

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on February 9, 2016 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; Marie Skelly

MEMBERS ABSENT: Richard Crea; 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

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.

REORGANIZATION

Mr. Koptic stepped down as Chair and asked for a motion to appoint a temporary Chairman.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to appoint Colleen Kleinow as temporary Chairman. All in favor.

Mrs. Kleinow asked for a motion to open nominations for Chairman. Mrs. DePergola motioned to open nominations for Chairman. Mr. Miller seconded. All in favor.

Mrs. DePergola nominated Mr. Koptic for the position of Chairman. Mr. Kobryn seconded. There were no other nominations.

A motion was made by Mrs. DePergola, seconded by Mrs. Skelly to close nominations for Chairman. All in favor.

Mr. Koptic accepted the Chairman nomination. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic resumed the Chair.

Mr. Koptic asked for a motion to approve Items #2 through #6 of the Reorganization agenda as follows: Vice Chair Margaret DePergola, Earl Miller as Treasurer, Richard Crea as Secretary, Richard Robins as Acting Treasurer, and Marie Skelly as Acting Secretary. A motion was made by Mrs. Skelly, seconded by Mrs. DePergola to approve the Vice Chair, Treasurer, Secretary, Acting Treasurer, and Acting Secretary as written. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic asked for a motion to approve the consent agenda, Items #7 through #18, as listed on the Reorganization agenda, unless someone has a change or would rather vote on the items separately. There were no changes, and the Board agreed to act on the agenda as follows:

Items #7 through #18:

7 – Liaison between LEH Twp. & Authority: Mrs. DePergola, Mr. Kobryn, & Mr. Sutton

8a – Plans Committee: Mr. Miller, Mrs. DePergola, Mr. Sutton, Mr. DiFrancia, with Mr. Crea alternate

8b – Personnel Committee: Mr. Crea, Mr. Koptic, Mr. Sutton, Mr. DiFrancia, with Mrs. Skelly alternate

8c – Budget Committee: Mr. Miller, Mr. Kobryn, Mr. Sutton, Mr. DiFrancia, with Mrs. DePergola alternate

8d – Rules & Regs Committee: Mrs. DePergola, Mr. Kobryn, Mr. Sutton, Mr. DiFrancia, with Mr. Robins alternate

8e – Water & Sewer Customer Committee: Mrs. Skelly, Mr. Miller, Mr. Sutton, Mr. DiFrancia, with Mr. Kobryn alternate

8f – Safety Committee: Mr. Miller, Mr. Sutton, Mr. DiFrancia, Mrs. Kleinow, with Mr. Robins alternate

8g – Safety Representative: John Viteritto, with Scott Ramesdorfer alternate

8h – Building Committee: Mr. Koptic, Mr. Crea, Mr. Sutton, Mr. DiFrancia, with Mr. Robins alternate

8i – Buildings & Grounds Committee: Mrs. DePergola, Mr. Robins, Mr. Sutton, Mr. DiFrancia, with Mr. Miller alternate

8j – Overall Rehabilitation of Water and Sewer Systems Committee: Mr. Crea, Mrs. Skelly, Mr. Sutton, Mr. DiFrancia, with Mr. Kobryn Alternate 1 and Mrs. DePergola Alternate 2

8k – Storm Committee: Mr. Kobryn, Mr. Crea, Mr. Sutton, Mr. DiFrancia, with Mrs. DePergola and Mr. Miller as alternates

9 – Authority Attorney: Rumpf & Rumpf

10 – Authority Consulting Engineer: Remington, Vernick & Vena; Special Projects Engineer: Felipe Contreras of Kleinfelder

11 – Authority Auditor: Suplee, Clooney & Company

12 – Financial Consultants: Acacia Financial Group

13 – Bond Counsel: DeCotiis, FitzPatrick & Cole

14 – Continuing Disclosure Agent & Independent Registered Municipal Advisor of Record – Phoenix Advisors

15 - Official newspapers February 2016 to February 2017: Atlantic City Press, Asbury Park Press, Times-Beacon, and others deemed necessary from time to time

16 – Regular meetings to be held for the year 3/16 to 2/17 at 5:00 P.M.:

March 8, 2016	September 13, 2016
April 12, 2016	October 11, 2016
May 10, 2016	November 7, 2016
June 14, 2016	December 13, 2016
July 12, 2016	January 10, 2017
August 9, 2016	February 14, 2017

17 – Official depository banks: Sun National Bank, TD Bank, Wells Fargo, Ocean First Bank, Shore Community Bank, Sovereign Bank, Capital Bank of NJ, and others as deemed necessary from time to time

18 – Sexual harassment officers: Margaret DePergola for female employees; Richard Crea for male employees

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the Reorganization Items #7 through #18 as read. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

PRIOR MINUTES

A motion was made by Mr. Miller, seconded by Mr. Kobryn to approve the minutes of the regular meeting held January 12, 2016. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – 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, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

BILLS RESOLUTION

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

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton congratulated Mr. Koptic on his re-appointment to the Chairman position. It has been a pleasure working with him. The Chairman has allowed him the ability to do his job, and he appreciates it. They work well together, and it made his transition a lot easier. He congratulated the other Commissioners and thanked them as well.

