The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on February 13, 2018 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; Colleen Kleinow, Administrative Assistant; Nicole Mezzina, Executive Secretary/QPA; Alan Dittenhofer & Eric Rundstrom, Authority Engineers; Debra Rumpf, 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.

Mr. Sutton advised that Mr. Robins was unable to attend the meeting this evening.

Mr. Koptic stated that the annual reorganization items would be acted upon at this time.

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. Koptic 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.


There were no other nominations for Chairperson.

A motion was made by Mr. Miller, seconded by Mr. Kobryn to appoint Mr. Koptic as Chairman. 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 Mr. Crea, seconded by Mr. Miller to approve all the items on the 2018 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, 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: Rumpf Law

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

11 – Authority Auditor: Suplee, Clooney & Company

12 – Authority Financial Consultant: Acacia Financial Group Inc.
Authority Bond Counsel: DeCotiis, FitzPatrick, Cole & Giblin LLP

Official newspapers February 2018 to February 2019: Atlantic City Press, Asbury Park Press, Times-Beacon, and others deemed necessary from time to time

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

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<td>March 13, 2018</td>
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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

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 thanked everyone and congratulated the professionals on their appointments.

PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the minutes of the regular meeting held January 9, 2018. Roll call vote, Earl Miller – yes, Marie Skelly – yes, Eugene Kobryn – yes, Richard Crea – 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, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

BILLS RESOLUTION

A motion was made by Mr. Crea, seconded by Mr. Kobryn 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

Mr. Sutton stated that this item was already taken care of with respect to professional appointment recommendations and congratulated the professionals on their appointments.
2 & 3 – Mr. Sutton advised that there is a plan going into effect to mill and repave the two driving lanes of Twin Lakes Boulevard from Calabreeze Way after the contractor completes work up to Susquehanna Drive. The second phase will be performed after the entire project is completed in June. There is a resolution on the agenda authorizing receipt of bids for the paving.

Mr. Sutton thanked Mr. Rundstrom for working on the bid documents.

Mr. Sutton stated that we took emergency action previously for the north bound side, and now we are establishing a plan for this non-emergency work.

A motion was made by Mrs. DePergola, seconded by Mr. Crea to approve Resolution #2018-4 authorizing receipt of bids to perform milling and paving with respect to the Twin Lakes Boulevard infrastructure project. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. Sutton advised that there are two items for the customer committee report, which does not require action.

5 – Mr. Sutton stated that information was provided by the personnel committee as to the professional appointment recommendations, which has already been taken care of through reorganization.

6 – Mr. Sutton stated that the reorganization items provided were already acted upon.

7 – Mr. Sutton advised that there are no performance bonds due to expire; however, the maintenance bond for the Water Treatment Plant at Sea Oaks is due to expire April 25, 2018.

Mr. Sutton advised that there was one other matter to bring up and provided the Commissioners with a copy of a letter received from Mrs. Kleinow dated February 2, 2018.

Mr. Sutton read the letter aloud as follows: Chairman Koptic and Authority Commissioners, Please be advised that I will be retiring from the Authority effective April 1, 2018. It is with mixed emotions that I submit this letter as I will be leaving behind a very large part of my life. However, now it is time to embark on the next large part of my life, which is being a grandparent. I would like to thank the Commissioners and Executive Director for the opportunities given to me over the years. When I began working for the Authority in April 1978, I never imagined that I would be here 40 years. It has been an educational journey through the changes our Authority has experienced due to the growth of Little Egg Harbor and major advances in technology. Over the years I have been extremely fortunate to work with and meet so many wonderful people and learn so many interesting things. I would like to thank everyone who guided me, encouraged me, taught me, and/or assisted me in any way. It has been a pleasure working with everyone in my Authority family. I will miss being part of the family. I wish the Authority much success in achieving all of its goals, so it may continue providing the best service to its customers. May all be blessed with good health and happiness. Sincerely, Colleen Kleinow.

