

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on June 7, 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; Richard Crea; Eugene Kobryn

MEMBERS ABSENT: Richard Robins, Earl Miller, Marie Skelly

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary; Brian Rumpf and Debra Rumpf, Authority Attorney; Alan Dittenhofer, Authority Engineer; Brian Logan, Authority Auditor

OTHERS IN ATTENDANCE PER SIGN-IN SHEET:

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. Kobryn to approve the minutes of the regular meeting held May 9, 2017. Roll call vote, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic - yes.

#### TREASURER'S REPORT

A motion was made by Mrs. DePergola, seconded by Mr. Crea approving the Treasurer's Report. Roll call vote, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

#### BILLS RESOLUTION

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

Mr. Koptic advised that our Auditor, Brian Logan, is in attendance for the Authority budget adoption. We are required to open the meeting for a hearing on the Authority budget prior to adoption.

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to open the meeting for a hearing on the Authority budget for fiscal year 2017/2018. Roll call vote, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic asked whether there were any questions or comments on the budget. There were no questions or comments and no public in attendance.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to close the hearing on the Authority fiscal year 2017/2018 budget. Roll call vote, 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 #2017-22 approving rates and charges for sanitary sewer and water facilities. Roll call vote, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2017-23 adopting fiscal year 7/1/17 through 6/30/18 water budget. Roll call vote, 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 #2017-24 adopting fiscal year 7/1/17 through 6/30/18 sewer budget. Roll call vote, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic asked whether Mr. Logan would like to make a statement.

Mr. Logan stated that the resolutions the Board voted on provide for no increase in the water and sewer user rates for the upcoming fiscal year. The budget was submitted to the State after introduction in April, and the budget examiner had questioned a few minor items. We responded to their questions, and they approved the budget for Authority adoption. It was a smooth process this year.

Mr. Sutton advised that the State had some minor questions, as Mr. Logan mentioned. Mr. Logan answered the questions, and we received approval from the State the same day.

Mr. Logan advised that one of the questions the State asked was about the Authority bond rating. The last time the Authority issued bonds, which was 2012, the rating was AA-. AAA is the top rating. The minus was probably because of the storm.

Mr. Koptic asked if there were any questions for the Auditor. There were none.

Mr. Koptic thanked Mr. Logan for attending. Mr. Logan excused himself from the meeting.

Mr. Koptic suggested taking action on the last resolution on the agenda.

A motion was made by Mr. Crea, seconded by Mr. Kobryn to approve Resolution #2017-25 awarding chemical supplies for LEHMUA. Roll call vote, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

#### EXECUTIVE DIRECTOR’S REPORT

1 - Mr. Sutton thanked everyone for re-arranging their schedules to have this meeting.

2 - Mr. Sutton advised that we had our first meeting on Monday here at the Authority office with the bargaining unit. They proposed some new considerations. He will provide a cost analysis shortly for the Committee Members to review. There are future meetings set up for June and July.

Mr. Sutton stated that he anticipates a need to hold an executive session at our regular meeting in July.

3 – Mr. Sutton stated that this item was already taken care of with respect to the budget adoption and hearing.

4 – Mr. Sutton advised that the Twin Lakes Boulevard Project is underway. Our first excavation is scheduled to occur June 12, 2017. They will tie into the main. They will be doing a wet tap. A road opening permit was not approved.

5 – Mr. Sutton stated that there were no Customer Committee, Personnel Committee, or Executive Session matters, which is good.

6 – Mr. Sutton advised that we are revising Phase 1 plans for West and East Mullica, West & East Delaware, and West Mohawk. We submitted them to RV&V for their review.

Mr. Sutton stated that the contractor for the Twin Lakes Project left an informational letter on the Twin Lakes properties to notify the residents of the work being done. We will also use our automated phone system to notify the residents of the project. We met with the Police regarding the project, and they are aware of the scope of the project.

Mr. Sutton further stated that he met with the transportation people from the various school districts today. Everything seems to be going along very nicely. We are now waiting to see actual headway with the project.

7 – Mr. Sutton advised that there are no performance guarantees due to expire. The maintenance bond for the Decommissioning of Well #7 expires in July.

Mr. Sutton stated that we just received notification from OCUA of a proposed increase in the sewer rate. We structured our budget anticipating no increase in the OCUA rate since there hasn’t been an increase for many years, but they are proposing a 2% increase. That could be another \$40,000.00 that we didn’t anticipate. He wanted to make everyone aware of it. However, this past year we had less volume discharged into the sewer system and received a credit a few months ago towards our OCUA sewer bill.

Mr. Sutton advised that an amazing thing about the Twin Lakes Project and expansion of side streets is that there will be less infiltration into the system, which will further reduce sewer volume.

Mr. Crea inquired with respect to the staging area at the Community Center whether it will interfere with the activities there.

Mr. Sutton stated that right now the Community Center is closed down. We received Township approval by resolution to use the property. You do not want to see equipment on the street. It is beneficial to the community to have equipment and material off the street for the aesthetics and safety issues. We were glad to have Township cooperation. That is all for his report.

