

LEHMUA
Regular Meeting

September 9, 2020

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on September 9, 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; Marie Skelly, Treasurer; Kenneth Miller, Ken Laney 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

MEMBERS ABSENT: Earl Miller, Secretary

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 Mrs. DePergola, seconded by Mr. K. Miller to approve the minutes of the regular meeting held on August 11, 2020. Roll call vote, Peter Cicco – yes, Marie Skelly – yes, Ken Miller – yes, Margaret DePergola – yes, Joseph Koptic – yes.

TREASURER'S REPORT

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

BILLS RESOLUTION

Mr. Sutton stated that we are laying out quite a bit of money to payments for the contractors involved in the various projects. There have been delays in getting reimbursement from the State but we are moving forward.

A motion was made by Mrs. DePergola, seconded by Mr. K. Miller to approve the operational account Bills Resolution. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton stated that as a point of information we continue to have full operations at the office. We are open Monday through Friday from 8am to 4pm but will continue to remain closed to the public. All business is being conducted through the drive thru, drop boxes, internet and telephone. That is working extremely well and we have not had any complaints or requests from the public to open the building.

We have always made ourselves available to accommodate our rate payers. We are starting to have some in-house operations, provided there are safety precautions taken by the resident and with our staff.

2 – Mr. Sutton stated that as another point of information an additional submittal has been made to the IBank for reimbursement for the Treatment Plant at Well No. 12. Their system only allows one request be submitted for reimbursement at a time.

3 – Mr. Sutton stated that the next item is an issue that came up with the Personnel Committee and a telephone conference was held to discuss this.

Mr. Sutton stated that we are very fortunate in that we were able to locate an individual that is extremely qualified and today we are going to take action on creating a new position. The title of the position is Tank and Maintenance Technician. After review with the Personnel Committee approval of the resolution creating the new position was recommended.

A motion was made by Mr. Koptic, seconded by Mrs. Skelly to approve Resolution #2020-36 establishing the position of Tank and Maintenance Technician. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. K. Miller asked if we found someone local?

Mr. Sutton advised that yes, he lives in Galloway Township so he can get here quickly and will be available. He will have a 90-day probation and at that point he should be able to be on call and work weekends.

Mr. Sutton stated that we always attempt to hire locally and will continue to do so. There are limitations with regard to our nepotism policy and no new hires being related to anyone in the Authority.

4 – Mr. Sutton stated that Resolution #2020-37 is being presented for the adoption of the updated job description manual that will include this new position. The need to revise the original manual to add this newly created position was discussed with the Personnel Committee and it is their recommendation to adopt Resolution #2020-37.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve Resolution #2020-37 adopting the updated Employee Job Description Manual. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. Sutton stated that Resolution #2020-38 is being presented recommending the hiring of Lance L. Jones to fill the position of Tank and Maintenance Technician. This was discussed with the Personnel Committee and it was their recommendation to approve this resolution. His starting date will be September 17, 2020 at an hourly rate of \$24.00.

A motion was made by Mrs. Skelly, seconded by Mr. K. Miller to approve Resolution #2020-38 authorizing the hiring of Lance L. Jones to the position of Tank and Maintenance Technician. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton thanked everyone and stated that Mr. Jones will be an asset to the Authority. He has a lot of experience climbing tanks and performing painting and restoration on tanks as well as cell towers. He will be a valuable employee for the Authority.

6 – Mr. Sutton stated that Resolution #2020-41 is on the agenda for action authorizing the execution of a master lease agreement with Enterprise Fleet Management. This will begin a three (3) year process of replacing our fleet of vehicles at the Authority. This will help us reduce our maintenance costs substantially, improve our fuel economy and approve the appearance of our vehicles. Right now the average age of our pickups is seven (7) years old. In the past we would purchase two (2) vehicles per year once they reached five (5) years old. Based on the capital costs on those vehicles, this will be a much more affordable plan and we will rotate them more frequently. However, when we trade them in, they will be much more valuable. With this program under cooperative purchasing we are buying these vehicles below cost and that is why this program will work so well.