The Commissioners thanked Mrs. Kleinow for her hard work and dedication over the years and stated she will be missed.
Mr. Sutton agreed and stated that Mrs. Kleinow has been a workaholic but is glad she will get to spend more time with her family and enjoy some things she may have missed out on. It is hard to believe that she has been here 40 years. She started working for the Authority the year that he graduated high school.

Mr. Sutton and the Commissioners stated that they appreciated her service to the Authority and wished her a happy retirement. Mr. Kobryn added that he has been impressed with Mrs. Kleinow’s minutes and complimented her on the job she did every month. He has read a lot of meeting minutes, and Mrs. Kleinow’s minutes are excellent and very informative. Mrs. Kleinow thanked Mr. Kobryn and stated that Ms. Mezzina’s minutes were excellent as well. She did an awesome job at the December meeting. They are in good hands with Ms. Mezzina.

All other Commissioners complimented and congratulated Mrs. Kleinow on her retirement and wished her well. Mrs. Kleinow thanked everyone for their good wishes.

Mr. Sutton stated that was all for his report.

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

SUPERINTENDENT’S REPORT

1 – Mr. Sutton advised that he would be presenting the Superintendent’s Report in Mr. DiFrancia’s absence.

Mr. Sutton stated that Mr. DiFrancia’s daughter has some health issues. He brought her to the hospital, and she was admitted.

Mr. Sutton stated that Mr. DiFrancia asked him to inform the Board of the situation with his daughter, and he asked that Mr. Sutton go over the Superintendent’s Report.

Mr. Sutton advised that the Twin Lakes Project has resumed. Work is being done south of Calabreeze Way. The contractor has been advised that additional paving is required to improve road conditions.

2 – Mr. Sutton advised the Board that an emergency declaration resolution was prepared for Garrison Enterprises Inc. to install an insertion valve to isolate the water main on Calabreeze Way. Resolution #2018-5 is on the agenda for action.

A motion was made by Mr. Miller, seconded by Mr. Kobryn to approve Resolution #2018-5 declaring an emergency regarding the water main isolation valve replacement at the intersection of Twin Lakes Boulevard and West Calabreeze Way. Roll call vote, Earl Miller – yes, Eugene Kobryn – yes, Richard Crea – yes, Margaret DePergola – yes, Joseph Koptic – yes.

3 – Mr. Sutton advised that we have been reviewing computer software for GPS reading equipment for compliance with NJDEP rules with respect to location of valves, hydrants, and infrastructure. Documentation will be required for submission to the State digitally to be in full compliance. Approval will be requested at a future meeting.
4 – Mr. Sutton stated that new water test requirements by the DEP will begin shortly. The costs to perform these tests will be in excess of $6,500.00, which is ludicrous. They are tests for things that are not even contaminants but have an action level set for compliance. We are requesting quotes from labs to perform the tests.

5 – Mr. Sutton stated that we are in the final review process of plans and specifications for the Well #6 project and the Phase 1 Water and Sewer project. Our Special Projects Engineer, Felipe Contreras of Kleinfelder, is working on water tower specifications.

6 – Mr. Sutton advised that the last item is the work order management report. We were pretty busy this past month with water leaks due to freeze ups. There were 48 freeze ups, and there were 97 meter repairs. The big thing is there were no disconnections, but 42 accounts were activated. Some of the account activations were from the Oak Lane Apartments. There were in excess of 20 Super Storm Sandy customer activations, and the rest were from the Oak Lane Apartments. We are really moving in the right direction.

Mr. Kobryn asked about the $6,500.00 water testing as reported in item #4 and was advised by Mr. Sutton that the testing will be required once this year, but then it will be done again in five years. We didn’t budget for it this year but will have funds available to pay for it.

There was nothing further for the report.

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

CUSTOMER COMMITTEE REPORT and PERSONNEL COMMITTEE REPORT

Mr. Koptic advised that if there were no comments, action could be taken to accept the reports as written. There were no comments or questions.

