

**LEHMUA**  
**Regular Meeting**

**March 1, 2022**

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on March 1, 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: Margaret DePergola, Chairwoman; Joseph Koptic, Vice-Chair; Marie Skelly, Treasurer; Kenneth Miller, Secretary; Peter Cicco, Christopher Filiciello

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.

PRIOR MINUTES

A motion was made by Mrs. DePergola, seconded by Mr. Cicco to approve the minutes of the regular meeting held on February 8, 2022. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

TREASURER'S REPORT

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

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton began by thanking the Commissioners for making a change to our meeting date for today as it is the first Tuesday of the month and not the second Tuesday. He can't believe it is already March.

Mr. Sutton stated that he would like to take a moment of silence for Ukraine, and to keep them in our thoughts, prayers and hope for world peace.

Following the moment of silence, Mr. Sutton thanked the Board.

2 – Mr. Sutton advised the Board that annually we go out to bid for Emergency Repairs, Chemicals and Plant Supplies. If approved, we anticipate that advertising will be in April and bids will be opened Thursday, April 21, 2022.

Mr. Sutton asked for a motion and a second authorizing the Authority to go out to bid for the annual contracts.

A motion was made by Mr. Koptic, seconded by Mr. Miller authorizing the Authority to receive bids for our annual contracts. All in favor.

3 – Mr. Sutton advised the Board that there are resolutions being presented promoting Robert Hamilton, III and Jacob Stoeckel to the position of Utility Worker. Both these individuals do a great job for the Authority and have obtained the required necessary skills for this position and to perform the tasks associated with it.

A motion was made by Mr. Koptic, seconded by Mr. Miller to approve Resolution #2022-10 promoting Robert Hamilton, III to the position of Utility Worker. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Miller to approve Resolution #2022-11 promoting Jacob Stoeckel to the position of Utility Worker. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Mr. Sutton advised the Board that there are no customer committee matters, nor is there a need for Executive Session for this meeting.

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. Koptic, seconded by Mr. Miller to approve the Personnel Committee report as submitted. All in favor.

#### SUPERINTENDENT'S REPORT

Mr. DiFrancia wished everyone well.

1 - Mr. DiFrancia stated that with regard to Phase II of the Water and Sewer Main Replacement project, the Authority's consulting Engineer, Remington & Vernick has sent a revised bid schedule to the NJDEP per their request. It is anticipated that the advertisement date will be March 18, 2022 with a proposed bid opening date of April 15, 2022. It is anticipated that contract award will be made at the May, 2022 meeting and the project will begin June 15, 2022. It should take about 180 contract days to complete with an anticipated finish date of December 2022.

2 – Mr. DiFrancia advised the Board that the Authority has been contacted by an engineer for New Jersey Natural Gas requesting information regarding the completed and future water and sewer improvements for the streets located off of Twin Lakes Boulevard. NJNG is planning on upgrading gas mains and services and wants to coordinate with our installed and proposed improvements. We are working with their representative to ensure that the impact is minimal to our residents.

3 – Mr. DiFrancia advised the Board that Atlantic City Electric (ACE) has also contacted the Authority requesting information and the location of our underground infrastructure located near their substation off of Great Bay Boulevard. As everyone is aware, throughout the town you can see giant brown poles which were installed by ACE in the past. The installation created a lot of issues for the Authority as they were being installed near our water and sewer mains and with the vibratory caissons, the Authority needed to be with them every step of the way. This was to ensure that during installation none of the Authority's mains were cracked or collapsed during the process. Atlantic City Electric is looking to expand to Great Bay Boulevard near our water treatment plant. We will be meeting with them after we update the locations of our infrastructure in that area.

4 – Mr. DiFrancia stated that the decommissioning of Well #5 is in the final stages of revisions per the Authority's review. Each time we make progress we get knocked back a bit. In order to make sure our bid is solid, and in order to get more information from the DEP with regard to what is existent at the well, we have had a contractor pull the well and pump. We want to be able to see how low, and if any grout is between the casings. Years ago there was an eight (8) inch well drilled and it was a single casing well. Several years later, it was discovered to have a hole in it. We repaired this with a six (6) inch sleeve that was dropped inside the eight (8) inch casing. We want to make sure when going out to bid we have specifications that include exactly what is required and necessary in order to avoid having change orders and increasing the contract price. We want to make sure that the DEP doesn't require pulling the inside sleeve. This obviously would be an additional cost, but once awarded through bid, it would be more money.

Mr. DiFrancia stated that the contractor has pulled the pump and a report will be drawn up so the DEP can evaluate it and tell us exactly what and how they want this done. Then we can take this information and include it in the bid specification.

5 - Mr. DiFrancia stated that his Work Order Management Report has been submitted and he reviewed the items on the report.

Mr. DiFrancia 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. Cicco to approve the Superintendent's Report as submitted. All in favor.

#### ENGINEER'S REPORT

Mr. Dittenhofer wished everyone well and thanked the Director, Superintendent and staff for all their work and help in moving the projects along.

Mr. Dittenhofer stated that as a re-cap of what the Superintendent mentioned in his report, we have submitted a revised schedule to the DEP for their approval for Phase II of the water and sewer main project. With regard to Phase III we are hoping to submit permits in March.

Mr. Dittenhofer reiterated that we are waiting for the report with regard to Well #5 so that we and have a seamless bid moving forward.

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 wished everyone well and stated that her report has been submitted and she would be happy to answer any questions at this time.

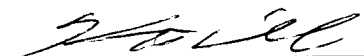
There being no questions, a motion was made by Mr. Koptic, seconded by Mr. Miller to approve the Attorney's Report as submitted. All in favor.

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 Mr. Miller to file general correspondence. All in favor.

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

Mr. Sutton asked if there was any member of the public on the tele-conference? There being no public in attendance, a motion was made by Mr. Koptic, seconded by Mr. Miller to close this portion of the meeting to the public. All in favor.

With nothing else further coming before the Board, a motion was made by Mr. Cicco, seconded by Mr. Miller to adjourn. All in favor.

  
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Kenneth Miller, Secretary