

**LEHMUA**  
**Regular Meeting**

**July 13, 2021**

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on July 13, 2021 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: Margaret DePergola – Vice Chair; 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; Alan Dittenhofer, Authority Engineer via tele-conference; Trace Dittenhofer, Authority Engineer via tele-conference; Debra Rumpf, Esq., Authority Attorney via tele-conference.

THOSE ABSENT: Joseph Koptic, Chairman

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.

PRIOR MINUTES

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve the minutes of the regular meeting held on June 9, 2021. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

TREASURER'S REPORT

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

BILLS RESOLUTION

A motion was made by Mrs. Skelly, seconded by Mr. Miller to approve the operational bills resolution as submitted. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton began by expressing his condolences to the family of Earl Miller, one of the Authority's Commissioners who passed on July 4, 2021. Mr. Miller has been on the Authority's Board since 2000 and participated regularly with his duties as Secretary. Mr. Miller was always supportive of the Authority and took great interest in what he was DOING, and will be greatly missed.

Mr. Sutton advised the Board that Mr. Miller's daughter has provided us with information with regard to his services and they will be held on Wednesday, July 15, 2021 between the hours of 4pm and 6pm at Maxwell Funeral Home on Mathistown Road.

2 – Mr. Sutton stated that in the absence of Mr. Miller the Board no longer has a Secretary, and he would recommend taking action to appoint a member of the Board to Secretary.

Mrs. DePergola made a motion, seconded by Mrs. Skelly to nominate Mr. Ken Miller to Secretary of the Authority's Board. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

Mr. Sutton asked Mr. Miller if he had any objection to being appointed as Secretary. Mr. Miller did not.

Mr. Sutton thanked Mr. Miller for accepting.

3 – Mr. Sutton advised the Board that Resolution #2021-31 is on the agenda for consideration as it relates to the use of P-Cards. These cards will allow the Authority to obtain the best pricing for items not exceeding \$2,000.00 where purchase orders are not accepted or upon a single purchase. There is strict use of these cards, and he and Nicole Princiotti, Qualified Purchasing Agent are the only employees that have these cards. The cards will be used only for Authority business. Adoption is recommended.

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve Resolution #2021-31 establishing the policies and procedures for the use of procurement cards and to implement a procurement card program. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

Mr. Sutton stated that as a point of information, Resolution #2021-32 was approved at the Authority's Rate Hearing on June 30, 2021. The hearing was transcribed and action was taken to ensure the Authority was able to continue our July 1, 2021 billing on schedule.

4 – Mr. Sutton advised the Board that there is a resolution on the agenda creating a position of Part-Time GIS Field Technician. One of our employees has given notice and taken a job with the Federal Government in Fish and Wildlife. We asked her to stay on because she has been valuable to the Authority in continuing with the GIS program and locating the infrastructure. It is a part-time position and will not exceed 20 hours per week. She will do an excellent job for the Authority. This resolution establishes this position.

A motion was made by Mrs. DePergola, seconded by Mr. Miller approving Resolution #2021-33 establishing the position of Part-Time GIS Field Technician. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

5 – Mr. Sutton stated that Resolution #2021-34 is being presented appointing Scott Schools to the position of Maintenance/Backhoe Operator. Mr. Schools is currently employed with the Authority as Utility Worker. It is recommended that he be appointed to Maintenance/Backhoe Operator given his skills and expertise.

A motion was made by Mr. Laney, seconded by Mr. Miller approving Resolution #2021-34 appointing Scott Schools to Maintenance/Backhoe Operator. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

6 – Mr. Sutton advised the Board that Resolution #2021-35 is being presented adopting the revised Employee Job Description Manual. In the revision two new job positions have been incorporated and it is recommended for approval.

A motion was made by Mrs. DePergola, seconded by Mrs. Skelly approving Resolution #2021-35 adopting the revised Job Description Manual. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

7 – Mr. Sutton stated that Resolution #2021-36 is being presented appointing Amanda Archer to the position of Part-time GIS Field Technician.

A motion was made by Mr. Laney, seconded by Mr. Miller approving Resolution #2021-36 appointing Amanda Archer to the position of Part-time GIS filed Technician. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

8 – Mr. Sutton advised the Board that Resolution #2021-37 is being presented authorizing a pay increase for Mark Heinrichs Senior as IT Professional. Mr. Heinrichs has been employed with the Authority for a very long time; forever.

Mr. Sutton stated that in his tenure as Executive Director, Mr. Heinrichs has never received a pay increase and it is long overdue at this point. He recommends adoption of Resolution #2021-37.

A motion was made by Mrs. DePergola, seconded by Mr. Miller approving Resolution #2021-37 regarding compensation for Mark Heinrichs Senior, as IT Professional. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

8 - Mr. Sutton advised that Resolution #2021-38 is being presented offering Sharon Emanuel a permanent position of Clerk/Cashier. Ninety days ago, we were fortunate enough to find Mrs. Emanuel to fill the vacancy of Jenifer Sulzmann who resigned from her position at the Authority. She has performed very well and adoption is recommended.

A motion was made by Mr. Miller, seconded by Mrs. Skelly to approve Resolution #2021-38 appointing Sharon Emanuel to the position of Clerk/Cashier. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

9 – Mr. Sutton stated that Resolution #2021-39 is being presented adopting the Authority's Water Budget for fiscal year July 1, 2021 through June 30, 2022.

