

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on August 8, 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; Eugene Kobryn; Earl Miller, Secretary

MEMBERS ABSENT: Richard Crea, Richard Robins, Marie Skelly

OTHERS PRESENT: Earl F. Sutton Jr., Executive Director; Michael DiFrancia, Superintendent; Colleen Kleinow, Administrative Assistant; Debra Rumpf, Authority Attorney; Eric Rundstrom, Authority Engineer

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.

Mr. Koptic welcomed Mr. Miller back. Mr. Miller stated that he was glad to be back.

#### PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve the minutes of the regular meeting held July 11, 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. Kobryn approving the Treasurer's Report. Roll call vote, Earl Miller - yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

#### BILLS RESOLUTION

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

## EXECUTIVE DIRECTOR'S REPORT

1 - Mr. Sutton advised that union negotiations are still continuing. We are having another meeting at the end of the month and will schedule additional dates as we move on.

2 – Mr. Sutton stated that we anticipate closing of the NJEIT interim financing loan before month's end for the Twin Lakes project. Our Legal Counsel should have received information today from our Bond Counsel with respect to documents required of Authority Legal Counsel concerning the financing. Our Chairman and Secretary are also required to sign several documents. Everything has to be in by Monday.

3 - Mr. Sutton advised that the Twin Lakes project is well underway. Water mains and wet taps should be installed. Our Superintendent will discuss the project under his report. We have already spent over 1.4 million dollars on the project. When the sewer portion starts, the sewer work will slow the project down. Eric Rundstrom of our Engineer's office will provide information to Verizon. The gentleman from Verizon committed to meeting with us understanding the situation that had occurred.

4 – Mr. Sutton advised that we will be acquiring the new Sensus meter reading system. We are negotiating the pricing with them. They did address some of the items in the software that we had asked for because their upgrade didn't meet our requirements. We will run both systems during the training stages to make sure it is what we want before we commit to it, but he thinks it will meet our needs.

5 – Mr. Sutton stated that he would like to extend a special thank you to Vincent Johnson, our Operations & Maintenance Coordinator, for his assistance with the Lead and Copper Sampling Plans. Previously he and our past Superintendent worked on submitting it with assistance from Mr. DiFrancia. Additional information was required. The new rules regarding water quality haven't been decided upon yet, and we are waiting on the new parameters. They will probably respond to us shortly with the additional information.

6 – Mr. Sutton advised that we received the draft water allocation permit and have responded. This was necessary due to our Well #14 project. The DEP made the appropriate changes we had requested. We should have the modified permit issued shortly.

7 – Mr. Sutton advised the Board that he thought there would be a customer committee matter, but it was resolved at this point. There is no action needed on it at this time. There are no personnel or executive session matters.

Mr. Sutton stated that as we get closer to the union contract being settled, we will have an executive session.

8 – Mr. Sutton advised that there are no performance bonds due to expire in the next 90 days. There are two maintenance guarantees due to expire within the next 90 days. The maintenance guarantee for the Fire Hydrants at Various Locations project expires in October. The maintenance guarantee for the Playhouse Drive Sewer Replacement project expires in November.

Mr. Sutton advised that although this is a pretty short report, there is not a short day that goes by. There is a lot going on every month. We like it though. It is very exciting, and we are getting it all done.

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

### SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that as Mr. Sutton spoke about under his Director's report, the Twin Lakes project is moving along. The contractor is doing a great job. We know that they are ahead of schedule, but it will slow down due to the sewer main because of the depth of it. The sewer portion probably will start next week. The water services were not installed as we do not want any problems with brand new services when the sewer is being installed. A second crew will install the water boxes.

2 – Mr. DiFrancia advised that the Pump Station #3 Rehabilitation Project is underway again. The wet well and valve pit have been removed. The new wet well will be installed shortly. There are a few issues with the caisson, which is like a big can that is put into the ground due to the depth and water issues. We are hoping to get through that shortly and have the wet well set by next week. We have potential change orders on this project.

3 – Mr. DiFrancia advised that he spent July 21 through July 26 working at the Little Egg Harbor Recreational Complex with respect to the well owned and operated by the Township. It requires lab testing every year from April through November when the bathroom and concession stands are in use. The well piping and filtration require substantial disinfection using chlorine. The Township employed A.C. Schultes to chlorinate the well. He monitored Schultes applying the chlorine into the casing. He surged the well and casing. The entire system was chlorinated. After about 24 hours with chlorine in the system, the well was flushed. After two days of flushing, samples were taken. The lab results were excellent, and the water was cleared for use.

Mr. DiFrancia stated that he was happy to assist Brad Griffin, Public Works Supervisor, and the Township. Garrett Loesch, Township Administrator, and Brad thanked him for his efforts. They realize the time and effort it takes along with the cost savings to the Township. The entire process at the complex took several months to bring the Township into full compliance with the DEP.

