previous month. We want to look at the water and sewer accounts activated. Although 19 were disconnected, there were 30 activated so we are in the plus and generating revenue again for these accounts.

Mr. Sutton stated that was all for the report.

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

#### ENGINEER'S REPORT

Mr. Contreras advised that his report was previously submitted to the Board for their review, and he would like to touch upon a couple of the items.

Radio Road Water Treatment Plant – Mr. Contreras stated, as everyone knows, we had a meeting with FEMA a couple of weeks ago. We have three projects associated with this location. The first one is the replacement of walls into block to protect the interior of the building from flood water. The second project is the Construction of Well #14 since Well #7 failed. The third one is the Decommissioning of Well #7, which we just completed. We are making good progress with the FEMA personnel. We should hear from them within a month to get the three projects consolidated as one project. They will be covered under Sandy funds. That is very important because we are not going to have to pay for these projects. We have to pay initially but will be reimbursed by FEMA.

Mathistown Road – Mr. Contreras stated with respect to Mathistown Road that we are very close to getting authorization to advertise. He received an e-mail asking more questions on certain items so we will have another response from the DEP.

Twin Lakes Blvd. Water and Sewer Replacement – Mr. Contreras stated that this is still under review by the DEP. We haven't heard anymore comments from the DEP.

Fire Hydrant Replacements – Mr. Contreras advised that we will have a pre-construction meeting for the replacement of fire hydrants at various locations.

Development - Mr. Contreras advised that we didn't have any development applications this month. Work is in full force with the Wal-Mart Project. They have done several crossings under Route 9. Water is at the site already. The water main extension has been done already, and a temporary hydrant was installed there. It will be used for dust control.

Mr. Contreras advised with respect to Harbor View Estates that the work is on-going. It is very slow but still on-going. As the Executive Director reported, Harbor View requested reduction of their bonds; however, we do not think this is the time for a reduction. Possibly, in a month or so, the bonds can be reduced. That was all for his report.

Mr. Connors arrived at this time.

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

#### ATTORNEY'S REPORT

Mr. Connors advised the Board that his report is a very short report; just two items. The first item is performance bond issues and punch list items with respect to development applications that are still on-going. The other item, which was covered under the Executive Director's Report regarding the sale of the cellular lease agreements, will be held for executive session. That is all for his report.

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

Mr. Koptic stated that there were a few resolutions to be acted upon.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-52 authorizing receipt of bids for Playhouse Drive Sewer Main Replacement. 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. Crea to approve Resolution #2015-53 authorizing receipt of bids for the purchase of a generator for the Authority’s Holly Lake Water Treatment Plant located at 296 Great Bay Boulevard. 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 #2015-54 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 stated that we have an executive session item as mentioned earlier and asked whether 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 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. Miller, seconded by Mr. Crea to enter executive session regarding sale of cellular company lease agreements and approving corresponding resolution. All in favor.

No action was taken in executive session.

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

-----  
SECRETARY

-----  
Approved on (date)