

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on November 14, 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

MEMBERS ABSENT: Richard Robins

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Alan Dittenhofer, Authority Engineer; 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. Crea to approve the minutes of the regular meeting held October 11, 2016. 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, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic - yes.

#### BILLS RESOLUTION

A motion was made by Mrs. DePergola, seconded by Mr. Miller 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 advised the Board that we met with State and Federal officials on October 24, 2016 to discuss our request to convert the Community Disaster Relief Loan into a grant. The good news about grants is that if a loan is converted into a grant, you do not have to pay it back. The money is used for offsetting expenses and lost revenue as a result of Super Storm Sandy. There has not been a final decision yet as to whether it will be converted. The officials did indicate that it looked good to get a major portion of the loan converted into a grant. They are awaiting the 2016 audit, and we will get their final decision after that. The Authority needed to make up the lost revenue until customers came back on line.

2 – Mr. Sutton advised that there is a resolution on the agenda to award the contract for Pump Station #3 to Mathis Construction.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2016-75 awarding the bid for Pump Station #3 Rehabilitation to Mathis Construction Company Inc. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton advised that \$440,000.00 of the project was actually a grant to replace the pump station, but we had to bid it with the alternate work. It is much needed. That pump station is in bad condition. It is the one that is in someone's yard. The grant was \$440,000.00, but we have to pay for the additional work out of Authority funds. The \$440,000.00 was a good estimate if we just addressed the pump station alone. At the time we applied, we didn't know about the extra work. We will have a completely brand new pump station when it is finished.

3 – Mr. Sutton advised that there is a resolution on the agenda regarding the award of the employee drug and alcohol testing contract.

A motion was made by Mr. Crea, seconded by Mr. Miller to approve Resolution #2016-69 accepting and awarding a contract for professional services with Dynamic Testing Service for the CDL random alcohol and drug testing program. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. Sutton advised that there is a resolution on the agenda appointing Conner Strong & Buckelew as the Risk Management Consultant for the Authority.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2016-70 authorizing acceptance and execution of a risk management consultant's agreement with Conner Strong & Buckelew. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton stated, as previously mentioned, our audit is still being finalized. Once it is completed, we will submit it to the officials so they can make their final decision as to whether the CDL can be converted into a grant.

Mr. Sutton also stated that our audit will be presented at our December meeting for adoption. He spoke with Brian Logan today, and he will have an exit conference with him after reviewing the audit prior to the December meeting.

6 – Mr. Sutton advised the Board that the tax sale is underway. This year, 100 less items were presented to the tax office. We had over 1,600 accounts handed over to the Township. We do not shut off water for non-payment, but if the account is not paid by November 10, it goes to tax sale. The customers are given more than enough opportunity to pay their bill. We used our automated phone system to remind them. Our staff goes above and beyond the call of duty during this time to get it ready. There is a lot of time, work, and effort that goes into this. He would like to commend Tonya Trettin, our Head Cashier, for a job very well done as well as the staff. Everyone else steps up to help during this time.

7 – Mr. Sutton stated that there are no performance or maintenance guarantees due to expire.

8 – Mr. Sutton advised that every year at this time, a letter is sent to the LEH Township Committee asking for re-appointment of Commissioners to our Board whose terms are due to expire. He recommends the Chairman send a letter requesting appointment of Commissioner Crea and Commissioner Robins to the Authority Board. The Board agreed.

Mr. Koptic asked the Director to give a synopsis of the conference he attended.

Mr. Sutton advised that everything was phenomenal. Our meter company, Sensus, holds a conference every year for its users. Sensus also takes care of the meter programming to obtain the data we need for it. Sensus has been trying to update to a new system as the current system will no longer have support and won't be able to be utilized within a year or so. We are not happy with the new system. We wouldn't be able to notify our customers about excess usage, and it didn't meet our needs, so we didn't convert. We met with the Sensus officers to hammer out our needs.

Mr. Sutton stated that it is a national conference for all utilities. They have a system that can turn water on and off right from your office, but we really do not want to shut off water. It is not cost effective, so we wouldn't do it.

