

LEHMUA
Regular meeting

October 13, 2015

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

MEMBERS PRESENT: Margaret DePergola, Vice Chair; Richard Crea, Secretary; Earl Miller, Treasurer; Eugene Kobryn; Marie Skelly

MEMBERS ABSENT: Joseph Koptic, Richard Robins

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Alan Dittenhofer, Authority Engineer; Christopher Connors, Authority Attorney

OTHERS IN ATTENDANCE PER SIGN-IN SHEET: None

Mrs. DePergola 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. Crea, seconded by Mr. Kobryn to approve the minutes of the regular meeting held September 8, 2015. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

TREASURER'S REPORT

A motion was made by Mr. Miller, seconded by Mr. Crea to approve the Treasurer's Report. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – 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, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton stated that the first item is something he already contacted the Members about advising that Felipe Contreras left the employ of RV&V. We welcome back Alan Dittenhofer who has been with us a long time. He has been involved with the Authority business so he is aware of the work taking place. We wish Mr. Contreras well in his future endeavors. He did a good job for the Authority.

2 – Mr. Sutton advised that with new State and Federal regulations concerning the continuous disclosure initiative, we have a resolution on the agenda tonight appointing Phoenix Advisors as an independent third party to perform the compliance reporting to make sure everything is reported and the Authority is in full compliance with the law. It takes the burden off the Authority to make sure it is done and within the proper time frame.

3 – Mr. Sutton advised that he and Mr. DiFrancia attended a meeting with the Osborn Island Residents Association. We welcome attending any meeting of this nature to answer questions residents have. It lets people get more educated in what we do as an Authority. Thirty Osborn Island members attended. We discussed our current and future plans and maintenance schedule. We answered all questions and gave out goody bags that were used at the senior expo. We were impressed with the people that attended, and we believe they were impressed with us. We received a nice thank you note for attending. We are happy to meet with any of our customers.

4- Mr. Sutton stated that we received approval finally from the DEP for the Mathistown Road water treatment facility. We will advertise receipt of bids in November, receive bids in December, and award in January. This is a very big project, which is funded by the NJEIT. It is a four million dollar facility. It is about a year delayed.

5 – Mr. Sutton advised that the Authority is hopefully going to be moving forward with replacing the filter media at the Well #10 treatment facility. We are requesting authorization to bid. We will be using green sand plus as the new media. The existing media was originally installed in 2002. It is at the end of its useful life. The media will cost approximately \$75,000.00 to \$80,000.00. We won't be funding the project through long term financing. We will be able to use operating funds to do this work. We are doing more backwashing at this facility. We need to move forward with this project upon the Superintendent's recommendation.

6 – Mr. Sutton stated that he would like to thank Mr. Connors for clarifying the language for the cellular lease purchase agreement. The survey crews were at the sites, and we anticipate closing shortly. Mr. Connors should have received the updated language changes today. There were some records that could not be obtained on line, but he drove to the County and got copies of the documents and provided them to Landmark. This should be executed by the end of the month, and we should have the funds sometime early November.

7 - Mr. Sutton stated that we used the automated phone call system for the first time. We received a lot of good feedback on it. Mrs. DePergola requested that he speak slower, which he will do next time. The messages will not be that long in the future either.

Mr. Sutton stated that it was well received by our customers. It is amazing that when he first came to work here, we had less than 1,000 contact numbers. Since that time, we have been working very diligently on getting that information and now have over 6,000 contact numbers. Our staff has been obtaining contact information from customers when they call or come in, and they also obtain them from work orders. Some people would rather be reached by e-mail or cell. We will opt out of the text messaging because very few people want that. Most people are giving us every contact option; home phone, cell phone, and e-mail. It was well-received and is very cost effective. He is very proud of it.

8 – Mr. Sutton advised that we met with Township officials on Wednesday, September 30, 2015 to coordinate future paving projects. This follows with our shared services idea. After our project is complete, the Township will complete storm drainage and final paving, which will save the Authority a lot of money, and it is good for the taxpayers as well. He feels great about the cooperation we have experienced with the Township. We will probably be the lead of the projects, and then the Township will come in and wrap up the rest.

9 – Mr. Sutton advised that there are no performance bonds set to expire within the next 90 days. The maintenance bond for Well #8 and 9 will expire in November.

Mr. Sutton stated that he apologizes for the long report, but there are a lot of things going on; however, he is very happy with the progress.

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 that the Well #7 Decommissioning project has been completed. There is a resolution on the agenda for action tonight. Mrs. DePergola stated that action will be taken on the resolutions all at once after the reports are done.

2 – Mr. DiFrancia advised that bids were received on October 1st for the Construction of Well #14 project. Mr. Dittenhofer will address this item under his report.