A motion was made by Mr. Miller, seconded by Mr. Kobryn to accept the Customer Committee Report and the Personnel Committee Report as submitted. All in favor.

ENGINEER’S REPORT

Mr. Rundstrom advised that his office presented the Engineer’s Report for the Board’s review. There were no new developmental applications. We are waiting for word from the NJEIT. It has slowed down a bit, so we will push to get these projects through. There is nothing new to report, but 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. Crea to approve the Engineer’s Report as submitted. All in favor.

ATTORNEY’S REPORT

Mrs. Rumpf thanked the Executive Director and Commissioners for the re-appointment.
Mrs. Rumpf stated that there is one item worth noting. At a prior meeting, direction was given to stop pursuing the Bondex/Alpine East case because of the costs. It was recommended that the Authority try to recover what was spent on this case. An order was drafted where there would be a gag order so that the parties involved could not speak ill of the parties involved. We requested $5,500.00 to settle the case. They offered $3,500.00. We decided that it was probably the most we could get and accepted the offer. We received the $3,500.00 settlement check today. It has been about a six or seven-month process.

Mr. Sutton thanked Mrs. Rumpf for her work on this matter. We could have continued to spend money to pursue the matter but chose not to pursue it further and spend extra money.

There were no questions or comments.

A motion was made by Mr. Crea, seconded by Mr. Kobryn approving the Attorney's Report as submitted. All in favor.

A motion was made by Mrs. DePergola, seconded by Mr. Miller approving Resolution #2018-2 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.

A motion was made by Mr. Kobryn, seconded by Mrs. DePergola, to approve Resolution #2018-3 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.

Mr. Koptic asked whether there were any other matters to come before the Board.

Mr. Crea asked whether we have a regular schedule for painting our towers or do we just look at them and say we will do it when needed.

Mr. Sutton advised that since he has been Executive Director, we know it is a priority, but it is a monetary issue. It will cost in excess of two million dollars because the inside and outside has to be done. A company comes in and does a video of the inside of the tank. That was done before he became Executive Director, so we already passed that part of the process. A good paint job normally lasts about ten years.

Mr. Ditthenhofer advised it is about 10 to 15 years.

Mr. Sutton advised that there are certain conditions now with respect to painting. We are now required to use low VOC paint, for example, which brings the cost up. We plan to paint the tower next door to this office in the spring. The next tower will be the High Ridge Road location, then we will paint the Holly Lake tower. We can’t take all the large tanks off line at the same time. We will do this over the next two years. Since it will cost over 2 million dollars, we probably will have to bond for this project. We may be able to pay for the tower next door to be painted, but we will have to bond for the other towers to be done. Most towns push it down the road because of the cost. Our towers are in pretty good condition inside, but some in other towns do not have good insides.
Mr. Crea questioned whether you could just do the outside and was advised by Mr. Dittenhofer that you would do both inside and outside.

Mr. Sutton stated that we have different issues here because of the salt here.

Mr. Sutton advised that when we have our asset management plan, it will tell us 30 years from now that something has to be replaced, and you have to have the money available at that time to do it.

Mr. Sutton also advised that we will have something nice painted on the tower rather than just saying “Little Egg Harbor” on it.

Mr. Crea stated that he didn’t realize it would cost that amount of money.

Mrs. Skelly asked how many towers will be painted and was advised by Mr. Sutton that a total of 5 towers will be painted. The tower at Sea Oaks doesn’t need to be done yet, but it will need painting at some time down the road. The developer there did a spot touch of the tower a couple of years ago. The Holly Lake tower is in bad condition.

Mr. Sutton also advised that safety equipment for towers is very expensive. Safety equipment is required for the work so no one gets hurt working on it.

There were no further questions or comments.

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 Mrs. DePergola 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. Crea to adjourn. All in favor.

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SECRETARY

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Approved on (date)