Mr. DiFrancia also stated that he is continuing his efforts by preparing a Standard Operating Procedure for the Revised Total Coliform Rule that is mandated by the DEP for the Township Recreation Complex itself and the Township Public Works Yard.

4 – Mr. DiFrancia advised that there was a sewer collapse repaired by our staff on Wednesday, August 2, 2017 at 410 Twin Lakes Boulevard. Unfortunately, repairing the break couldn't wait until the new service was installed. Our staff responded quickly and completed the repair in a very quick manner.

5 – Mr. DiFrancia advised that on July 23<sup>rd</sup>, our Well #13 located at 1344 Radio Road was hit by a surge during a lightning storm. He diagnosed the problem and replaced the relays and contacts in the starter and the well was back on line without costing the Authority the expense of bringing in an outside contractor. As a point of information, we did not file a claim with our insurance carrier. We are looking at lightning protection for our facilities for the future, especially our wells, so this does not occur.

6 – Mr. DiFrancia stated that our Consumer Confidence Report was submitted to the State and accepted. The CCR certification is due to the State by September 30, and we mailed it in early. The DEP recorded on August 1, 2017 that they received it. They accepted and verified that it was in full compliance.

7 – Mr. DiFrancia advised that our Well #10 Sea Oaks Water Treatment Plant located on Frog Pond Road requires more chlorine contact time. This can be accomplished by either installing an additional chlorine contact tank as we have done in the past at our wells, or if there is enough room, we can install piping. We are going to install the piping due to the cost factor because that will be cheaper to do. There is a resolution on the agenda authorizing receipt of bids for it. Resolution #2017-32 authorizes receipt of bid for chlorination upgrades at Sea Oaks Water Treatment Plant located on Frog Pond Road.

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve Resolution #2017-32 authorizing receipt of bids for chlorination upgrades at the Authority Sea Oaks Water Treatment Plant located on Frog Pond Road. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

8 - Mr. DiFrancia stated that he received plans and specs for the chlorine contact tank for the Authority's Well #6 Treatment Plant at Holly Lake. He is reviewing the plans and specs, and after the State accepts the plans, he expects a bid opening will be scheduled soon after. We previously authorized receipt of bids for this by a prior resolution. In this instance, we are installing a chlorine contact tank because of the lack of space at this location.

9 – Mr. DiFrancia advised that the work order management report is attached showing the activity last month. There were 15 leaks, 57 meter repairs, and most importantly, we have had only two disconnections, but there were 15 activations. Again, more people are coming back on line than services being de-activated.

Mr. DiFrancia advised that was all for his report unless there were any questions. There were no questions.

Mr. Koptic thanked Mr. DiFrancia for all his efforts.

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

#### ENGINEER'S REPORT

Mr. Rundstrom advised that his office prepared the Engineer's Report for the Board's review and approval. There are a couple of projects on maintenance bond, and his office has provided engineering services for the Twin Lakes Boulevard project and the chlorination upgrade project the Superintendent spoke of. We are continuing to provide any support necessary on the Authority projects that is required.

Mr. Kobryn stated that the Engineer has document files on each of the items on their report and asked that dates be added to them as well. He was wondering if the start date of the item could be added because there is a continuous process, and some of the items are old and have a lot of history.

Mr. Rundstrom stated that he will make note of it and look into it for the next report.

Mr. Kobryn stated that one item goes back to 2009. That is why he would like the start date included.

Mr. Sutton advised that there are definitely projects that are old and have outstanding punch list items. The file number on the report is just the engineer's reference number. There is no work being done on those projects, and we are not being billed for them, but since they are still active, they remain on the report. He agrees there are some that are quite old. We had looked at cleaning them up some time ago, but the applicants are not being responsive.

Mr. Rundstrom advised that the file numbers are their in-house filing number for reference as Mr. Sutton mentioned.

Mr. Kobryn stated that Item #3 – Darryl Drive, has a 2009 date. It would be nice to know when the project actually started.

Mr. Sutton advised that the previous developer went bankrupt and new owners took over.

Mr. Kobryn stated that we know all that, but when the file is continuous, it would be easier to read with start dates.

There were no further comments on the report.

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

Mrs. Rumpf advised the Board that the report was submitted to the Board identifying the items worked on this past month. She will entertain any questions or comments the Board may have. There were no questions or comments.

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

Mr. Koptic stated that there was another resolution on the agenda to be acted upon.

A motion was made by Mrs. DePergola, seconded by Mr. Kobryn to approve Resolution #2017-33 authorizing execution of the customer service agreement between Tuckerton DG LLC and LEH Municipal Utilities Authority for Block 254 Lot 4.01, Little Egg Harbor Township. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic inquired 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. Kobryn to open this portion of the meeting to the public. All in favor.

There being no public in attendance, a motion was made by Mrs. DePergola, seconded by Mr. Kobryn 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 Mr. Miller, seconded by Mr. Kobryn to adjourn. All in favor.

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SECRETARY

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Approved on (date)