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

### SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that he would like to thank the Township for granting permission for the contractor to utilize the Community Center as a staging area for the project. It will make the job run smoother with less impact to residents. The privacy fencing is good for the visual impact so that residents do not see equipment and material.

2 – Mr. DiFrancia advised that the hydrant flushing for this year has been completed. Our personnel did a great job.

3 – Mr. DiFrancia stated that a bid opening was held for chemical supplies. There is a Resolution on the agenda with a bid tabulation attached, which highlights the low bidder.

Mr. Sutton advised Mr. DiFrancia that the Board already acted on the resolution while Mr. DiFrancia was out of the room on a call.

4 – Mr. DiFrancia advised the Board that he and the Authority personnel replaced a 12" valve at the intersection of Radio Road and Rivercrest Drive. This saved the Authority thousands of dollars, and at the same time, controlled the shut down, and no customers were without water. We are happy with how it turned out.

5 – Mr. DiFrancia stated that since 2016, the DEP changed the air quality permitting and requires a GP-005A permit for a generator that burns distilled fuel. The Township has a generator at the Municipal Building. He processed the application for the permit for the Township, and Brad Griffin signed off on it. The Township is in full compliance, and the permit is good through 2021.

Mr. DiFrancia also stated that we have many generators throughout our system. If we go over a certain number, it burns a certain amount of distilled fuels, which produces an air quality emission so you need a permit and daily log of how much it's run. You have to check the air quality for the day. You have to go on the DEP website, and if it is in the red, you can only run it for emergencies. In the morning when you come in, if there was a power outage during the night, you have to document it on the maintenance log. You have to document why the generator ran and how long. He is used to doing these permits.

6 – Mr. DiFrancia advised that he met with the landscape company for the Four Seasons at Sea Oaks Homeowners Association for their irrigation system. The Association disconnected six connections from our system to their private wells for irrigation. We performed a thorough check. He himself personally checked it. He will meet with them periodically in the next month as well.

7 – Mr. DiFrancia advised that the water and sewer mains and laterals for the Oak Lane Apartments have been preliminarily pressure tested. Water services must still be run to the building. We anticipate it being fully operational in about six months. This is the project on the corner of Radio Road and Oak Lane.

8 – Mr. DiFrancia advised that the last item is the work order management report. We have had 7 leaks this past month and 69 meter repairs. The most important thing is the water and sewer disconnects and activations. There were 11 disconnections, but 18 customers came back on line. Again, more services are coming back on line than coming off line. This means more revenue is coming back into the Authority and also shows that our Township is still growing.

Mr. DiFrancia advised that was all for his report unless there were any questions.

Mr. Kobryn stated that he knows we have saved thousands of dollars over the years for the ratepayers with the work we do in-house. Going forward into next year, if we can put a dollar amount to the in-house work we do, we can offset any complaints from customers when rates increase. We should show them how effective we are.

Mr. DiFrancia and Mr. Sutton agreed and stated that is a good point.

Mr. Sutton stated that we are not one to blow our own horn, but in Osborn Island, we made the residents aware of what we did in that area. They were happy. He will take this into consideration in case we are questioned. There should be more visibility for what the Authority does.

Mr. Sutton further stated that Mr. DiFrancia wasn't even going to bring up the Rivercrest job. There was a limited time frame to get it done. It doesn't go unnoticed.

Mr. Crea stated that the consensus in Little Egg Harbor is that our Authority is run efficiently. He never hears anything bad.

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

#### ENGINEER'S REPORT

Mr. Dittenhofer advised the Board that the written report was forwarded to the Authority for their review and approval. The items have been addressed through the Executive Director's Report and Superintendent's Reports, but he would be happy to answer any questions. There were no questions.

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

ATTORNEY'S REPORT

Mr. Rumpf advised the Board that a copy of his report was submitted with the various matters that took place during the month. He will be happy to answer any questions.

Mr. Sutton stated that he would like to speak with Mr. Rumpf tomorrow about OPRA requests. He anticipates adopting a better policy as to handling those requests. There are a lot more rules in play, which will help our staff.

Mr. Rumpf stated that is correct. There are a lot of OPRA regulations and case laws as to what must be supplied and the parameters. Having a more detailed Request Form will narrow down the requests, which will make response easier on the Authority's behalf and also discourage those that submit frivolous requests.

Mr. Sutton stated that our staff does their job well and does not complain, but the amount of OPRA requests that come are just ludicrous. They spend many hours compiling information, but you have to do it, but maybe we can corral it. It will definitely help our staff with guidance in responding. The time and effort to get the documentation together is time consuming with no reimbursement of costs.

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

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

A motion was made by Mrs. DePergola, seconded by Mr. Crea 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.

There was no public in attendance.

A motion was made by Mr. Kobryn, 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. Kobryn to adjourn. All in favor.

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SECRETARY

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Approved on (date)