Mr. Sutton stated that he would return to item #1 once Mr. Connor arrives.

2 – Mr. Sutton advised that the use of Capital Bank is underway, and the new technology is being employed by scanning checks, which captures an image of the check and electronically sends it to the bank. There are some kinks to work out still, but remote deposits are being transmitted to Capital Bank since last week.

Mr. Sutton thanked Mrs. Kleinow and Ms. Mezzina for all their work with Capital Bank. He appreciates all the effort of our staff as well. The last piece of the puzzle, payroll direct deposit, will begin next month.

Mr. Connors arrived at this time.

Mr. Sutton welcomed Mr. Connors and stated that he would like to take a moment to say how sad he is to see Mr. Connors moving on and leaving the Authority. Mr. Connors had other options with his firm, and the firm decided not to spread themselves too thin. When the Authority solicited RFQs, Mr. Connors indicated that his firm would not be submitting an RFQ to the Authority. He also worked with him in the past at the Borough.

Mr. Sutton stated that Mr. Connors enjoyed a great tenure here. He always gave us great advice and guidance. He will be missed greatly.

Mr. Connors stated that he feels the same way. He has a lot of remorse in doing this. People he works with become family. Having the opportunity to work with Mr. Sutton was reminiscent of the days they worked together in prior years. From his firm's perspective, there was a change of plans with another municipality. He wishes the Authority the best going forward. He will not be a stranger. He will be around town, and he is just a phone call away.

3 – Mr. Sutton stated that this item is good news. We received notice from OCUA that we will be getting a credit of \$78,000.00 on our next bill. Our gallons processed were down from last year, which is probably due to fewer homes on line. Also, we expect the gallonage will decrease further as we perform our improvements this year because groundwater intrusion should decrease as a result of the improvements. We will be working with RV&V on the Twin Lakes Boulevard project. That project will help substantially with groundwater intrusion.

4 – Mr. Sutton advised that there is a resolution on the agenda tonight appointing JIF Fund Commissioners. This is a normal practice every year. The Director and the Chairman will be the Fund Commissioner and Alternate respectively.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2016-4 appointing Earl F. Sutton Jr. as JIF Fund Commissioner and Joseph Koptic as Alternate Fund Commissioner. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton advised that that there is a resolution on the agenda for a customer refund of an MTU purchase. This is a standard practice to refund an individual that paid for an MTU but found the original MTU.

A motion was made by Mr. Miller, seconded by Mrs. Skelly to approve Resolution #2016-6 authorizing a customer refund for an MTU purchased for 47 West Sail Drive. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

6 – Mr. Sutton stated that this item is a good thing. We have been chosen by Sensus, our meter company, to perform a case study. It will be published and then presented to people throughout the country that use the Sensus meter system. This came about from him being selected to do a presentation at the annual conference. This person had attended the seminar and liked his presentation. She asked for individuals who could talk about the Authority, and he asked the individual, as you can see from the information provided, who responded with kind words. However, we were doing our job as normal. It is what we always do, but it is nice when people recognize it.

7 – Mr. Sutton advised that the LED lighting installation has begun. The vendor started to install bulbs in a few different locations. The return on investment will be less than three years. Some people do not like the color, but he does. It is a brighter light. No one is forced to have them installed in their office. We have moved forward with the installation in the pump stations and well houses. The bulbs average 50,000 hours of use, and they have a five-year warranty. They fit in our structures and will cut down on our electric costs. We use a lot of electric to run our facilities. This will reduce the cost of one of our highest expenses.

8 – Mr. Sutton advised that he and Superintendent DiFrancia visited the Walmart site at Walmart's request. Walmart's management asked us to look at their site with respect to the installation of their water meters. It is a massive project. They didn't pour the concrete slab yet but are moving along well. The original timeline was July, and they think they will stay on that timeline, but it may actually be ahead of schedule. It will be a great asset for our town. Tractor Supply is also ready to go. They should be connecting to our system shortly.

9 – Mr. Sutton stated that there are no performance bonds set to expire. There is a maintenance bond which we have spoken about before, which is due to expire in April. That is all for his report.

Mr. Koptic stated that he noticed Tractor Supply paved the parking lot so that is a good sign.

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

SUPERINTENDENT'S REPORT

Mr. DiFrancia congratulated Mr. Koptic on his re-appointment as Chairman and stated that it has been wonderful to work with him and all the Board Members.

Mr. DiFrancia also stated that he is sad to see Mr. Connors go. It has been a pleasure to work with him. If he ever needs anything, do not hesitate to call.

1 – Mr. DiFrancia advised that there is a change order for the fire hydrant replacement project due to final quantity adjustments. There was a \$2,500.00 allowance that was not used. Resolution #2016-7 is on the agenda for action. It is a \$2,500.00 decrease to the contract.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2016-7 approving change order #1 for the fire hydrant replacement at various locations project with Cardinal Contracting Company LLC. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

2 – Mr. DiFrancia stated that this item is for the same hydrant project as Item #1. There is a resolution to release the performance guarantee upon posting a maintenance guarantee. Resolution #2016-8 is on the agenda for approval.