Mr. Sutton advised that Sensus was acquired by a major company. Even though they purchased Sensus, Sensus will keep the water meters, electronics, and the technology.

Mr. Sutton stated that we found new equipment that will help us with meter reading, for example, with Sea Pirate Campground coming on line soon. Sea Pirate Campground is located in part of Eagleswood Township and part of Little Egg Harbor Township. We were able to see equipment that will help us with the meter reading for the campground. Sensus doesn't always meet with guys in the field and sometimes do not know what we really need. If it wasn't productive, we would not go to the conference. It is not for pleasure, we are there for a reason.

Mr. Sutton thanked the Commissioners for allowing their attendance at the conference. It was worthwhile for the Authority. That was all he had to report.

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

1 - Mr. DiFrancia advised the Board that he has been assisting the Township with the athletic fields on Route 539 to bring them into their testing and monitoring schedule. They are required to have a physical permit ID#, and he has been working with the Township and Health Department to acquire that. They also need a Stage 2 chlorine residual operating procedure. He is helping them out with that as well because they need that too. They will have to take bacteria samples every quarter and will have to have a procedure in place as to what to do. They need a standard operating procedure in case they have a bad sample.

2 – Mr. DiFrancia advised that the Well #6 generator project is 99% complete. The last 1% is on him because he is in the process of obtaining the air quality permit on the generator itself. This is a hazard mitigation project, and we cannot be reimbursed until we have that.

3 – Mr. DiFrancia stated that he has been spending an extensive amount of time reviewing plans and specifications for Authority projects as well as for applicant projects such as Sea Pirate Campground and Oak Lane Apartments. He has been working on the Well #12 Water Treatment Plant, Well #6 Chlorine Contact Tank, Pump Station #3, Pump Station #7, Well #14 Piping and Pumping Equipment, which is the second phase of the Well #14 project, and the Twin Lakes Boulevard Water and Sewer Improvements.

4 – Mr. DiFrancia advised the Board that the drilling work has been completed for the Well #14 construction project. The new fence is up, and the landscaping looks really nice. We are ready to go to the second phase of the project.

5 – Mr. DiFrancia stated that we are still informing people about the chromium 6 and lead testing in schools and answering questions they have. That is on-going and something that comes across his desk.

6 – Mr. DiFrancia stated that the work order management report is attached. The most important items are the water leaks, meter repairs, and activations. There were 15 leaks fixed and 93 meter repairs. There were 10 disconnects this month. Unfortunately, there were only 11 activations, same as last month, but we still have homes coming back on the system. Activations are good for the Authority and good for the community. That is all he has for his report.

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

Mr. Koptic advised that there were a couple of resolutions to be acted upon regarding development applications.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2016-72 approving the final water application submitted by Oak Lane LEH, LLC for Oak Lane Apartments, Block 292 Lots 10, 11, & 12.01. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic - yes.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2016-73 approving the final sewer application submitted by Oak Lane LEH, LLC for Oak Lane Apartments, Block 292 Lots 10, 11, & 12.01. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

#### PLANS COMMITTEE REPORT

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

Mr. Koptic stated that there were a couple more resolutions on the agenda to be acted upon.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2016-71 authorizing a refund of an overpayment of water and sewer utility charges to Ronald Davern for Block 325.98 Lot 43. 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 #2016-74 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

#### ENGINEER'S REPORT

Mr. Dittenhofer stated that on behalf of Remington, Vernick & Vena Engineers, he forwarded a written report to the Board for their review and approval. The action items, Pump Station #3 and Oak Lane Apartments, were already addressed. He will be glad to answer any questions the Board 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. Chacianas advised that his office submitted the Attorney's Report for the Board's review. He has nothing further to add assuming there are no questions. There were no questions.

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

Mr. Koptic 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 accept and file all 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 present, a motion was made by Mrs. DePergola, seconded by Mr. Miller 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. Kobryn, seconded by Mrs. DePergola to adjourn the meeting. All in favor.

-----  
SECRETARY

-----  
Approved on (Date)