

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on February 14, 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, Secretary; Eugene Kobryn; Richard Crea; Marie Skelly, Treasurer

MEMBERS ABSENT: Richard Robins

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Alan Dittenhofer, Authority Engineer; Brian Rumpf and 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 January 10, 2017. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

REORGANIZATION

Mr. Koptic stated that a temporary Chairperson will be appointed for the purposes of reorganization.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to appoint Mrs. Kleinow as temporary Chairperson. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic - yes.

Mrs. Kleinow asked for a motion to nominate a Chairperson. Mrs. DePergola nominated Joseph Koptic as Chairman. Mr. Miller seconded. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic thanked everyone and resumed the Chair.

Mr. Koptic recommended that the Members approve the consent agenda as presented in one motion and asked whether there were any changes to be made or was everyone in agreement with the reorganization agenda. All were in favor of the reorganization agenda as presented.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve all the items on the 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: Brian E. Rumpf P.C.

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

11 – Authority Auditor: Suplee, Clooney & Company

12 – Financial Consultants: Acacia Financial Group Inc.

13 – Bond Counsel: DeCotiis, FitzPatrick, Cole & Giblin LLP

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

Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic congratulated the professionals on their appointments. Mr. Rumpf and Mr. Dittenhofer thanked the Board for their re-appointments as Authority professionals.

TREASURER’S REPORT

A motion was made by Mrs. DePergola, seconded by Mr. Crea approving 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 Mr. Miller, seconded by Mr. Crea 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 congratulated the Members and professionals on their appointments.

Mr. Sutton stated that there will be a lot of things happening this year. There are quite a few capital improvement projects scheduled this year. Some of the work will be completed without going into debt. We are hoping to get some grant money.

2 – Mr. Sutton stated that this item will be covered under the personnel committee. There are recommendations regarding two employees, Ms. Massaro and Mrs. Bellone. Both of these employees are great assets to the Authority. There are resolutions on the agenda regarding both employees.

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

A motion was made by Mrs. DePergola, seconded by Mr. Crea approving Resolution #2017-8 regarding compensation of Victoria Massaro. 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 approving Resolution #2017-9 regarding promoting Victoria Bellone to Senior Clerk/Cashier. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. Sutton advised that there is a resolution on the agenda regarding the night deposit agreement with Sun National Bank.

A motion was made by Mrs. DePergola, seconded by Mr. Crea authorizing night depository agreement with Sun National Bank. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. Sutton advised that each year a Fund Commissioner and alternate must be appointed per JIF by-laws. There is a resolution on the agenda appointing the Executive Director and Chairman.

A motion was made by Mr. Miller, seconded by Mr. Kobryn approving Resolution #2017-3 appointing Earl F. Sutton Jr. as Fund Commissioner and appointing Joseph Koptic as Alternate Fund Commissioner pursuant to JIF by-laws. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton stated that this item concerns the disposal of scanned checks. With the new system for scanning checks, checks are only required to be held for 60 days. We have been keeping them longer than the required time frame just in case an issue may arise. When payments are received, checks are scanned into the bank system and are not required to be deposited into the bank. The checks are kept here until we dispose of them.

Mr. Sutton recommended a motion be made to dispose of the checks. The Authority gets permission from the State for the disposal via their on-line system. As the Director, he is required to sign off on the disposal request. Our Auditor signs off on it as well. There are set time lines to keep certain records, and when the time comes for disposal, it is a much simpler process through the State's electronic system. We are not required to adopt a resolution to dispose of the records; just Board action.

A motion was made by Mrs. DePergola, seconded by Mr. Miller authorizing disposal of the scanned checks per the State retention period. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

6 – Mr. Sutton advised that the bid for the Twin Lakes Boulevard Project required some changes and was postponed until February 28, 2017. There were line items that the DEP felt should be included. The changes will be sent out to all the contractors that purchased the bid package. Thirteen or fifteen contractors looked at the package already. Hopefully we will have some good competitive bidding.

Mrs. DePergola asked what we will be doing on Twin Lakes.

Mr. Sutton advised that there will be a complete and entire restoration of the mains, laterals, and service connections; however, not one of our customers will be without service during this time. We are keeping the existing system in place while work is being performed and then will transition to the new system. We are working cooperatively with the Township. They will take care of the storm drains and final paving. The rate payers and tax payers will benefit greatly from this project.

