

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on September 12, 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; Earl Miller, Secretary; Richard Robins; Marie Skelly

MEMBERS ABSENT: None

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

PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the minutes of the regular meeting held August 8, 2017. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Margaret DePergola – yes, Joseph Koptic - yes.

TREASURER'S REPORT

A motion was made by Mr. Miller, seconded by Mr. Kobryn 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. Kobryn, 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 advised that union negotiations are complete. We will have an executive session this evening. No action will be taken in executive session; however, resolutions will be presented for consideration upon return to the open session.

2 – Mr. Sutton advised that the Authority closed on the NJEIT interim financing loan for the Twin Lakes Boulevard Project. We have submitted a request for our first drawdown in the amount of 1.4 million dollars. As we have paid out a substantial amount of money for the project already, we could really use that money right now. With the contractor, ahead of schedule on the project, the amount expended so far is considerable. The expenditures for the Pump Station #3 Rehabilitation project have been substantial as well.

3 – Mr. Sutton stated that the Water Allocation Permit has been issued.

4 – Mr. Sutton advised that there is a customer matter with respect to a meter fee refund. A resolution has been prepared for the refund and will be presented for consideration.

5 – Mr. Sutton advised that there are no performance bonds set to expire; however, the maintenance bond for the Fire Hydrant Replacement at Various Locations project is due to expire in October, and the maintenance bond for the Playhouse Drive Sewer Replacement project will expire in November.

Mr. Sutton advised that there are two other matters that did not make his report in time for the package.

Mr. Sutton advised that a motion is necessary for the disposal of certain Authority records. We now have a better, streamlined process to dispose of records we are no longer required to keep. It is a lot of work for Mrs. Kleinow and Mrs. Trettin; however, the submittal and approval process is entirely on-line now. The list is prepared and approved by the Authority and our Auditor, Mr. Logan. It is then sent to the State for their approval. A motion authorizing the records disposal is recommended.

A motion was made by Mr. Miller, seconded by Mrs. DePergola authorizing disposal of the Authority records as approved by the State. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton advised that there is so much confidential information that must be redacted on documents, which is very time-consuming.

Mr. Sutton stated that the other matter concerns a court appearance he and our Counselor had with respect to the litigation with the prior bidder for the Well #6 Generator Project. It didn't go well and was re-scheduled for October 3, 2017. At that point, we will have a further update.

Mr. Sutton thanked Mrs. Rumpf for appearing that day and the work performed regarding the matter.

Mr. Kobryn stated that at our last meeting, there was a topic of the Verizon individuals meeting with the Authority and wondered if that meeting ever happened.

Mr. Sutton advised that it did not; however, there has been better communication, and Verizon has committed to providing better mapping. We still would like to meet with them despite that, but the project is moving along much better, and there haven't been any of those problems.

Mr. Kobryn also inquired of the status of the updated Sensus software discussed last meeting.

Mr. Sutton advised that we are still waiting for it but expect it any day now. Mr. Kobryn thanked Mr. Sutton.

There were no other questions or comments.

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

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that the Twin Lakes project with MSP is going smoothly. The water main is fully installed. Twenty-two hydrants have been installed and all the side streets are tied in now. We are awaiting the test results, and the main will be activated, and the hydrants will be unbagged. MSP is now installing the sewer main.

Mr. DiFrancia advised that 2,250 linear feet of sewer main is in the ground. The contractor is averaging 200-250 feet a day. It is a slower process installing sewer mains than installing water mains. Eleven manholes have been installed. MSP is doing a great job; however, they are getting into the section where the Verizon issue had occurred, but that hasn't been a situation lately. If it gets out of hand, he will let the Board know.

2 – Mr. DiFrancia advised that paving will start shortly at the Pump Station #3 site. We are waiting for more settling before paving commences. We are working with our Engineer and Mathis Construction for the paving timetable. The muffin monster and valve chamber were installed. We received approval for the trench opening for the conduit. Due to the excessive lead time on equipment, a time extension was requested, which will bring the contract deadline to November. There is a resolution on the agenda approving a change order for a time-extension.

A motion was made by Mr. Kobryn, seconded by Mr. Crea to approve Resolution #2017-45 approving a change order for the Pump Station #3 Rehabilitation Project for a time extension. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. DiFrancia advised that an emergency was declared for the well pump motor to be replaced at our Well #10 on Frog Pond Road. The motor for the well pump failed and needed to be replaced as soon as possible. Our Engineer recommended the Authority declare an emergency to replace the motor as soon as possible in order for the well pump to operate. Right now, the motor is being re-wound, AC Schultes is working on it as quickly as possible.

Mr. DiFrancia further advised that it was in the middle of the night when the motor failed and tripped the power. It burnt up and actually had flames coming out of it. AC Schultes pulled the pump that day and took it with them. They gave us a price of \$10,824.00 to replace it. There is a resolution on the agenda regarding the emergency declaration.

A motion was made by Mr. Crea, seconded by Mrs. DePergola to approve Resolution #2017-34 declaring an emergency with regard to the electric motor replacement for the well pump at the Authority's Well #10 located on Frog Pond Road. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. DiFrancia stated that there were a couple of items that didn't make his report. AC Schultes was in today to perform the well maintenance. It will be completed tomorrow, and it is something done every year. They check all of our wells and treatment plants. They check pumping capacity and change fluids. When completed, a report will be prepared within a week.

Mr. DiFrancia advised that the water service was completed for the Dollar General on Route 539, and with respect to Oak Lane Apartments, we are waiting on the pressure test and bacteria test before the main can be turned on and activated. They were working on the retainage wall for the retention pond then they will get back to working on the water main.

