

LEHMUA
Regular Meeting

May 12, 2020

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on May 12, 2020 at 12:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor, New Jersey and via tele-conference with Commissioners.

MEMBERS PRESENT VIA TELE-CONFERENCE: Joseph Koptic, Chairman; Margaret DePergola – Vice Chair; Earl Miller, Secretary; Marie Skelly, Treasurer; Kenneth Miller; Kenneth Laney Peter Cicco

OTHERS IN ATTENDANCE: Earl F. Sutton, Jr., Executive Director; Michael S. DiFrancia, Superintendent; Nicole M. Princiotti, Executive Secretary/QPA; Joanna Bermingham, Authority Engineer via tele-conference; Debra Rumpf, Esq., via tele-conference.

OTHERS IN ATTENDANCE: None

Nicole M. Princiotti read the following statement:

In accordance with the Open Public Meetings Law, this meeting has been duly advertised in the Atlantic City Press and the 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 Authority's bulletin board.

Mr. Sutton stated that the first item on the agenda is the introduction of the budget. As everyone is aware, we had no increase to our rates this year which is good timing with everything going on as it relates to COVID-19. Again, the rationale is it was the right thing to do. Next year we will definitely have an increase with our capital improvement projects being ramped up and accelerated. In the capital budget we have an excess of 8 million dollars that is being introduced in the budget for projects that will be completed late this year and over the next year. It is one of our most aggressive campaigns for a capital improvement plan. The total budget that is being proposed and introduced is for \$7,945,741, \$3,470,287 is for the water and \$4,447,545 is for the sewer.

Mr. Sutton stated that he is very satisfied with the budget being proposed and that we aren't reducing any of the services we provide to our customers.

Mr. Sutton stated that there are resolutions on the agenda pertaining to budget that we will address later in the meeting.

PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. K. Miller to approve the minutes of the regular meeting held on April 7, 2020. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

EXECUTIVE SESSION

A motion was made by Mr. E. Miller, seconded by Mrs. Skelly to approve the Executive Session minutes of the April 7, 2020 meeting. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

TREASURER'S REPORT

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the Treasurer's Report. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

BILLS RESOLUTION

Mr. Sutton stated that we are spending some additional money for things related to COVID-19 for items such as personal protective equipment. We also made sure we had backup supplies of chemicals and fuel in order to continue our operations. In addition to that we had a large payment to OCUA and to the contractor for the Water Treatment Plant for approximately \$700,000, which will get reimbursed by the NJIB.

Mr. Sutton asked if there were any questions on the Bills Resolution?

There being none a motion was made by Mrs. DePergola, seconded by Mr. Koptic to approve the operational account bills resolution. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

EXECUTIVE DIRECTOR'S REPORT

1 - Mr. Sutton thanked everyone for following the health guidelines recommended by the CDC regarding the COVID-19 situation and hopes everyone will recover soon. He is confident saying that things will not return to normal and we may never enjoy the freedoms we once had.

2 – Mr. Sutton stated that he would like to thank our customers for making their payments on time. There are some delinquencies, but they are not as high as originally anticipated. The use of the drop boxes, drive-thru window and the online system have certainly made things easier and safer for everyone. We are going to continue on with very limited public contact. We have had no complaints from the residents, and remember we are here Monday through Friday, 8:00 AM to 4:00 PM. We have continued with normal business hours unlike other entities during this time.

3 – Mr. Sutton stated that the proposed budget was previously discussed and if there were no questions, he would like to take action on the resolutions at this time.

A motion was made by Mr. E. Miller, seconded by Mrs. DePergola to approve the introduction of the Authority's Water Budget for the fiscal year July 1, 2020 through June 30, 2021. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mrs. Skelly, seconded by Mrs. DePergola to approve the introduction of the Authority's Sewer Budget for the fiscal year July 1, 2020 through June 30, 2021. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. Sutton advised the Board that Resolution #2020-13 is being presented concerning Sea Pirate Campground and the Ocean County Water Quality Management Plan. They need consent on our end, and if everyone recalls, this is the second applicant that was required to have this. It is recommended that we take action as it relates to this.

A motion was made by Mr. E. Miller, seconded by Mr. K. Miller to approve Resolution #2020-13 consenting to the proposed Ocean County Water Quality Management Plan Amendment with respect to Block 173 Portion of Lot 3.02, Little Egg Harbor Township, Ocean County, New Jersey. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton advised the Board that Resolution #2020-14 is being presented authorizing the Authority to accept electronic claimant signatures on purchase orders. This will expedite payment times, reduce labor and postage costs. This is particularly important during the COVID-19 crisis.