3 – Mr. DiFrancia stated that the Authority received a thank you letter from a resident at 45 Shrewsbury Drive expressing his gratitude for the excellent customer service received. The letter is attached. It is nice to see customers show their appreciation.

4 – Mr. DiFrancia advised that the work order management report is attached that he has been providing every month. The most important thing is the connection and disconnection. We are still on the upside. We activated 29 accounts this month and only had 12 disconnects. We are getting more services re-connected than disconnected. There were 16 water leaks and 125 meter repairs. There were less meter repairs than normal, but there was an issue with the meters coming in from Sensus, which has been corrected.

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

ENGINEER'S REPORT

Mr. Dittenhofer stated that he provided the written report for the Board's review and approval tonight. He wanted to comment on one item, and then if any questions, he will address them.

Mr. Dittenhofer advised that the bid opening for the Construction of Well #14 was held as Superintendent DiFrancia mentioned. We received three bids, which were reviewed. A recommendation letter to award the bid to AC Schultes in the amount of \$294,900.00 was provided to the Authority. There is a resolution on the agenda approving the contract award. That is all for his report unless there are any questions. There were none.

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

CUSTOMER COMMITTEE REPORT

Mr. Sutton advised the Board that there are three items for consideration. There are two that are action items on the agenda as resolutions.

Mr. Sutton stated that the first two involve people who returned storm damaged meters. The first item, 13 Cranbury Lake Drive, the owner had purchased a new meter because they couldn't find their old meter. In unpacking, they found the old meter. They returned it to us and are requesting reimbursement. There is a resolution on the agenda for this item.

Mr. Sutton stated that the second item, 22 W. Potomac Drive, a new meter and MTU were purchased without return of the old equipment. Both were found when unpacking and returned to the Authority. There is a resolution on the agenda for this item.

Mr. Sutton advised that the last item concerns 15 W. Sail Drive. The owner requested a reduction of the water excess. She had a tenant who stopped paying rent and would not let her gain access to the home. While the tenant was there the toilet was running, which created an overage. The repair was made after the owner was able to gain access, and they provided a receipt of the repair. The usage has resumed to normal with no overage. The Committee recommended approval of a 50% adjustment. It is the same type of recommendation as in the past.

Mr. Kobryn stated with respect to the Sail Drive item that it is a landlord making money on a property. They have a problem because they accepted a bad tenant. Going forward, the Authority shouldn't grant relief in this situation. It is not the Township's or the Authority's responsibility.

Mrs. DePergola asked whether there were any other comments. There were none.

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

ATTORNEY'S REPORT

Mr. Connors stated that we have been exchanging documents with Landmark. As recently as this afternoon he sent one back to them. We wanted them to change "California" to "New Jersey", but when we received it back, it was changed to "New York". We sent it back again and asked that it be changed to "New Jersey". It was probably just an oversight. This should be finalized shortly, and the closing should be very soon. That was all for his report.

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

Mrs. DePergola stated that we would take up the resolutions at this time.

A motion was made by Mr. Miller, seconded by Mrs. Skelly, approving Resolution #2015-62 authorizing release of the performance guarantee upon posting of a maintenance guarantee for Steffen Drilling LLC in regard to the Decommissioning of Well #7. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Miller, approving Resolution #2015-63 authorizing a refund for a returned meter for 13 Cranbury Lake Drive. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Kobryn, seconded by Mrs. Skelly, approving Resolution #2015-64 authorizing a refund for a returned meter and MTU for 22 W. Potomac Drive. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Kobryn to approve Resolution #2015-65 authorizing transfer of appropriations in the 2014-15 fiscal year budget. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-66 authorizing transfer of appropriations in the 2015-16 fiscal year budget. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2015-67 authorizing receipt of bids for Well #10 Treatment Plant filter media replacement. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2015-68 awarding contract to AC Schultes Inc. for the Construction of Well #14. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Crea, seconded by Mrs. Skelly to approve Resolution #2015-69 appointing Phoenix Advisors LLC as continuing disclosure agent and independent registered municipal advisor of record. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

A motion was made by Mr. Kobryn, seconded by Mr. Miller to approve Resolution #2015-70 authorizing cancellation of unexpended balances of funds designated for projects and authorizing transfer of said funds to the Authority’s general operating fund. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

Mrs. DePergola stated that is the end of the resolutions and asked whether there were any other matters to come before the Board. There were none.

Mrs. DePergola advised that there is correspondence from the Defense Enhancement Coalition if anyone is interested. There will be a presentation on November 2nd in Toms River held by former Congressman Saxton regarding the Base realignment and closure impact on our region. Everyone has a copy in front of them if they are interested in attending.

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

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

There being no matters for executive session, and no further business, a motion was made by Mr. Miller, seconded by Mrs. Skelly to adjourn. All in favor.

SECRETARY

Approved on (date)