7 – Mr. Sutton stated that this item is great news. We received notification from OCUA that we are due a \$67,000 credit as a result of less water going through the sewer system. It is probably due to the fact that there are still homes that are not back on line yet, but it is nice to get that credit.

8 – Mr. Sutton advised that we are still in discussion with the cellular antenna company regarding the request for additional cellular equipment to be placed on our water tower.

9 – Mr. Sutton stated that the final information has been provided to OEM for the Community Disaster Relief program. We are trying to get the loan converted into a grant. We are not sure whether it will be fully converted. Our staff has been working on it and all information has been provided.

10 – Mr. Sutton advised that there are no maintenance or performance bonds set to expire as of this date.

Mr. Sutton stated that as a point of information, Wal-Mart will be coming forward shortly to go from performance guarantee to maintenance guarantee.

Mr. Sutton advised that there was one additional item that did not make the package as he was waiting for additional information; however, he had spoken to the Chairman and Mr. Crea previously about trading in the Authority's Buick. It is four years old with 65,000 miles, and the value has depreciated substantially. He solicited quotes for a Dodge Journey. The Buick would have been approximately \$40,000.00. The Journey is less money. He obtained quotes from Cherry Hill Dodge, Sport Dodge, and Circle Dodge, which was the lowest for a 2017 Dodge Journey. The list was \$37,285.00, but the cost with trade and fees is \$18,168.45. He recommends moving forward with the purchase of the Dodge Journey for \$18,168.45.

A motion was made by Mr. Crea, seconded by Mr. Kobryn authorizing purchase of a 2017 Dodge Journey from Circle Dodge including trade of the Buick Enclave. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton thanked the Board and wished everyone a Happy Valentine's Day.

Mr. Sutton stated that was all for his report.

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

Mr. DiFrancia wished everyone a Happy Valentine's Day and congratulated everyone on their appointments.

1 – Mr. DiFrancia advised that the Well #14 Construction Project is complete, and there is a resolution on the agenda for action regarding the release of their performance guarantee.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2017-7 authorizing release of performance bond conditioned upon posting a maintenance guarantee by AC Schultes Inc. regarding Construction of Well #14. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. DiFrancia advised that since Well #14 has been drilled, the Piping and Pumping Equipment project has started and is moving along very well. We should have a partial start up Friday. The representatives from the company will be down here, and Well #14 is moving closer to being permanently on line.

2 – Mr. DiFrancia advised that the Generator at Well #6 project is complete, and Scalfo Electric requested release from their performance guarantee. There is a resolution on the agenda for action.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve Resolution #2017-5 authorizing release of performance bond conditioned upon posting a maintenance guarantee by Scalfo Electric Inc. regarding HMPG Generator at Well #6. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. DiFrancia stated that the Pump Station #3 project located at 1071 Radio Road has begun. The project was awarded to Mathis Construction Company, who is doing a great job. One manhole is already installed. The project is moving along smoothly.

Mr. DiFrancia advised the Board that he and the Executive Director received a letter from the Four Seasons at Sea Oaks Homeowners Association today, which was provided to the Members with their package today. The Association has been trying to cut down on their irrigation costs and plans to drill two wells and disconnect from the LEHMUA public water system. He and Mr. Sutton will go forward with advising the Association on how to proceed and would like the Board to grant permission to do so.

Mr. Koptic inquired whether this requires any type of permit from the State or Township and was advised by Mr. DiFrancia that it does, and the Association is aware of it. The Association has contacted the DEP and has the permits to drill the wells. Any piping on the premises will require the Association secure permits from the Township. What he and the Executive Director are doing is crossing all our "T"s and dotting all our "I"s for the disconnection from our system and cut and cap of the facilities. The most important thing is that there is no connection between their wells and our water system and that there is no cross contamination.

Mr. Kobryn asked whether those facilities will be the responsibility of the Association once completed and was advised by Mr. DiFrancia that was correct.

Mr. DiFrancia advised that there is a valve we control when they dig it up. When they cut and cap, we inspect it. Anything from the curb in is up to the HOA. The HOA asked if something should happen to the well if they could have a valve between them and us. We advised that they cannot because there could be cross contamination. Anything that happens will be theirs to maintain and fix.

Mr. Koptic asked whether the Association will have a filtering system on their water.

Mr. DiFrancia advised that he had asked them about that. He told them they should consider a filtration system. He told them that they might have hard water spots on their sidewalk or possibly rust stains if no filtration.