A motion was made by Mr. Miller, seconded by Mrs. Skelly approving Resolution #2016-8 authorizing release of the performance guarantee for Cardinal Contracting Company LLC in regard to the fire hydrant replacement at various locations project. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. DiFrancia advised that we are in the process of replacing 27 valves at our Well #13 Water Treatment Plant on Radio Road, previously known as Well #7. The work is being done in-house by the Authority personnel, which is saving the Authority a substantial amount of money. There are only four left to replace. After all are replaced and the building renovated, the building will be painted. All the valves should be installed by the end of the week.

4 – Mr. DiFrancia stated this item is informational. During the storm two weeks ago, our personnel worked an extensive amount of hours, and he worked around the clock. We had flooding at two of our pump stations, but they are submersible and did very well. After Hurricane Sandy they were upgraded so there was no damage to these stations.

Mr. DiFrancia further stated that an Emergency Management meeting was held at the Township prior to the storm. He and the Executive Director attended along with Chief Buzby and the Township officials in preparation of the storm. As a result of this, we were well prepared. Storm barricades were placed around our Radio Road well in case water got up that high. The well was not affected, and there was no interruption of service during the storm. With the cooperation of all parties involved, we did very well in the storm.

5 – Mr. DiFrancia advised that the Work Order Management Report is attached showing the work performed by our personnel.

Mr. DiFrancia stated that there were 173 meter repairs as noted. We are doing very well on repairs this month. There were 6 disconnections, but there were 28 activations, which brings a substantial amount of customers back on line. That is all for his report.

Mr. Sutton added that we have been doing an aggressive letter writing campaign to advise people about their water meter and letting them know that the FEMA money is going to run out so we encourage them to contact us. The third letter states that we have asked them to contact us, and if no response, we cite the code that provides that we can install a meter pit, and it could cost up to \$2,500.00.

Mr. Sutton stated that we have no choice. The meters not working properly cause potential revenue loss. We need to get in the homes and get them done. If the customer sees that they have to pay some money, it may cause them to finally act. We are allowed by law to take that drastic step to install a meter pit. Stafford Township has done it. We really do not like meter pits very much because of the flood areas, but we may have no choice.

Mr. Sutton advised that he finally heard from one of the customers the meter pit letter was sent to. The gentleman indicated that he didn't get any letters, but he had the wire, so you know he got the letter.

Mr. Sutton also advised that we have very good records on this. We know every time a letter was sent to the customer.

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

PERSONNEL COMMITTEE REPORT

Mr. Sutton advised that the items were already taken care of with respect to Reorganization and professional appointments.

Mr. Koptic stated that the professional appointment resolution could be acted on at this time.

A motion was made by Mr. Kobryn, seconded by Mr. Miller to approve Resolution #2016-5 authorizing professional appointments. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

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

ENGINEER'S REPORT

Mr. Dittenhofer congratulated the Chairman and Board Members and thanked them for appointing him again. He doesn't have any comments on the report, but he would be happy to answer any questions they may have. There were no questions.

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

ATTORNEY'S REPORT

Mr. Connors stated that there was nothing to report, but there is a resolution on the agenda, Resolution #2016-9, which is a housekeeping item with respect to Harbors at Stage.

Mr. Connors advised that this resolution authorizes release of the escrow that was posted pending completion of punch list items. As you may recall, there was litigation at one point with regard to the development, and a settlement agreement was executed. Escrow was posted and held in an attorney trust account in the amount of \$18,000.00, pending completion of punch list items. Those items were completed; however, we held off releasing the escrow because of an outstanding engineer inspection fee that had not been paid per the settlement agreement. Once the engineer fee was paid, the performance guarantee was released. We didn't require a maintenance guarantee due to the age of the project; however the Authority didn't act on releasing the escrow held in the attorney trust account. This resolution takes care of that.

Mr. Connors stated that he wanted to thank the Members of the Authority for their confidence in him and his firm over the years. He appreciates it very much.

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

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve Resolution #2016-9 authorizing release of escrow posted by GS Realty Corp, a subsidiary of Amboy Bank held in the Attorney Trust Account of Giordano, Halleran & Ciesla pending completion of all punch list items associated with the water and sewer line improvements for Lots 9.02 and 9.03 Block 278 within the Patricia Estates Development in the Township of Little Egg Harbor. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

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

Mr. Koptic stated that he personally wanted to thank our Attorney for his years of service and all his help over the years. We will miss him.

Mrs. DePergola congratulated Mr. Koptic on his appointment and also stated that she will miss Mr. Connors. She looked forward to seeing him every month.

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

A motion was made by Mrs. DePergola, seconded by Mrs. Skelly 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 Mrs. DePergola, seconded by Mrs. Skelly to adjourn. All in favor.

SECRETARY

Approved on (date)