A motion was made by Mr. K. Miller, seconded by Mrs. DePergola to approve Resolution #2020-41 authorizing the execution of a master lease agreement with Enterprise Fleet Management. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

Mr. Sutton advised the Board that for planning purposes the next meeting will be on October 6, 2020 at noon by teleconference unless otherwise notified.

Mr. Sutton stated that there are no Customer Committee recommendations at this time and no need for Executive Session.

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

PERSONNEL COMMITTEE

Mr. Sutton stated that there was a Personnel Committee discussion with regard to the items we already discussed and asked for a motion to approve the minutes as presented.

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

SUPERINTENDENT'S REPORT

Mr. DiFrancia stated that he hopes everyone is doing well.

1 – Mr. DiFrancia stated that the Water Treatment Plant is coming closer everyday to completion. We did have an issue with the floor, but that has been resolved. We are in the process of beginning our start-ups. Last week we had a start up of the generator and had our employees there to learn what to look for and how to use the generator. The real start-up date

will be on the 18th of this month. We are going to take a few days to do full start-up. Hungerford & Terry will be there. They are the manufacturer of the filtration system. C&D Instruments, the contractor and electrician will be here as well. As soon as we get the start-up completed next week we can ask our engineer to submit the certification for the State so they can start doing their checklist and begin their sampling. Hopefully, after a couple months, we will be able to get permission from the State to place the plant in use.

2 – Mr. DiFrancia stated that MSP Construction is moving forward doing an amazing job and we are looking to completing this phase at the end of October, ahead of schedule.

3 – Mr. DiFrancia stated that there is a resolution on the agenda for consideration. This is for a 90-day time extension for TKT, the contractor for the Treatment Plant to finish the project. This has been recommended by the engineer.

A motion was made by Mr. Koptic, seconded by Mrs. Skelly to approve Resolution #2020-39 approving a ninety (90) day time extension for TKT for the Water Treatment Plant at Well No. 12. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

4 – Mr. DiFrancia stated that Resolution #2020-40 is on the agenda for consideration. This is a request for a sixty (60) day time extension for Allied Painting to finish some final items for the water tower. These are minor issues to be completed along with some additional sitework and close out of the contract.

A motion was made by Mr. Koptic, seconded by Mr. K. Miller to approve Resolution #2020-40 approving a sixty (60) day time extension for Allied Painting for the Radio Road Water Tower. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

5 – Mr. DiFrancia advised the Board that his work order management report has been submitted. And if everyone remembers, last month we were not able to provide one due to the storms and power outages we experienced. If anyone has any questions, he would be happy to answer them. If not, that was all he had for his report.

A motion was made by Mr. Koptic, seconded by Mr. Laney to approve the Superintendent's Report as submitted. All in favor.

Mr. Sutton asked the Board to refer to Resolution #2020-42. This is a resolution authorizing reimbursement to Richard Leonardis, the lien holder for payment affecting Block 325.403 Lot 19.

Mr. Sutton stated the resolution has been presented and it would be appropriate that we authorize this reimbursement.

A motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve Resolution #2020-42 authorizing the reimbursement to Richard Leonardis, lien holder, for payment affecting Block 325.403 Lot 19. Roll call vote, Ken Laney - yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

ENGINEER'S REPORT

Ms. Bermingham stated that the engineer's report has been submitted. She stated that as mentioned in the Superintendent's Report, there were some flooring issues at the Water

Treatment Plant that have been resolved. The start-up procedures have begun and as earlier approved, a time extension was granted. A big part of that time extension was due to the floor needing repair. We are hoping they don't need the full ninety (90) days. Hopefully after we get the State to the site we will be able to get this well online.

Ms. Birmingham stated that with regard to Mystic Phase I, the contractor is moving along really well, and ahead of schedule.

Ms. Birmingham 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. Laney to approve the Engineer's Report as submitted. All in favor.

ATTORNEY'S REPORT

Mr. Sutton stated that in place of Mrs. Rumpf who is not on the teleconference, the Attorney's Report has been submitted for approval and that he would be happy to answer any questions at this time.

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 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 Mr. Koptic, 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