

**LEHMUA
Regular Meeting**

February 8, 2022

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on February 8, 2022, 12:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor, New Jersey and via tele-conference with the Commissioners.

MEMBERS PRESENT: Joseph Koptic, Chairman; Margaret DePergola, Vice-Chair; Marie Skelly, Treasurer; Kenneth Miller, Secretary; Peter Cicco, Christopher Filiciello joined the meeting after roll call at 12:05 PM

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

THOSE ABSENT: None

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.

REORGANIZATION

Mr. Sutton advised that normally if the Chairperson were running the meeting we would appoint a temporary Chairperson for the purposes of reorganization. At this time, he (Mr. Sutton) is going to act as temporary Chairperson.

Mr. Sutton asked for a motion to nominate a Chairperson for the Board of Commissioners for the upcoming year.

A motion was made by Mr. Koptic, seconded by Mr. Miller nominating Mrs. DePergola as Chairperson for the upcoming year. Roll call, Pete Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Margaret DePergola – yes, Joseph Koptic – yes.

There were no other nominations for Chairperson made.

Mrs. DePergola accepted the nomination and thanked the Board.

Mr. Sutton thanked Mr. Koptic for his years of service as Chairman. He has enjoyed working along with him and is grateful for his continued support over the years.

Mr. Koptic stated that it has been his pleasure.

Mr. Sutton advised the Board that he would recommend that we approve the consent agenda as presented in one motion. He noted that right now we are in a temporary hold on the appointment of our committees, contingent upon another member being appointed to our Board by the Township Committee.

Mr. Sutton advised the Board that there are some alternate dates with regard to the meetings and made mention to the Board to take note of these.

Mr. Sutton asked if there were any questions with regard to re-organization? There being none, a motion was made by Mr. Koptic, seconded by Mrs. DePergola to approve the re-organization agenda as follows. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Items #1 through #4 – Chairwoman, Margaret DePergola; Vice Chair, Joseph Koptic; Treasurer Marie Skelly; Secretary, Kenneth Miller.

Mr. Sutton stated that Peter Cicco will be a regular member, and Chris Filiciello will be alternate #2.

Items #5 and #6 will be determined at a later date as mentioned before.

7. Authority Attorney – Debra Rumpf, Esq.
8. Authority Consulting Engineer – Remington & Vernick Engineers; Special Project Engineer – Felipe Contreras of Kleinfelder
9. Authority Auditor – Brian Logan of Suplee, Clooney & Company
10. Financial Consultants – Acacia Financial Group, Inc.
11. Bond Counsel – DeCotiis, Fitzpatrick, Cole & Giblin, LLP
12. Official Newspapers of the Authority for year February 2022 through February 2023: Atlantic City Press, Asbury Park Press, Times Beacon and others as deemed necessary from time to time
13. Regular meetings to be held per schedule below:
 - February 8, 2022 at Noon
 - March 1, 2022 at Noon
 - April 12, 2022 at Noon
 - May 10, 2022 at Noon
 - June 14, 2022 at Noon
 - July 6, 2022 at Noon
 - August 9, 2022 at Noon
 - September 13, 2022 at Noon
 - October 12, 2022 at Noon
 - November 9, 2022 at Noon
 - December 13, 2022 at Noon
 - January 10, 2023 at Noon
 - February 14, 2023 at Noon (re-organization)
14. Official Depository banks: TD Bank, Ocean First Bank, Manasquan Bank, Lakeland Bank and others as deemed necessary from time to time.
15. Sexual Harassment officers to be determined

Close of re-organization.

Mr. Sutton thanked everyone and congratulated the new commissioners and professionals on their appointments.

Mr. Sutton noted that with regard to the professionals for the upcoming year, we will officially appoint them by resolution once we get to the Director's Report.

PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. Miller to approve the minutes of the regular meeting of January 11, 2022. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – 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, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

BILLS RESOLUTION

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

EXECUTIVE DIRECTOR'S REPORT

1 - Mr. Sutton advised the Board that the first item is in regard to the appointment of our Professionals for the term beginning February 2022 and ending February 2023. The Personnel Committee discussed the professional appointments based on the proposals obtained. Based on review, it has been recommended that the Authority continue to utilize the existing professionals and continue to retain them until February 2023. There is a resolution attached for approval.