Mr. DiFrancia advised that the work order management report is attached showing the activity last month. There were 23 water leaks, and 2 were water main breaks. Our employees did an exceptional job this month keeping up with this. Most importantly, are the disconnects and re-activations. There were only 2 disconnections, but there were 15 re-activations.

Mr. Crea inquired whether we are repairing or replacing with the leaks and was advised by Mr. DiFrancia that if it is a short side service, we replace it, but if it is an old service line with a pin hole and long side, we will fix the one section. All these small leaks are on the small service lines on Twin Lakes Boulevard. Two of the main breaks were on Twin Lakes Boulevard, and the rest of them were small lines going into the houses.

Mr. Crea stated that certain streets are probably worse than others, and at some point, we will have to replace them and was advised by Mr. DiFrancia that is in our infrastructure plan. We are spending money to put a band-aid on things that will eventually have to be replaced, but when it is needed, we do replace it from the main to the curb itself. Eventually, they will be taken out in a further phase.

Mr. Kobryn stated that he noticed through the minutes that our personnel perform a lot of work that is a cost savings to the Authority, and even what Mr. DiFrancia did for the Township, that helps the taxpayers. He would like to refresh everyone's memory about seeing the cost savings so that people know what we are doing and how much we are saving the ratepayers.

Mr. DiFrancia agreed and stated it is a good subject to bring up. He also helped the Town with the lab testing. They were with a different lab, and with the relationship he has with the lab, they are working with them. It is a large cost savings for the Town going to the lab the Authority uses. He, Mr. Sutton, Brad Griffin, and Mr. Loesch work really well together and helps get them underway. He does agree. He can get the work order and man hours and compare what it cost us versus what a contractor would charge.

Mr. Kobryn stated that he wants to see it recognized.

Mr. Sutton stated that he knows Mr. Kobryn mentioned this before, and he can quantify it. It is not our style to do that, but he gets the point.

Mr. Kobryn stated that we should show the savings to the ratepayers.

Mr. Sutton stated that we did it in Osborn Island with the hydrants, and the Osborn Island Association let their residents know. They are very much aware of it.

Mr. Kobryn stated that it is mentioned in the minutes about the work Mr. DiFrancia did to bring the Township in compliance and read it aloud.

Mr. Kobryn thanked Mr. DiFrancia for it.

Mr. DiFrancia stated that it was his pleasure.

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

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

Mr. Sutton advised that the personnel committee report will be part of executive session. He, Mr. Koptic, and Mr. Crea met several times during negotiation. He will comment on it during executive session.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2017-35 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 advised that he prepared the written report for the Board's review and approval. Any action items have been addressed under the Superintendent's Report, but he would be glad to answer any questions that the Board may have.

Mr. Kobryn stated that last meeting we talked about possibly, if convenient and able to be done, the Engineer including a start date to their file numbers when created for the various items. It was stated that they took it under advisement, but as of this report, it hasn't been done.

Mr. Sutton advised that Mr. Dittenhofer was not in attendance last meeting. Mr. Rundstrom attended and may not have mentioned it to Mr. Dittenhofer.

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

ATTORNEY'S REPORT

Mrs. Rumpf advised the Board that she submitted a report for the Board's information. If there are any questions, she would be happy to answer them.

Mr. Sutton suggested she report on the court appearance Monday regarding the Alpine East Electric/Well #6 Generator matter.

Mrs. Rumpf advised that we were assigned to Judge Troncone for a settlement conference, but when the Attorney for Alpine was the only attorney there, the attorney for the bonding company didn't show, the judge questioned settlement offers. Basically, the judge indicated what we were looking for. The original bidder had backed out of the contract, and the Authority had to engage the services of another contractor to perform the job at an additional cost of \$12,000.00. The judge asked what settlement offer was given, and we advised there has not been one offered. The judge indicated to Alpine's counsel that they make an offer. We are set to go back to court on October 3, 2017. Before that, she plans to file a summary judgment motion.

Mr. Sutton thanked Mrs. Rumpf.

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

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. Miller to enter executive session regarding personnel and personnel contractual matters and approve corresponding Resolution #2017-41. All in favor.

Mr. Dittenhofer excused himself from the meeting.

After return from executive session, the Board acted on the following resolutions:

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2017-40 accepting and approving the collective bargaining agreement with the American Federation of State, County and Municipal Employees, NJ AFL-CIO, Local 3304G. Roll call vote, Earl Miller - yes, Eugene Kobryn - yes, Richard Crea - yes, Margaret DePergola - yes, Joseph Koptic - yes.

A motion was made by Mr. Kobryn, seconded by Mr. Miller to approve Resolution #2017-36 approving employment agreement with Michael DiFranca, Superintendent. 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. Kobryn to approve Resolution #2017-37 approving employment agreement with Colleen Kleinow, Administrative Assistant. 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 #2017-38 approving employment agreement with Nicole Mezzina, Executive Secretary. 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 Mr. Kobryn to approve Resolution #2017-39 approving employment agreement with Earl F. Sutton Jr., Executive Director. Roll call vote, Earl Miller - yes, Eugene Kobryn - yes, Richard Crea - yes, Margaret DePergola - yes, Joseph Koptic - yes.

A motion was made by Mr. Crea, seconded by Mr. Kobryn to approve Resolution #2017-42 promoting Scott Ramesdorfer to the position of Inspector. 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 #2017-43 promoting John Mulvihill to the position of Lead Inspector. 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 Mr. Crea approving Resolution #2017-44 promoting Mark Heinrichs Jr. to the position of Inspector. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Koptic advised that he will not be here for the next meeting, and Mrs. DePergola will be chairing the meeting.

There being nothing further, a motion was made by Mr. Crea, seconded by Mrs. DePergola to adjourn. All in favor.

SECRETARY

Approved on (date)