

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on January 10, 2017 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; Earl Miller, Treasurer; Eugene Kobryn; Richard Robins; Marie Skelly

MEMBERS ABSENT: Richard Crea

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary; Alan Dittenhofer and Jessica Norkis, Authority Engineers; Brian Rumpf and Peter Chacanas, Authority Attorney

OTHERS IN ATTENDANCE PER SIGN-IN SHEET: Dave Schlick

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.

PRIOR MINUTES

A motion was made by Mr. Robins, seconded by Mrs. DePergola to approve the minutes of the regular meeting held December 13, 2016. Roll call vote, Earl Miller – yes, Richard Robins – 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, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

BILLS RESOLUTION

Mr. Koptic stated that there is an updated cover page to the bills resolution.

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

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton welcomed everyone and wished them a Happy New Year.

Mr. Sutton also congratulated Mr. Robins and Mr. Crea on their re-appointment to the Board. Mr. Crea is under the weather and was hospitalized today.

Mr. Sutton stated that he is looking forward to working with everyone this year and appreciates their support.

2 - Mr. Sutton advised that there is a pre-reorganization agenda that will be discussed later. There are a few meeting date changes from the second Tuesday, which are noted on the meeting schedule portion of the pre-reorganization agenda. The April meeting will be the first Tuesday, which is April 4, 2017. The June meeting will be in the first week; however, it will be on Wednesday, June 7, 2017 as there is an Election Day Tuesday, June 6, 2017. The November meeting will be Monday, November 13, 2017 due to the League of Municipality taking place Tuesday, November 14th through Thursday, November 16th. The League is the week before Thanksgiving, but the second Tuesday falls that week. The meeting is being changed to Monday that week to accommodate the staff attending the League. The Members will be reminded in future meeting packages.

3 – Mr. Sutton advised that the Authority received the annual JIF dividend check. This year the amount was \$7,772.49. It is nice to get the dividend. We pay quite a bit of money now as part of our operating budget, but we have saved a tremendous amount of money over the years. The JIF recently provided us with a printout of all the Authority claims since 1992. We took a moment to reminisce on some of them, but it is there to protect the Authority, employees, property, and cover accidents and other occurrences. Fortunately, we have had minimal exposure through the years.

4 – Mr. Sutton advised that RFPs for professional services will be received January 20, 2017. The RFPs will be reviewed and recommendations will be made at our February re-organization meeting.

5 – Mr. Sutton stated that in cooperation with the Township, the tax sale was completed. The Township and Authority participate in an accelerated tax sale program by statute. The tax sale occurred, and we have received all monies due the Authority. It was a very aggressive approach by the lien buyers. Once again, he would like to commend Mrs. Trettin, from our office, and Ms. Wilson from the tax office. They work extremely well together. It is mutually beneficial to all.

6 – Mr. Sutton advised that Jessica Norkis of RV&V has joined us tonight. It has been a pleasure working with her on the Twin Lakes Project and the NJEIT. She has dealt with NJEIT in the past. We have been working on other issues but primarily on Twin Lakes Blvd. We would like to advertise and bid on it very soon. Hopefully we will have permission to advertise within the next two weeks.

Mr. Sutton thanked Ms. Norkis for her work and for providing the additional service. He stated that we look forward to working with Ms. Norkis on our projects.

Ms. Norkis stated that she spoke with the NJEIT reviewer. He was getting his final comments in. We are still on board for the advertisement. We are waiting for their final briefing. It is a waiting game. They have everything they need. We need to have the engineering agreement signed tonight for them, but they have had all the other documents already.

Mr. Sutton stated that Ms. Norkis is a licensed engineer and just obtained her master's degree.

Mr. Sutton thanked Ms. Norkis for attending our meeting.

7 – Mr. Sutton advised that we are reviewing a request to place additional cell phone equipment on our water tower. We will review the original lease agreements to determine if we are entitled to additional monies for the equipment. They will be under their right to replace what is in place and anticipate adding additional equipment. Mr. Dittenhofer and Mr. Rumpf will be provided with the information for review.