Mr. Sutton read the following professionals recommended for appointments:

Mrs. Debra Rumpf, Esq., Authority Solicitor
Remington & Vernick Engineers, Authority Consulting Engineer
Felipe Contreras of Kleinfelder, Inc., Authority Special Projects Engineer
DeCotiis, Fitzpatrick, Cole & Giblin, as Authority Bond Counsel
Acacia Financial Group, Inc., Authority Financial Consultants
Brian Logan, of Suplee, Clooney & Company as Authority Auditor

A motion was made by Mr. Miller, seconded by Mrs. DePergola approving Resolution #2022-5 authorizing professional appointments for the Little Egg Harbor Municipal Utilities Authority through February 2023. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Mr. Sutton stated that he is looking forward to working with our professionals in the upcoming year and congratulated everyone.

2 – Mr. Sutton advised the Board that the Personnel Committee made recommendation to appoint a permanent position to Victoria Albright as a clerk/cashier. Ms. Albright has been with us for 90 days and she has done an exceptional job. There is a resolution on the agenda for consideration.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2022-6 hiring Victoria Albright to the position of Clerk/Cashier. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

3 – Mr. Sutton advised the Board that the Authority received a letter from the Borough of Tuckerton requesting connection to the Authority's sanitary sewer system adjacent to two (2) homes on Great Bay Boulevard at no cost to the Authority. There is an existing Interlocal Agreement that has been in existence since 2003 between the Authority and the Borough. This would be authorized under the terms and conditions of the agreement. Upon review it is mutually beneficial for both the Borough of Tuckerton to reduce the repair costs, and for the Authority to gain two customers who are required to pay connection fees. A resolution is on the agenda and is being recommended for approval.

At this time, Mr. Sutton recommended that Mr. Koptic abstain from voting in this particular matter.

Mrs. Rumpf agreed and recommended that Mr. Koptic abstain from voting in order to avoid the appearance of any impropriety.

A motion was made by Mr. Miller, seconded by Mrs. DePergola to approve Resolution #2022-7 authorizing the Borough of Tuckerton to perform a connection to the Authority's sanitary sewer system. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – abstain, Margaret DePergola – yes.

4 – Mr. Sutton stated that he and Mrs. Princiotti, QPA have reviewed the State statutes pertaining to the use of electronic banking for the payment of select approved billing claims. This is permitted as per statute. This will only be used for ongoing regular billing claims where timely monthly payments are critical to avoid late payments or lapses in insurance coverage. This will expedite these limited number of payments. The bills will still be executed and reflective on the Bills Resolution each month. There is a resolution attached for approval.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2022-8 authorizing the use of electronic payments. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Mr. Sutton advised the Board that there were no customer committee matters, nor any executive session for this month.

Mr. Sutton took a moment to personally thank Chairman Koptic for his service as Chairman over the years. He expressed his appreciation for his continued support through his tenure at the Authority.

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

PERSONNEL COMMITTEE

Mr. Sutton advised the Board that the minutes of the Personnel Committee are attached and items pertaining to these matters were previously addressed. At this time, he requested a motion and second for approval.

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

RULES AND REGULATIONS COMMITTEE

Mr. Sutton advised the Board that this matter was previously addressed with regard to the Borough's connection to the Authority's sewer system and asked for approval of the report as submitted.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve the Rules and Regulations Committee report as submitted. All in favor.

SUPERINTENDENT'S REPORT

Mr. Sutton advised the Board that Mr. DiFrancia has been called to handle an emergency in the field and that he will be delivering his report for him.

1 – Mr. Sutton stated that there is a recommendation from our Special Consulting Engineer, Felipe Contreras of Kleinfelder regarding the release of a performance bond for Well #6 for the installation of a chlorine contact tank. This project was completed and accepted in 2018. No maintenance bond will be required as it has been in operation for more than four (4) years. A resolution is attached and is recommended for approval.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2022-9 authorizing the release of performance guarantee for TKT Construction with regard to the Chlorine Contact Tank at Well #6. Roll call vote, Pete Cicco – yes, Ken Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

2 – Mr. Sutton stated that Mr. DiFrancia wanted to thank our staff who came in during the recent snowstorm. It was very important to keep our facilities accessible and there were very difficult conditions to work under.

Mr. Sutton followed up by commending the staff and is proud of the unbelievable effort they made.