A motion was made by Mrs. DePergola, seconded by Mrs. Skelly approving Resolution #2021-39 adopting the Authority's Water Budget for Fiscal Year July 1, 2021 through June 30, 2022. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

10 – Mr. Sutton stated that Resolution #2021-40 is being presented adopting the Authority's Sewer Budget for Fiscal Year July 1, 2021 through June 30, 2022.

A motion was made by Mr. Laney, seconded by Mr. Miller to approve Resolution #2021-40 adopting the Authority's Sewer Budget for Fiscal Year July 1, 2021 through June 30, 2022. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

11- Mr. Sutton stated that Resolution #2021-41 is being presented authorizing the return of monies issued to the Authority in error by Walter's Residential. The proposed work is not within the service area of the Authority and therefore these fees should be returned to the Contractor.

A motion was made by Mrs. DePergola, seconded by Mr. Miller approving Resolution #2021-41 authorizing reimbursement to Walter's Residential, Block 189-01 Lot 15.01, 8 Juniper Place. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

Mr. Sutton stated that there were no customer committee issues to report, and no need for Executive Session. That was all for his report, unless anyone had any questions.

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

### PERSONNEL COMMITTEE

Mr. Sutton advised that the minutes are attached for approval. A motion was made by Mr. Laney, seconded by Mr. Miller to approve the Personnel Committee as submitted. All in favor.

### SUPERINTENDENT'S REPORT

Mr. DiFrancia stated that he would like to express his condolences for Mr. Miller's Family. He was a great asset to our Board and he will be missed.

1 – Mr. DiFrancia stated that the Holly Lake Water Tower on Great Bay Boulevard is 100% complete and looks amazing. There was a color photo attached with the packages so everyone can see. After proper testing, the tank went online on June 15<sup>th</sup>, just in time for our busy season. At this time the contract is 90% complete with the security fencing being installed.

2 – Mr. DiFrancia advised the Board that Resolution #2021-42 is being presented concerning a 30-day time extension request for the Holly Lake Water Tower. This is due to manufacturing and delivery of materials delay and inclement weather.

A motion was made by Mrs. Skelly, seconded by Mr. Laney approving Resolution #2021-42 granting a 30-day time extension for Allied Painting for the Holly Lake Water Tower. Roll call vote, Peter Cicco – yes, Ken Laney – yes, Ken Miller – yes, Marie Skelly – yes, Margaret DePergola – yes.

3 – Mr. DiFrancia stated that we have installed and relocated several fire hydrants and blow-off stations on various streets including a new hydrant on Kentucky Drive, and replacements on Dayton and Boston Drives. Kentucky Drive had no hydrant so the residents were happy with this new installation. Overall this will greatly increase not only maintenance and water quality for the residents but also ensure adequate fire suppression.

4 – Mr. DiFrancia advised the Board that training and start-up for the new water treatment plant has been completed. We had seven (7) vendors and technicians over the course of five (5) days provide on the spot training with question and answer time for personnel. These training sessions were also video-taped for reference in the future.

5 – Mr. DiFrancia advised the Board that we are still waiting for Phase II approval from the DEP so we can go to bid for the next phase of the water and sewer main replacement project.

6 – Mr. DiFrancia stated that his work order management report is attached.

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

#### ENGINEER'S REPORT

Mr. Sutton stated that he would like to welcome Trace Dittenhofer. He is here with Alan Dittenhofer of Remington and Vernick Engineers. Joanna Bermingham is no longer with the firm and Trace Dittenhofer will be taking over where she left off.

Mr. Sutton stated that Ms. Bermingham did an excellent job for the Authority and always exceeded anything we ever asked of her. We are happy for Trace as he gets to step in on behalf of the firm.

Trace Dittenhofer thanked Mr. Sutton and the Board for the opportunity and expressed that he is looking forward to working with everyone.

Mr. Dittenhofer offered his condolences to the Miller Family, and to the Board for their loss.

Mr. Dittenhofer advised the Board that there were two items he would like to mention; the permit packages for Phase II of the water and sewer main replacement permits have been prepared and are in review for the project. This includes the fees and permits for the Ocean County Soil Conservation, Bureaus of Water Systems and NJ DEP TWA approval.

Mr. Dittenhofer stated that the design plan for Phase II of the water and sewer main replacement is substantially underway, and we are prepared to make application to the NJ IBank.

Mr. Dittenhofer advised that there were no additional items to be discussed unless there were any questions.

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

#### ATTORNEY'S REPORT

Mrs. Rumpf expressed her condolences for Mr. Miller and stated that he was one of a kind and will be greatly missed.

Mrs. Rumpf stated that her report has been submitted, and she would be happy to answer any questions at this time.

Mr. Sutton asked if there were any questions for the Attorney's Report? There being none, a motion was made by Mr. Laney, seconded by Mrs. DePergola to approve the Attorney's Report as submitted. All in favor.

Mr. Sutton asked for a motion to file general correspondence.

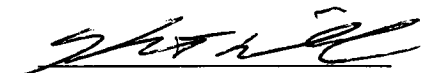
A motion was made by Mr. Laney, seconded by Mr. Miller to accept and file general correspondence. All in favor.

Mr. Sutton asked the Board for a motion to open this portion of the meeting to the public. A motion was made by Mrs. DePergola, seconded by Mr. Miller to open this portion of the meeting to the public. All in favor.

Mr. Sutton asked if there were any members of the public on the tele-conference and confirmed that there were no callers on the conference.

Mr. Sutton asked for a motion to close this portion of the meeting to the public. A motion was made by Mr. Laney, seconded by Mr. Miller to close this portion of the meeting to the public. All in favor.

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

  
Kenneth Miller, Secretary