Mr. Sutton stated that he doesn't think the equipment will take up a larger footprint. He believes it will be in the same footprint that exists currently. This will be a priority since the company asked for consideration. He and our professionals will review the matter thoroughly.

8 – Mr. Sutton advised that there are no maintenance or performance guarantees set to expire as of this date. That is all he has for his report unless there are any questions.

Mr. Koptic advised that there are two resolutions before us tonight. Resolution #2017-1 and #2017-2 require action.

Mr. Sutton apologized for the lateness in providing the resolutions.

Mr. Sutton advised that it was recently discovered that we are required to adopt these two resolutions, and we will execute the engineering agreement as mentioned earlier. We have done this before but not specifically for the Twin Lakes project. We want to make sure that we are dotting every "i" and crossing every "T".

Mr. Koptic recommended acting on the resolutions at this time.

A motion was made by Mrs. DePergola, seconded by Mr. Robins to approve Resolution #2017-1 for the intention to file an application with the NJ Department of Environmental Protection and the NJ Environmental Infrastructure Trust for Twin Lakes Boulevard Water Main Improvements. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Miller, seconded by Mr. Kobryn to approve Resolution #2017-2 for the intention to file an application with the NJ Department of Environmental Protection and the NJ Environmental Infrastructure Trust for Twin Lakes Boulevard Sewer Main Improvements. Roll call vote, Earl Miller – yes, Richard Robins – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

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

SUPERINTENDENT'S REPORT

Mr. DiFrancia advised that with the cold weather, the fill line at Well #10 froze. Well #10 is our newest facility. The thermostat went bad. It is thawing out, and the well is off. Hopefully it will be thawed in the next few hours, and then we can start the backwash. With the cold weather, we have been very busy.

1 – Mr. DiFrancia stated that we have been working with Sea Pirate Campground to move the project forward quickly. We are in the process of calculating the bond requirements for the infrastructure on the property as compared to what we are going to own and operate.

2 – Mr. DiFrancia advised that we are ready to close out the Well #14 project with AC Schultes. They requested the close out documents, and we are working on that.

Mr. DiFrancia also advised that we have been working with Derstine Company to install the piping and pumping equipment at the well. They are installing piping this week, and Steffen, the sub-contractor, is lowering the pump. The project is going very well.

3 – Mr. DiFrancia stated that the books for the hydrant flow tests and flow rates have been completed. They will be distributed to all the new fire department officers this week.

4 – Mr. DiFrancia advised the Board that we are continuing to monitor East Playhouse Drive and perform spot repairs as needed. Harbor View built a new development there but fell behind with the road paving. There was a sewer main collapse there, and we have been monitoring the area we disturbed. There were some complaints about the road condition in that area. We have been working well with T&M Engineers regarding re-paving. Hopefully Harbor View will work on it in the springtime.

Mr. Miller excused himself from the meeting.

5 – Mr. DiFrancia stated that the work order management report is attached for review. There was only one disconnect last month, which is great. There were 15 activations, which means additional revenue for the Authority. It also means that 15 more people got back into their homes. That is all he has for his report unless there are any questions. There were no questions.

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

ENGINEER'S REPORT

Mr. Dittenhofer advised that the Engineer's Report was forwarded to the Board for their review and approval. Jessica already gave an update on the Twin Lakes Project. The only other issue is the Pump Station #3 Rehabilitation. We are currently reviewing the submittals, and the contractor is getting ready to start. There was nothing further to add unless anyone has questions. There were no questions.

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

ATTORNEY'S REPORT

Mr. Rumpf advised the Board that the report was fairly short this being the holiday season. There is one matter in litigation against a bond, however, we are in the early stages of that. We serviced one defendant in the Alpine East Electric matter. If there are any questions, he would be happy to answer them. There were no questions.

