

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on October 11, 2016 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; Richard Robins; Marie Skelly

MEMBERS ABSENT: Joseph Koptic

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFranca, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary; Alan Dittenhofer, Authority Engineer; Brian Rumpf, Authority Attorney; Peter Chacianas, Authority Attorney

OTHERS IN ATTENDANCE PER SIGN-IN SHEET: Robert E. Tichaz

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. Robins, seconded by Mr. Crea to approve the minutes of the regular meeting held September 13, 2016. Roll call vote, Earl Miller – yes, Richard Robins – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – 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, Richard Robins – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola - yes.

#### BILLS RESOLUTION

A motion was made by Mr. Robins, seconded by Mr. Miller to approve the operational account bills resolution. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola- yes.

## EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton advised the Board that as a point of information, executive session is required this evening, and there will be some recommendations from the Personnel Committee. Mrs. Kleinow has the resolution prepared for executive session. There will not be action taken in executive session, but there may be action in the regular portion of the meeting after executive session concludes.

2 – Mr. Sutton advised that the annual audit is being performed, and the audit report should be completed by next week. The audit report will be presented for adoption at a later date.

3 – Mr. Sutton stated that October 24, 2016 we will be meeting with State and Federal officials regarding our request to convert the Community Disaster Loan into a Grant. If the loan can be converted into a grant, it will be nice for the Authority because we will not have to pay it back. This will assist the Authority by making up for the lost revenue as a result of Superstorm Sandy. Hopefully the decision will be made to convert the loan into a grant. He will advise the Board accordingly.

Mr. Sutton advised that if it is not converted into a grant, we will be required to pay it back, but the Authority has the wherewithal to do so, but we are hoping the officials decide to convert it to a grant.

4 – Mr. Sutton advised the Board that he, Mr. DiFrancia, Administrator Loesch, and Township Engineer Jason Worth met regarding upcoming MUA projects. We are committed to working together to ensure that the work is completed. The Authority will complete the infrastructure improvements, and after the improvements are completed, the Township will perform the storm drainage and final paving of Township roads. This cooperative effort will benefit the residents by reducing costs and improving the Township. It is a win/win for both the Township and the Authority. We are enjoying the relationship with the Township, and it is a good thing for everyone.

5 – Mr. Sutton advised that the maintenance guarantees posted for Sea Crest Village are due to expire October 14, 2016. It is hard to believe they are already set to expire. It seems like yesterday that we granted their performance guarantee release. That is all he has to report.

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

## SUPERINTENDENT'S REPORT

1 - Mr. DiFrancia advised the Board that there is a change order for the Construction of Well #14 project, which represents a time extension for project completion. Resolution #2016-66 is on the agenda for approval.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2016-66 approving change order #2 for the Construction of Well #14. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola - yes.

Mr. DiFrancia stated that the second part of Well #14 is the Piping and Pumping Equipment, which was awarded to Derstine. That project will be starting shortly.

2 – Mr. DiFrancia advised that the Generator at Well #6 Project is on-going and stated that the generator has been installed. Start-up is scheduled for tomorrow. Today the transfer was completed so there is no generator power today into tomorrow so hopefully there will be no issues. New fencing is being installed this week to isolate the area for safety purposes.

3 – Mr. DiFrancia advised that a bid opening will be held for Pump Station #3 on October 21, 2016.

4 – Mr. DiFrancia stated that hydrant flushing has resumed now that the Well #14 drilling is completed and summer demand is over. Hydrant flushing should be completed by the end of November.

5 – Mr. DiFrancia advised the Board that he met with our NJDEP water inspector, Don Orpen, on September 27, 2016, and he is proud to say that we were in compliance with all regulations.

Mr. DiFrancia stated that Don also recognized our performance, and he also commented that we are on top of all the new State Rules and Regulations.

Mr. DiFrancia stated that he is very happy about Don's comments and that we passed inspection with flying colors.

6 – Mr. DiFrancia stated that the work order management report is attached as always. There were 17 water leaks this past month, and there were 106 meter repairs. There were only 7 service disconnects, but there were 11 re-activations. We have more customers coming back on line than being de-activated, which is great for the Authority. That is all he has for his report.

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

#### PERSONNEL COMMITTEE

Mr. Sutton advised that Chairman Koptic and Commissioner Crea were in attendance via telephone for the meeting with Mr. DiFrancia and himself. Mr. Rumpf was also consulted regarding the matter. An employee was suspended without pay for various policy and procedure violations as well as disregard for NJDOT and NJDMV motor vehicle laws.

Mr. Sutton advised that this is a confidential matter. No citations were issued; however, all issues were cause for discipline. Mr. Rumpf concurred that suspension was appropriate. The suspension has already transpired.

Mr. Sutton advised that an executive session is required this evening as everyone is aware of. The matter was postponed from September.

Mr. Sutton stated that we anticipated an administrative hearing. Mr. Rumpf will cover the matter during executive session. Action may be recommended once the regular meeting resumes.

Mr. Sutton asked whether there were any questions. There were no questions.

A motion was made by Mr. Robins, seconded by Mr. Kobryn to approve the Personnel Committee Report. All in favor.

#### ENGINEER'S REPORT

Mr. Dittenhofer stated that on behalf of Remington, Vernick & Vena Engineers, he forwarded a written report to the Board for October 11, 2016 for their review and approval. Most items were discussed during the Executive Director's Report and the Superintendent's Report.

Mr. Dittenhofer advised that he wanted to comment on the Twin Lakes Boulevard Project. As stated last month, the project is currently under review by DEP and NJEIT. The EIT funding has not been released for bid yet. We should have good news by next month. That is all unless there are any questions. There were no questions.