Mr. Sutton advised the Board that there is no breach in security or internal controls by adopting this policy and our Auditor approves. Right now, we are mailing out the purchase order for the vendor to sign and return with a wet signature. We are outdated with this process and it would be recommended that we make this change.

A motion was made by Mrs. DePergola, seconded by Mrs. Skelly to approve Resolution #2020-14 authorizing electronic claimant signatures on purchase orders. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

6 – Mr. Sutton advised the Board that Resolution #2020-16 is being presented as it relates to the financing of the Mystic Island Phase I Water and Sewer Main Replacement. The resolution meets all the legal criteria and authorizes this bond not to exceed \$2,950,000.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola authorizing the issuance of not exceeding \$2,925,000 Township service contract subordinate bonds of the Little Egg Harbor Municipal Utilities Authority and providing for their sale to the New Jersey Infrastructure Bank and the State of New Jersey and authorizing the execution and delivery of certain agreements in connection therewith for the Authority's Mystic Island Sewer and Water Main Projects. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

7 – Mr. Sutton advised the Board that as a point of information a new request for reimbursement will be submitted to NJIB for Well #12. This is request number seven and is approximately \$580,000. That has been amended from the original amount of \$700,000. At the time that the report was written, we were going back and forth with TKT and waiting for final approval from our engineers.

8 – Mr. Sutton advised the Board that there are no customer committee issues to report and no executive session for this month.

Mr. Sutton stated that there were additional resolutions being presented for approval and he would like to cover them before moving forward to the Superintendent's Report.

Mr. Sutton advised the Board that Resolution #2020-17 is authorizing the refund in the amount of \$571.00 to the Township. This was a payment from the homeowner of 48 Lake Michigan Drive that was mistakenly processed by our office and is due the Township.

A motion was made by Mr. K. Miller, seconded by Mr. Koptic approving Resolution #2020-17 authorizing a refund in the amount of \$571.00 to Little Egg Harbor Township. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton stated that Resolution #2020-18 is being presented representing authorization for Change Order No. 2 for a net increase of \$88,747.95 with regard to the Water Treatment Plant at Mathistown Road. These changes were necessary to make in order for the plant to work better overall. He is proud that we have controlled the amount of change orders and have only had \$128,000 in change orders to date. This is minimal with the size of this project being in excess of 4.5 million dollars.

A motion was made by Mr. E. Miller, seconded by Mrs. Skelly to approve Resolution #2020-18 approving changer order no. 2 for TKT Construction with regard to the Water Treatment Plant at Mathistown Road. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton stated that the next resolution was Resolution #2020-19 with regard to the performance bond release for the CIPP Lining Project on Iowa Court performed by SWERP, Inc. In this particular case it was prudent not to request the posting of a maintenance bond. There isn't a requirement for a follow-up video and the amount remaining was so small it is being recommended to waive the posting of the maintenance bond.

A motion was made by Mr. Koptic, seconded by Mrs. Skelly to approve Resolution #2020-19 authorizing final payment, performance bond release and to waive the posting of a maintenance bond for SWERP, Inc., as it pertains to the CIPP Lining Project on Iowa Court. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton stated that we held bid openings this last Friday for several of our yearly contracts. Special thanks to Mrs. Princiotti for going through the diligence of preparing the bids and resolutions for award. There are several resolutions on the agenda regarding these contracts.

A motion was made by Mr. Koptic, seconded by Mr. K. Miller to approve Resolution #2020-22 awarding Chemical Contract No. 1-6 to various vendors for the year beginning July 1, 2020. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve Resolution #2020-23 awarding the Emergency Repairs of Water and Sanitary Sewer Mains to Mathis Construction Company beginning July 1, 2020. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton stated that Resolution #2020-24 and 2020-25 are on the agenda for consideration as well. These are items that we bid each year for various supplies we use. By bidding these items it holds these vendors to the pricing in the bid for the entire year. This ends up saving the Authority money on supplies that we consistently use.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve Resolution #2020-24 awarding contracts to various vendors for water supplies for the year beginning July 1, 2020. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

A motion was made by Mr. E. Miller, seconded by Mr. Koptic to approve Resolution #2020-25 awarding contracts to various vendors for sewer supplies for the year beginning July 1, 2020.

Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton stated that this year we attempted to go out and solicit bids for miscellaneous supplies as it relates to fill materials. After review of those bids, it was determined to be in the best interest of the Authority to reject those bids. There is a resolution on the agenda regarding this.