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

Mr. Koptic advised the Board that there is a letter in correspondence from our Executive Director to the Town Administrator, Mr. Loesch, which was also copied to the Mayor and Township Committee recognizing Ms. Wilson, the Town Tax Collector, and her staff for the job done during tax sale. He also mentioned our employee, Mrs. Trettin, for working with the Township to complete the process.

Mr. Koptic stated that he just wanted to call attention to this and that he appreciates our Director doing this letter.

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

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

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

Dave Schlick addressed the Board and stated that with respect to Playhouse Drive, the builder is out of money so the bank has taken it back and gives the builder money as he needs it. The Township is trying to attack the developer's bond.

Mr. Rumpf advised that it is a problem, but the Township is being precluded from going after the bond. It makes this very difficult. It is a matter of time. Hopefully funds will be released from the bank for the paving. There is nothing the Authority can do and nothing that we can do but wait.

Mr. Sutton stated that the most important thing is to maintain good customer relations. We make it a point of not saying it is a township issue. It is a joint issue to be addressed, but he appreciates Mr. Schlick bringing us up to date. We didn't know that happened.

Mr. Schlick stated that they have had a number of complaints, and there is nothing they can do. He wanted to bring it to our attention.

Mr. DiFrancia stated that half of the job was ours so we are doing our due diligence.

Mr. DiFrancia stated that there are pictures of the intersection when the developer dug it up. That might help with the bonding company if they see pictures. We do not want there to be an issue with water turning into ice so it could be said that there is a dangerous situation.

Mr. Schlick stated that if the developer is continuing to do a little bit of work, we cannot attack the bond.

Mr. Koptic thanked him for bringing this to our attention. We never knew this was going on.

Mr. Koptic asked if there was anything else. There were no other public comments.

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

Mr. Koptic stated that there were no executive session matters, but the pre-reorganization agenda for the upcoming year was provided for the Board's review.

Mr. Koptic stated that the public could stay if they would like, if not, he thanked them for coming.

Mr. Koptic asked the Members to review the pre-reorganization agenda and asked if there were any comments or changes. There were none.

Mr. Sutton advised that the professional appointments will be included on the agenda at the February meeting once they are finalized.

Mr. Koptic asked for a motion to approve the reorganization agenda as written.

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve the reorganization agenda for the Authority's February meeting. Roll call vote, Richard Robins – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic - yes.

Reorganization agenda as follows: Items #1 through #6 – Chairman Joseph Koptic; Vice Chair Margaret DePergola; Treasurer Marie Skelly; Secretary Earl Miller; Acting Treasurer Richard Robins; Acting Secretary Richard Crea.

Items #7 through #17:

7 – Liaison between LEH Twp. & Authority: Mrs. DePergola & 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: Mrs. Skelly, Mr. Kobryn, Mr. Sutton, Mr. DiFrancia, with Mr. Miller 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 Mrs. DePergola Alternate 1 & Mr. Robins Alternate 2

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

9 – Authority Attorney: To be determined

10 – Authority Consulting Engineer: To be determined

11 – Authority Auditor: To be determined

12 – Financial Consultants: To be determined

13 – Bond Counsel: To be determined

14 – Official newspapers February 2017 to February 2018: Atlantic City Press, Asbury Park Press, Times-Beacon, and others deemed necessary from time to time

15 – Regular meetings to be held at 5:00 P.M.:

March 14, 2017	September 12, 2017
April 4, 2017	October 10, 2017
May 9, 2017	November 13, 2017
June 7, 2017	December 12, 2017
July 11, 2017	January 9, 2018
August 8, 2017	February 13, 2018

16 – 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

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

Mr. Robins was sworn in by Mr. Rumpf.

There being nothing further and no matters for executive session, a motion was made by Mrs. DePergola, seconded by Mr. Robins to adjourn. All in favor.

SECRETARY

Approved on (date)