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. Rumpf advised that he submitted the written report which is self-explanatory, and in addition to that, there will be executive session discussion. If there are any questions, he would be happy to answer them. There were no questions.

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

Mrs. DePergola asked whether there were any other matters to come before the Board. There were none.

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

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

Robert Tichaz introduced himself to the Board and stated that although he is here representing the firehouse, he wanted to comment and applaud the MUA for their help and effort as he is one of the residents that had to lift his house after the storm.

Mr. Tichaz stated that he is here on behalf of the Mystic Islands Volunteer Fire Company. His area is district 2, and the fire company is trying to get hydrant locations on a map. He thought it would be an ideal time since we are flushing the hydrants. They are hoping that the Authority could provide the fire company with a list of the hydrants in their district and whether they are on an 8-inch main or a 10-inch main. He doesn't know if that can be done, but he hopes it can. With their pumpers, they run out of water quickly, and it would be helpful in an instant to know the nearest hydrant location to a fire. That is why he is here tonight.

Mr. Sutton stated that we already have been in discussion with his Fire Chief about this.

Mr. DiFrancia stated that we are also going the extra step for insurance purposes so they know the ISO situation. We are trying to do 20% of each district this year. Every Thursday night we are going out to test and obtain the information. We will know the flow rate and static pressure. We are going to compile the information and provide it to the fire companies. We are giving this information to the fire company only. Since September 11, 2001, our security is very tight with respect to our water system. We will reach out to the Fire Chief after the testing.

Mr. DiFrancia advised that the Authority had stopped hydrant flushing during the Well Drilling and other projects. Now that the wells are up and running again, flushing has resumed. We hope to have 20% in each district completed, if not more. We will have the hydrant location and size of the mains. Each fire district will get a copy of the information for their district, and their district only.

Mr. Tichaz advised that his Chief couldn't attend our meeting due to his attendance at another meeting, but he appreciates everything we have done as well.

Mr. Sutton stated that we have a good line of communication and cooperation with the officials. We are working cooperatively with the Township because they are doing the GIS. As Mr. DiFrancia mentioned, we are cautious of releasing data because you cannot divulge all the information about your water system.

Mr. Tichaz stated that it is very nice to have a hydrant on Binnacle and Hudson Drive.

Mr. Crea inquired whether the hydrants are color coded and was advised by Mr. DiFrancia that they are not.

Mr. Crea asked how we know how many gallons the hydrants are.

Mr. DiFrancia stated that other towns paint the hydrants different colors because pressure drastically changes so much. One might be 100 PSI, and one might be 35 or 65 PSI. They are color coded so the pressure and flow is known.

Mr. Tichaz stated that many years ago when Mr. Roberts and Mr. Parker worked for the Authority, we tried to set something up with the Township. It was almost set up, but it never got off the ground. He appreciates our help.

Mr. DiFrancia advised that if you have a better ISO rating, the taxpayers get a better insurance rate because they know where the hydrants are, and they know they will have enough water to fight a fire. When the Twin Lakes Boulevard project is finished, there will be a hydrant every 400 to 500 feet.

Mr. Tichaz stated that is great news.

Mr. DiFrancia advised that we are trying to stay with all Mueller brand hydrants, and we flush them every year. The hydrants are installed for our water system. The hydrants really are not installed for fire-fighting, but they are used for both purposes. We hope to install another hydrant on Osborn Island by the beginning of next year.

Mr. Tichaz advised that the Osborn area is where your bigger fire trucks are going to be. His Chief will be happy to hear that we are working on this.

Mr. DiFrancia stated that all the Fire Chiefs have his phone number. He is just a phone call away.

Mr. Tichaz advised that at one fire he had to alert the Executive Director, Mr. Johnson, that the pump had to go on because pressure was going below seven pounds, and it would pull the tower down.

Mr. DiFrancia stated that Mr. Tichaz can take this information back to the fire company. We looked at this as an Authority. The Authority has a SCADA system that he logs into. We have sensors all over that will call him if the pressure drops below a certain PSI. The system automatically calls, texts, and e-mails him to tell him that pressure is low. He finds out where and starts the Well that is closest to it. He calls the police to see if there is a fire. He keeps pushing as much water as he can.

Mr. DiFrancia stated that he appreciates all the hard work the fire companies do, and we will continue to do the best that we can.

Mr. Tichaz thanked Mr. DiFrancia and the Authority Members for their efforts and asked whether we have dead end hydrants.

Mr. DiFrancia advised that we do. If Well #7 is off, and you hook up on Radio Road, you will pull water from the standpipe. That is why as soon as the system detects a drop in pressure, it starts the Well. If it doesn't start automatically, he can start it.

Mr. Tichaz stated that from what Mr. DiFrancia explained to him, he is happy that we are heading in the right direction.

Mr. Tichaz thanked the Board, and excused himself from the meeting.

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

Mr. DiFrancia advised that he and Mr. Sutton met with the school about the new lead law and chromium six. They had a good educational session. He should have included that in his report.

A motion was made by Mr. Miller, seconded by Mr. Robins to enter executive session and approve corresponding executive session resolution #2016-67 regarding personnel. All in favor.

Mr. Dittenhofer excused himself from the meeting.

After return from executive session, the Board acted on the personnel matter.

Mr. Robins stated that he was excusing himself from action and asked that Mrs. Skelly take part in the voting.

A motion was made by Mr. Crea, seconded by Mr. Miller to approve Resolution #2016-68 terminating the employment of Peter DePalma. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes.

There being no further business, a motion was made by Mr. Miller, seconded by Mr. Robins to adjourn the meeting. All in favor.

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SECRETARY

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Approved on (Date)