

LEHMUA
Regular meeting

March 8, 2016

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on March 8, 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 Chair; Richard Crea, Secretary; Earl Miller, Treasurer; Eugene Kobryn; Marie Skelly; Richard Robins

MEMBERS ABSENT: None

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary/QPA; Alan Dittenhofer, Authority Engineer; Brian Rumpf, Authority Attorney; Peter Chacanas, 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. Miller to approve the minutes of the regular meeting held February 9, 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 Mr. Crea to approve 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. Kobryn 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 welcomed Brian Rumpf as part of the team and stated that he was looking forward to working with him. It has been a pleasure working with him so far, and his staff has been attentive and everything we have asked for has been done.

2 – Mr. Sutton stated that once everything is completed for the meeting, we will go into executive session regarding personnel.

3 – Mr. Sutton advised that the Master Plan Update is being worked on and will be ready in April. It is customary that we do this every year.

4 – Mr. Sutton also advised that he is working on the budget for fiscal year 2017. Our Executive Secretary has been really good at getting the data that we need. Once the figures are put together, the Budget Committee will meet to discuss the items.

5 – Mr. Sutton stated that there is a bond resolution for Mathistown Treatment Plant on the agenda; however, he would like to table it at this time. Our Engineer will explain why.

Mr. Dittenhofer advised that last meeting he reported that we would have the bid opening for the Mathistown Treatment Plant Project, which is being funded through the NJEIT Program. To receive the financing, Authority Bond Counsel prepared a bond resolution for the financing to be put into place. They usually release it in the Spring and in October. That is what the resolution is for. We received bids on Thursday, February 25, 2016. The bid amount was \$3,198,514.00. The documents were sent to NJEIT, and they have the right to review and authorize award of bid. Statutorily, they have seven days to give us an answer. The documents were sent to them at the same time all the other funding applications were submitted. We do not have their concurrence to award. He spoke to Mr. Sutton and recommended the bond resolution and bid award be tabled until we have the concurrence. It will be discussed at a later date. Resolution #2016-12 awarding bid and the Bond Resolution #2016-17 should be tabled contingent on having final approval.

The Board unanimously agreed to table Resolution #2016-12 awarding a contract to Eagle Construction Services Inc. for the Water Treatment Plant at Mathistown Road and to table Resolution #2016-17 authorizing issuance of not exceeding \$4,000,000 Township Service Contract Subordinate Bonds of the Little Egg Harbor Municipal Utilities Authority and providing for their sale to the NJ Environmental Infrastructure Trust and the State of New Jersey and authorizing execution and delivery of certain agreements in connection therewith.

6 – Mr. Sutton advised that every two years the Authority receives guidance on the employee handbook and policies and procedures manual. They are scrutinized by JIF's legal counsel, and they provide suggestions on the adoption. Adopting the manuals helps with our premiums and deductibles. They have provided the updates, and we moved forward with updating the manuals.

Mr. Sutton advised that the manuals are completed, and we request adoption of the new version as per the advice of the Joint Insurance Fund. There is a resolution on the agenda for action.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2016-16 adopting Updated Personnel Policies and Procedures Manual and Employee Handbook. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

7 – Mr. Sutton stated this item is a point of information. The Senior Expo that is held every year in May will take place May 4, 2016. We have been invited and will attend. We like meeting everyone in the community. We gave out a grocery bag last year. We also gave a water sample to everyone there. Everyone enjoyed that.

8 – Mr. Sutton advised that this is something he spoke about before. We were asked to participate in a case study through Sensus. He had given a presentation at the last conference and was asked if he would participate in this study. It is coming out very nice and is a detailed story of how we help our customers, the technology for high usage, and the rebuilding process of the community. There are nice pictures, which are the last pieces of the puzzle. Once completed, it will go out to all the Sensus customers, and there is no cost to the Authority. It was really well written. They sent him a draft for approval, and the pictures will be added to it.

9 – Mr. Sutton stated that a couple of things came up, which conflict with our meeting dates. He is not able to attend our June 14, 2016 meeting. The members can have the meeting without him, but he prefers to attend the meeting. He would like to change the meeting to June 13, 2016, which is Monday. Also in November, we had already changed the meeting to November 7, 2016 due to Election Day, but that is now also a problem for him. He would like to change the meeting to November 14, 2016, which is a week later.

The Board agreed with the changes.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to reschedule the June 14, 2016 meeting to June 13, 2016 and to reschedule the November 7, 2016 meeting to November 14, 2016. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Miller asked that the Board Members receive a reminder of the meeting dates in June and November.

Mr. Sutton stated that a reminder will be given, and the meeting change has to be advertised in the newspaper.

Mr. Sutton stated that the November meeting change is due to his attendance at the Sensus conference. He, the Superintendent, and our Chief Operations/Maintenance Coordinator will be attending, which is customary. The Board agreed.

Mr. Sutton advised that there are no performance guarantees due to expire within the next 90 days. However, the maintenance bond for the Electrical Repairs at Various Locations Project is due to expire on April 3, 2016. 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 Executive Director's Report as submitted. All in favor.

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia advised that there is a change order for the Playhouse Drive Sewer Replacement Project for final as-built quantity adjustments, which decreases the contract price by \$20,949.34. The change order is attached to Resolution #2016-14 for reference.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2016-14 approving Change Order #1 for the Playhouse Drive Sewer Replacement/DSC Construction Inc. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

2 – Mr. DiFrancia stated that the same project, Playhouse Drive Sewer Replacement, has been completed. There is a resolution to release the performance guarantee. A maintenance guarantee has already been provided for this project.