3 – Mr. Sutton advised the Board that K. Hovnanian at Four Seasons has requested the release of the performance bond. As-builts for the development are currently under review for compliance. A walk-thru with the site supervisor is required for a sub-surface inspection of the improvements. Once satisfied, K. Hovnanian will be required to post a two (2) year maintenance bond. In a letter dated January 18, 2022, K. Hovnanian has requested a waiver of the maintenance bonding indicating that the work has been completed and in operation for more than three (3) years. Upon full review of the As-builts and on-site inspection, a decision concerning this request will be made along with a possible recommendation to the Board of Commissioners for potential action.

4 – Mr. Sutton advised the Board that the project off of Railroad Avenue, 23LLC, has satisfied all of the Authority's requirements. This will allow them the potential to request building permits to be issued from the Township Construction Department. The lots will be improved by K. Hovnanian. However, the original developer will still hold the bonding.

5 – Mr. Sutton stated that the new DEP rules require information concerning any lead connections be reported. He is happy to report that the Authority has no lead connections within our system. We will post this information on the Authority's website allowing residents to search for a particular property within our service area.

6 – Mr. Sutton advised the Board that we are reviewing the final plans for the decommissioning of Well #5. Once this is finalized, we will advertise for bidding.

7 – Mr. Sutton reviewed the Superintendent's Work Order Management Report.

Mr. Sutton asked if there were any questions with regard to the Superintendent's Report? There being none, a motion was made by Mr. Cicco, seconded by Mr. Miller to approve the Superintendent's Report as submitted. All in favor.

ENGINEER'S REPORT

Mr. Dittenhofer congratulated the re-appointed members and thanked the Board for the re-appointment of his firm. He enjoys working with the administrative staff and is looking forward to another year as the Authority's Engineer.

Mr. Dittenhofer advised the Board that his report has been submitted for approval and he would like to review a few items.

Mr. Dittenhofer advised the Board that with regard to Phase II of the Mystic Islands Water and Sewer Main Replacement, the NJDEP BWSE Permit, NJDEP Treatment Works Approval Permit, and Ocean County Soil Conservation District Certification have all been obtained. Additionally, all New Jersey Infrastructure Bank application documents have been submitted, and we are waiting for NJIB and SED approval.

Mr. Dittenhofer stated that with regard to Phase III of the Mystic Islands Water and Sewer Main Replacement, the layout design has been completed and the permit package has been prepared for all required permits.

Mr. Dittenhofer stated that the specifications for Well #5 have been completed and are waiting for approval from the Authority.

Mr. Dittenhofer stated that was all for his report unless there were any questions. There being none, a motion was made by Mr. Koptic, seconded by Mr. Miller to approve the Engineer's Report as submitted. All in favor.

ATTORNEY'S REPORT

Mrs. Rumpf congratulated the re-appointments of Authority members and congratulated Mrs. DePergola as Chairwoman of the Authority.

Mrs. Rumpf thanked the Board for her re-appointment as Authority Legal Counsel and stated that she enjoys working with the staff and Board.

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

There being none, a motion was made by Mr. Miller, seconded by Mr. Cicco 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 at this time?

Mr. Miller inquired with regard to electronic payments and stated that the residents of his community were asking if there would be an ability to pay their bills online.

Mr. Sutton stated that we are exploring our options with regard to this and explained the situation with the mailing of our bills, and the current online bill paying we are utilizing.

Mr. Sutton asked Mrs. Princiotti the cost per year for the mailing of our quarterly bills.

Mrs. Princiotti advised the Board that it's about \$20,000 to \$25,000 per year right now.

Mr. Sutton stated that we are looking into a more cost efficient manner in which to print and mail our bills and will be working with Edmunds as it relates to electronic payments.

Mr. Miller thanked Mr. Sutton.

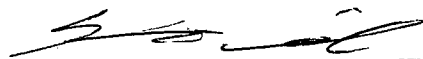
Mrs. DePergola took a moment to thank the Board for her appointment as Chairwoman.

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

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

Mr. Sutton advised that there was no public on the tele-conference and asked for a motion to close this portion of the meeting to the public. A motion was made by Mr. Koptic, seconded by Mrs. Skelly to close this portion of the meeting.

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


Kenneth Miller, Secretary