Mr. DiFrancia stated that he and Mr. Sutton wanted the Board to be aware of everything and give their blessing.

Mr. Sutton stated that we will make sure we are communicating with the Association and that they know it is just for irrigation purposes and not potable water. There is still more work to be done. We will be sitting down with them and working with them. They know at the end of the day we did everything we could to assist them, and they know the Board did too. We will lose revenue. It is a unique situation. They know we will help them, but we are not doing the job for them. They are within their rights to do this.

Mr. Crea asked whether the wells will be shallow wells.

Mr. DiFrancia stated that he doesn't think so because of the water they need. The DEP gave them a diversion limit.

Mrs. Skelly inquired whether this is for everyone's irrigation or just a certain section.

Mr. DiFrancia stated that it is just a certain section. They will start with two wells right now but might go into other sections.

Mr. Koptic stated that if water gets into our lines, we will have a problem.

Mr. DiFrancia stated that he will go through the as-builts and make sure there is no cross connection, but he will still go out there and look even if we have an as-built.

Mr. Kobryn inquired of the cost and was advised by Mr. Sutton that they haven't mentioned a cost, but he is sure they did a cost analysis.

Mr. DiFrancia stated that there is also going to be upkeep and maintenance so there are going to be fixed costs after they do this.

Mr. Koptic stated that they may need licensed people to run the system.

Mr. DiFrancia stated that they may not need a licensed operator but will need a licensed well driller.

Mr. Koptic stated that the HOA requested this, and if there is a problem, it is their problem.

It was the unanimous decision of the Board that the Executive Director and Superintendent proceed with the Sea Oaks HOA request to disconnect a portion of their irrigation system from the Authority water system.

Mr. DiFrancia advised the Board there was another item that he wanted the Board to be aware of with respect to an issue at the Sea Oaks Water Tower. The shielding around the cellular phone equipment blew down in the last storm. Luckily, the equipment didn't damage homes, cars, or people. Some of the shielding blew 1,000 feet away. However, any damage would have been the responsibility of the cellular company.

Mr. DiFrancia further advised that the cellular company did come in and refasten them to the tower with a larger washer. He wanted the Board to be aware of it in case someone mentioned it to them.

Mr. DiFrancia advised that the last thing for his report is the work order management report. There were 53 meter repairs, 3 disconnects, and 23 activations. That is all for his report unless there are any questions. There were no questions.

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

PLANS COMMITTEE REPORT

Mr. Sutton advised that the report addresses the professional appointments that were taken up under Reorganization as well as the two employee matters that were also already addressed.

A motion was made by Mr. Miller, seconded by Mr. Crea to approve the Personnel Committee Report submitted. All in favor.

CUSTOMER COMMITTEE REPORT

Mr. Sutton advised that he had a phone conversation with Mr. Miller and Mrs. Skelly regarding 119 S. Captains Drive regarding excess water charges. There appeared to be a higher than normal usage and was flagged to check. No one was home. We attempted to reach them through our normal method of contact, but there was no contact number or other contact information available other than their mailing address. A letter was mailed to them. Apparently, there was a running toilet. Authority policy has always been to request proof that a plumber was retained to repair the leak. The owner indicated a plumber was not needed, and that she had heard towns have an "oops" clause to allow for forgiveness of the excess. The MUA is generous, but we do not have an "oops" clause. Our policy consistently has been to provide a one-time 50% reduction in the overage amount. In this instance, we would allow a \$20.00 credit. The Committee agreed to provide for the \$20.00 credit to their account.

The Board accepted the Committee recommendation.

ENGINEER'S REPORT

Mr. Dittenhofer advised that the Engineer's Report was forwarded to the Board for their review and approval. The action items were already taken care of.

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

Mr. Koptic advised that the professional appointment resolution was not acted upon yet.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2017-6 authorizing professional appointments for Little Egg Harbor MUA. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

ATTORNEY'S REPORT

Mr. Rumpf advised the Board that the report was prepared for the Board's review and approval and likewise as with the Engineer, the action items were already taken up. His office prepared the resolutions, which have all been addressed. However, if there are any questions, he would be happy to answer them at this time. There were no questions.

A motion was made by Mr. Miller, seconded by Mr. Kobryn 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 correspondence. All in favor.

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

There being no public present, a motion was made by Mr. Miller, seconded by Mr. Crea 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 Mr. Miller to adjourn. All in favor.

SECRETARY

Approved on (date)