

LEHMUA
Regular Meeting

August 11, 2020

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on August 11, 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: Joseph Koptic, Chairman; Margaret DePergola, Vice-Chair; Earl Miller, Secretary; Marie Skelly, Treasurer; Kenneth Miller and 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., Authority Legal Counsel via tele-conference

MEMBERS ABSENT: Kenneth Laney, Commissioner

MEMEBERS OF THE PUBLIC IN ATTENDANCE: None

The following statement was read:

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.

PRIOR MINUTES

A motion was made by Mr. E. Miller, seconded by Mrs. Skelly to approve the minutes of the regular meeting held on July 14, 2020. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Peter Cicco – yes.

TREASURER'S REPORT

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

BILLS RESOLUTION

Mr. Sutton stated that in regard to the bills resolution this month, we are paying out quite a bit of money but are getting reimbursed for those capital improvement projects through the NJ IBank.

A motion was made by Mr. E. Miller, seconded by Mrs. DePergola to approve the operation 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 stated that as an update, we have continued to have full operations of the office, Monday through Friday from 8am to 4pm, but have remained closed to the public. All business is being conducted through the drive thru, drop boxes, internet and telephone. This is working

extremely well and we just had our final billing date the other day. It has been very busy, but I appreciate all the ladies up front for their efforts and hard work.

2 – Mr. Sutton stated that two (2) submittals have been made to the IBank for reimbursement. One for the project off of Twin Lakes Boulevard and one (1) additional request for the Treatment Plant at Well No. 12. They are taking a bit longer but we are still moving forward.

3 - Mr. Sutton advised that the Employee Handbook and Personnel Manuals have been updated to comply with MEL and JIF. They are renewed every two (2) years. There is a resolution on the agenda for consideration and the Personnel Minutes are also attached for approval.

Mr. Sutton stated that this is standard language that MEL and JIF provide to the Authority. Upon our adoption we receive reduced deductibles in our employee liability practices and therefore it is recommended that we take action and adopt these by resolution.

A motion was made by Mrs. Skelly, seconded by Mrs. DePergola to approve Resolution #2020-34 adopting an updated policies and procedures manual and employee handbook. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton advised the Board that Resolution #2020-35 is also on the agenda for adoption. This is to authorize the Chairperson to renew the Authority's membership in the New Jersey Utilities Joint Insurance Fund for a three (3) year period. This saves the Authority a significant amount of money with our participation in the JIF. We have had a great experience with them. Annually we receive a premium back from them around \$7,000 on average.

A motion was made Mr. E. Miller, seconded by Mrs. DePergola to approve Resolution #2020-35 authorizing renewal of membership in the New Jersey Utility Authorities Joint Insurance Fund. Roll call vote, Earl Miller – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. Sutton advised that we need to begin moving on the painting upgrades at the Holly Lake Water Tower. We are looking to go out to bid in the next couple of months, but won't actually begin the project until the Spring of 2021. We could get this done by the end of this year, but right now we are in the process of flushing hydrants and having the tank offline would create stress on the system.

Mr. Sutton asked for a motion authorizing the Authority to receive bids on the Holly Lake Water Tower. A motion was made by Mrs. DePergola, seconded by Mr. K. Miller. All in favor.

5 – Mr. Sutton advised the Board that the next meeting of the Authority will be on September 8, 2020 at noon, via tele-conference unless otherwise advised.

6 – Mr. Sutton stated that there is a customer committee recommendation which we will discuss in a few moments.

7 - Mr. Sutton advised that there was no need for Executive Session.

Mr. Sutton stated that was all he had for his report, unless there were any questions. There being none, a motion was made by Mr. Koptic, seconded by Mrs. Skelly to approve the Executive Director's Report as submitted. All in favor.

CUSTOMER COMMITTEE

Mr. Sutton stated that we can address the Customer Committee at this time. A conference call was held with Mr. Miller and Mrs. Skelly in regard to 104 Polonia Way. The property owner asked for forgiveness of their excess water usage as a result of a leak in the hot water tank. A plumber was out to make the repair.

After review, it is recommended that we credit the homeowner 50% of the excess water charges and make an adjustment to the billing. This will be a one-time adjustment.

A motion was made by Mr. E. Miller, seconded by Mrs. Skelly to approve the Customer Committee minutes as submitted. All in favor.

PERSONNEL COMMITTEE

Mr. Sutton stated that there are minutes attached with regard to the Employee Handbook and the Supervisory Manuals previously adopted by resolution.

A motion was made by Mr. K. Miller, seconded by Mrs. DePergola to approve the Personnel Committee minutes as submitted. All in favor.

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that he hopes everyone is doing well. Last Tuesday as everyone is aware, we had a horrendous storm and power outage of over 16 hours. He and the staff were here around the clock into the next day. He thanked them for their efforts and said that everyone did a great job keeping the system up and running.

2 – Mr. Di Francia advised the Board that they are still waiting for the floors to be completed in the Water Treatment Plant and that the paving has just been completed outside and they are still working on the stone around the yard. It is coming together nicely. We are waiting for DEP approval and testing after everything is completed.

3 – Mr. DiFrancia advised the Board that we will need authorization to go out to bid for Phase II of the Mystic Island Water and Sewer Main Replacement. Phase I is moving along and MSP Construction is doing a great job. It is anticipated that they will be completed by the end of September.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola authorizing the Authority to receive bids for Phase II of the Mystic Island Water and Sewer Main Replacement. All in favor.

4 – Mr. DiFrancia advised that the water tank next door is still receiving a lot of feedback. Everyone loves it. Recently we have had lights installed around the tank illuminating it at night. They are all LED, to save money on electricity. We will also be upgrading the fence around the property. The fence around the tank itself was part of the bid and that is going to be finished over the next few weeks. Right now, we are getting estimates for the cost of the fence around the entire property. We did have some vandalism a few weeks ago and we are thinking of replacing the six (6) foot fence with one that is eight (8) feet high.

Mr. DiFrancia advised that his work order management report is not attached this month due to the storm and the power outage we had. Next month there his report will be attached representing both months.

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. Koptic, seconded by Mrs. DePergola to approve the Superintendent's Report as submitted. All in favor.

ENGINEER'S REPORT

Ms. Bermingham stated that the engineer's report has been submitted and advised the Board that her items have been mentioned by the Superintendent, MSP Construction is doing well, and moving along ahead of schedule. We are looking forward to going out to bid for Phase II and get that started.

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. Koptic, seconded by Mr. K. Miller to approve the Engineer's Report as submitted. All in favor.

ATTORNEY'S REPORT

Mrs. Rumpf advised the Board that her report has been submitted for August, and she would be happy to answer any questions. There being none, a motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve the Attorney's Report as submitted. All in favor.

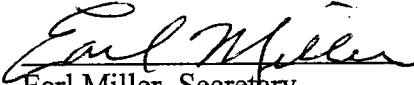
Mr. Sutton thanked Mrs. Rumpf for all her work on the Rodgers case and the other legal matters she has assisted us with recently.

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

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

There being no public in attendance, a motion was made by Mr. Koptic, seconded by Mr. K. Miller to close this portion of the meeting to the public. All in favor.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola to adjourn the meeting.


Earl Miller, Secretary