A motion was made by Mr. Kobryn, seconded by Mrs. DePergola to approve Resolution #2016-15 authorizing release of performance guarantee conditioned upon posting a maintenance guarantee by DSC Construction Inc. in regard to the Playhouse Drive Sewer Replacement. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. DiFrancia advised that the Well #10 Filter Media Replacement project has begun. He is working hand in hand with the Contractor. He has to drain and slowly refill the pressure filters. He has to throttle down the well to direct water through the four filters remaining online while the Contractor works on the other two filters. Six filters are being completed. Our Assistant Maintenance Chief, Scott Ramesdorfer, is working with him hand in hand. When he can't be at the site, Scott is reporting to him. They are keeping the quantities in control, and the work is moving forward.

4 – Mr. DiFrancia stated that this time each year, authorization is requested to solicit bids for our annual contracts for chemicals, emergency repair of water and sanitary sewer mains and services, and the water and sewer plant supplies. He recommends bidding the same this year, as we have every year, and requests authorization be granted for these contracts.

A motion was made by Mr. Crea, seconded by Mrs. DePergola granting authorization to solicit bids for the annual chemical contracts, emergency repair of water and sanitary sewer mains and services contract, and the water and sewer plant supplies. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. DiFrancia advised that our annual hydrant flushing will begin April 4, 2016 and continue through the end of May. Flushing removes sediment from the system and provides an operational check of the hydrants.

6 - Mr. DiFrancia stated that we are working diligently with our Engineer to finalize plans and scope of work for the Twin Lakes Boulevard Water and Sewer Replacement Project as well as the Hazard Mitigation Project for Pump Station #3. We will be ready to bid shortly.

Mr. DiFrancia advised that authorization has already been granted for bidding Pump Station #3 but authorization is still needed for Twin Lakes Blvd. There is a Resolution on the agenda authorizing receipt of bids for the Twin Lakes Boulevard Project.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2016-13 authorizing receipt of bids for the Twin Lakes Boulevard Water and Sewer Replacement Project. Roll call vote, Earl Miller – yes, Eugene Kobryn –yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

7 – Mr. DiFrancia stated that the Work Order Management Report is attached that he submits every month showing the activity performed by our personnel. Last month there were 14 leaks, and there were 205 meter repairs. The month prior to that, for comparison, there were 173 meter repairs. The water and sewer disconnects were higher than the previous month. There were 12 compared to six last time. We are still on the upside though with activations. There were 17 people coming back on line. Even though we lost 12, 17 were activated, so more came back on than were disconnected.

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 Mrs. DePergola 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 two general items. The other items were addressed by either the Executive Director or the Superintendent under their reports.

Mr. Dittenhofer stated with respect to the Construction of Well #14, the project is due to start Thursday of this week. Drilling is supposed to start at the site.

Mr. Dittenhofer advised that there are resolutions on the agenda for NJEIT projects. The Authority intends to file application with the NJEIT for the Little Egg Harbor Improvements. Plans and specs were submitted to NJEIT. This accompanies that.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2016-10 regarding intention to file application with the NJ Department of Environmental Infrastructure Trust for the Little Egg Harbor Water Main Improvements Phase 1. 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 #2016-11 regarding intention to file application with the NJ Department of Environmental Infrastructure Trust for the Little Egg Harbor Sewer Main Improvements Phase 1. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Dittenhofer stated that was all he had to report unless there were any questions.

Mr. Crea inquired with respect to Item #3, Darryl Drive, whether we can call the bond. We have been dealing with this since 2009.

Mr. Sutton advised that there was some confusion when the prior owner sold it. It was a commercial development, but the new developer started to do a residential development. There was an issue not too long ago where the sewer main collapsed. The Authority performed the repair immediately and notified the bonding company. The bonds are still in effect as they never expire. It is ludicrous that developers keep their original bonds in place if they can be reduced or released. We have one developer with a cash bond just sitting there, and they never ask for the money back.

Mr. Sutton stated that a while ago we began working on getting the old developments closed out, but it is time consuming.

Mr. Sutton advised that the bonding company paid us for the sewer repair on Darryl Drive, and recently we had communication with Mr. Butensky, who represents one of the developers. We are trying to get everything put together and get new bonding from the new owner. It was originally commercially oriented but then became residential. The new owner was very happy that we repaired the sewer line right away. We advised them that we would do whatever we could to help close out the bond. We have been working on it.

There were no further questions or comments.

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

ATTORNEY'S REPORT

Mr. Rumpf advised that he submitted his report for the Board's review. It is a short written synopsis of some of the items undertaken over the past several weeks. He thanked the Board Members for the appointment. The Authority has a tremendous staff, and it has been a pleasure to work with the staff and Commissioners. It is a time of growth for the Authority, and he looks forward to it. If there are any questions, he is happy to answer them.

There were no questions or comments. A motion was made by Mr. Crea, seconded by Mrs. DePergola, to approve the Attorney's Report as submitted. All in favor.

Mr. Sutton advised that this past month was not a typical month for us. We did a lot in one month. We always do a lot, but this month was a little more than normal.

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 all correspondence. All in favor.

A motion was made by Mr. Miller, 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 Mrs. DePergola, seconded by Mr. Crea to enter executive session regarding a personnel matter and approve corresponding resolution #2016-18. All in favor.

Mr. Dittenhofer excused himself from the meeting.

After return from Executive Session, the Board took action on the personnel resolutions based on the recommendation of the Director, Superintendent, and Personnel Committee.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2016-19 establishing the position of Inspector 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.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2016-20 appointing John Mulvihill as Inspector 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 for the Board. There were none.

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

SECRETARY

Approved on (Date)