

LEHMUA
Regular Meeting

August 9, 2022

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on August 9, 2022, 12:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor, New Jersey.

MEMBERS PRESENT: Margaret DePergola, Chairwoman; Joseph Koptic, Vice-Chair (via tele-conference); Marie Skelly, Treasurer; Kenneth Miller, Secretary; Peter Cicco, Kenneth Maxwell (via tele-conference); Christopher Filiciello

OTHERS IN ATTENDANCE: Earl F. Sutton, Jr., Executive Director – via tele-conference; 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 Mr. Miller, seconded by Mr. Cicco to approve the minutes of the July 6, 2022 regular meeting. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret De Pergola – yes.

TREASURER'S REPORT

A motion was made by Mr. Miller, 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 Mr. Cicco, 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 apologized for having to call into the meeting, he is on vacation with his family and celebrating 37 happy years of marriage with his wife.

2 – Mr. Sutton advised the Board that there was a discussion with the Personnel Committee with regard to the creation of a new position with the Authority title, Project Manager. There is a

resolution also on the agenda for consideration. The Committee met and discussed this and recommends approving this resolution as presented. This has been reviewed and approved by our legal counsel as well.

Mr. Sutton took a moment to thank Chairwoman DePergola, Commissioner Skelly and Superintendent DiFrancia. There was a great deal of time and effort in creating this position and discussion with regard to the employee filling this position.

A motion was made by Mr. Cicco, seconded by Mr. Miller approving Resolution #2022-50 establishing the position of Project Manager. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

3 – Mr. Sutton advised that there was further discussion with the Personnel Committee concerning an employment contract with John Mulvilhill for the position of Project Manager. John is an exceptional employee and an asset to the Authority. He has extensive knowledge and expertise and his attention to detail has saved the Authority considerable expenses each year of his employment as an Inspector and now Lead Inspector. He is deserving of this proposed contract and there is a resolution attached for approval. This has been reviewed by legal counsel and the Committee agrees with the execution of this contract.

A motion was made by Mrs. Skelly, seconded by Mrs. DePergola to approve Resolution #2022-51 approving an employment agreement with John Mulvihill. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

4 - Mr. Sutton advised the Board that as a result of this new position of Project Manager, the Job Description Manual is required to be updated. There is a resolution attached for consideration with a recommendation of adoption.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2022-52 adopting an updated Employee Job Description Manual. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

5 – Mr. Sutton stated that attached for consideration is a resolution denying the release of a performance Bond for Auto Zone, LLC. Upon review there are too many items remaining to recommend release.

A motion was made by Mr. Miller, seconded by Mr. Cicco to approve Resolution #2022-53 denying the release of the performance bond for Auto Zone, LLC. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

6 – Mr. Sutton stated that once again, he needs to remind everyone that anyone who is in arrears with their water and sewer charges between the time period of March 9, 2020 and March 15, 2022, a person may contact the office to make an installment agreement. Additionally, there may be other programs for low-income assistance.

7 – Mr. Sutton advised the Board that there are no customer committee matters, nor a need for Executive Session at this time.

Mr. Sutton stated that was all for the Executive Director's Report, unless there were any questions. There being one, a motion was made by Mr. Cicco, seconded by Mr. Miller to approve the Executive Director's Report as submitted. All in favor.

PERSONNEL COMMITTEE

Mr. Sutton stated that the minutes are attached with regard to the items previously discussed, but he would be happy to answer any questions.

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

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia advised the Board that the decommissioning of Well No. 5 abandonment report was submitted by the Contractor. It is being reviewed by the NJDEP and it is anticipated that there will be a three (3) to four (4) week turn around for approval.

2 - Mr. DiFrancia advised the Board that AC Schultes' payment requisition has been submitted and is with the engineer for review. Once this has been reviewed and NJDEP has approved the report as mentioned before, payment will be made, with retainage being held.

3 -Mr. DiFrancia advised the Board that the sub-contractor working for TKT Construction is performing site demolition. The demolition for the actual well, which is the well that goes into the ground to draw the water, was done by AC Schultes. Now that it has been completed, the actual building demolition needed to be done. The company subbed out by TKT Construction has done a great job, and has taken the building down, removed debris and recycled the materials. The money received from the recycling of some of the material, will be credited toward the original quote. Upon receiving this information, it is anticipated that a PO will be made and include the adjusted amount for final payment.

4 – Mr. DiFrancia stated that the installation of a "Muffin Monster" will take place at pump station no. 2 the week of August 16, 2022. The electrical work that is required is being done by ABS Electric under a separate quote. This installation is very important so there is less maintenance at this station. Ultimately, this station will need a full rehabilitation.

5 – Mr. DiFrancia stated that his work order management report has been submitted and reviewed the items with the Board.

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

ENGINEER'S REPORT

Mr. Dittenhofer wished everyone well and stated the Engineer's Report has been submitted for review. He would be happy to answer any questions at this time.

There being no questions, a motion was made by Mr. Cicco, 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 for approval. She would be happy to answer any questions at this time.

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

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

A motion was made by Mr. Miller, seconded by Mr. Cicco 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. Miller, seconded by Mr. Cicco 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.



Kenneth Miller, Secretary