A motion was made by Mr. Koptic, seconded by Mr. E. Miller to approve Resolution #2020-26, rejecting the bids submitted for miscellaneous supplies. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton thanked the Commissioners and stated that there was a lot on the agenda, and we moved through everything at a good pace.

Mr. Sutton also thanked Mrs. Princiotti and Mr. DiFrancia for the work they performed on the preparation of the budget. He also thanked Mr. Logan as well for all the work he does to assist the Authority in budget process.

Mr. Sutton stated that was all for his Executive Director's Report unless there were any questions.

There being none, a motion was made by Mr. Koptic, seconded by Mr. E. Miller to approve the executive Director's Report as submitted. All in favor.

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that he hopes everyone is doing well and remaining healthy and thanked them for continuing to follow the guidelines set forth during this crisis.

2 – Mr. DiFrancia advised the Board that the Treatment Plant at Mathistown Road is moving along. The doors and garage doors are secured to the building, and the fencing has been installed around the compound. The only thing missing are two (2) gates to be installed. We are up there anywhere from one to five hours each day with the contractors and are anticipating completion sometime in August. This will be a state-of-the art facility we have pushed through this and put a lot of work into this and are looking forward to the completion.

3 – Mr. DiFrancia advised the Board that the tank renovation next door to our office is underway. They have already sandblasted inside and outside of the tank within the containment unit. The containment unit is put in place to make sure that as they are sandblasting, debris doesn't spread and while painting that there is no back spray getting on any vehicles. They will be taking down the tarp and are going to begin rolling the outside for the mural. We are looking forward to that.

Mr. DiFrancia stated that the Contractor requested a time extension for 30 days. This was due to delays because of weather conditions and the COVID -19 crisis. There is a resolution on the agenda for consideration regarding the time extension.

A motion was made by Mrs. Skelly, seconded by Mrs. DePergola to approve Resolution #2020-15 authorizing a thirty (30) day extension to Allied Painting, Inc., to complete the painting of the Radio Road Standpipe. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. DiFrancia stated that Iowa Court has already been addressed. SWERP, Inc. came in and performed the CIPP Lining on Iowa Court. Final payment and release of the performance bond has been granted.

Mr. DiFrancia stated that as everyone is aware, Mathis Construction came in and replaced all the of the sewer laterals and the Authority's crew replaced all the water laterals on this street as well. This saved the Authority a great deal of money having the work performed by Mathis and the Authority.

Mr. DiFrancia stated that his work order management report is attached, and it reflects both March and April. We have had five (5) leaks in March and seven (7) in April.

Mr. DiFrancia stated that he has lowered the pressure in the system between five and seven pounds. This had assisted the Authority in leaks in the system. It makes a big difference with the pressure and has been beneficial to the staff with the COVID-19 issue.

Mr. DiFrancia stated that was all he had for his report unless anyone had any questions.

There being none, a motion was made by Mr. E. Miller, seconded by Mr. K. Miller to approve the Superintendent's Report as submitted. All in favor.

ENGINEER'S REPORT

Ms. Bermingham thanked the Board and stated that she hopes everyone is holding up and staying healthy.

Her report has been submitted for approval, there were a couple items she would like to mention.

Ms. Bermingham stated that we are getting ready to begin the Mystic Phase I Water and Sewer Project. We are waiting for NJDEP to get our preconstruction meeting scheduled. We are looking forward to beginning construction hopefully late next week, or early the following week.

Ms. Bermingham stated that as mentioned before the Water Treatment Plant Project is moving along. The next step will be to get the DEP to the site for water quality testing and to get the facility up and running.

Ms. Bermingham stated that was all she had for her report unless there were any questions.

There being none, a motion was made by Mr. E. Miller, seconded by Mrs. Skelly to approve the Engineer's Report as submitted. All in favor.

ATTORNEY'S REPORT

Mrs. Rumpf wished everyone well and stated that her report has been submitted. She would be happy to answer any questions.

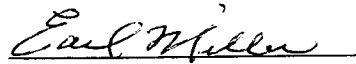
There being none, a motion was made by Mr. E. Miller, seconded by Mrs. DePergola to approve the Attorney's Report as submitted. All in favor.

Mr. Sutton asked if there were any other matters to come before the Board. There being none a motion was made by Mr. E. Miller, seconded by Mrs. Skelly accept and file all general correspondence. All in favor.

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

Mr. Sutton asked if there was any public in attendance on the tele-conference? There being none a motion was made by Mrs. DePergola, seconded by Mr. E. Miller to close this portion of the meeting to the public. All in favor.

A motion was made by Mrs. DePergola, seconded by Mr. E. Miller to adjourn the meeting. All in favor.


Earl Miller, Secretary