

**LEHMUA**  
**Regular Meeting**

April 11, 2023

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on April 11, 2023, 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 (via tele-conference); Kenneth Miller, Secretary; Peter Cicco; Kenneth Maxwell

**OTHERS IN ATTENDANCE:** Michael S. DiFrancia, Superintendent; Nicole M. Princiotti, Executive Secretary/QPA; Trace Dittenhofer, Authority Engineer; Debra Rumpf, Esq., Authority Attorney

**THOSE ABSENT:** Earl F. Sutton, Jr., Executive Director; Christopher Filiciello

**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. Koptic to approve the minutes of the March 14, 2023 regular meeting. 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 Mr. Cicco, seconded by Mr. Miller 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. Miller, seconded by Mrs. Skelly to approve the operational account bills resolution as submitted. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

**EXECUTIVE DIRECTOR'S REPORT**

In the absence of Mr. Sutton, Mr. DiFrancia gave the Executive Director's Report.

1 – Mr. DiFrancia stated that Mr. Sutton apologizes for not being able to attend the meeting this afternoon. Unfortunately, his sister-in-law passed away at the age of 63 and the services are being held today.

Mr. DiFrancia advised the Board that the proposed budget will be introduced today, and that very detailed and confidential documents have been provided. He reminded the Board that these items should remain confidential. He and the Executive Director covered the details with the Budget Committee, and they agree with the need for an increase and understand the future debt service requirements of the Authority. It is their recommendation to adopt the proposed budgets as presented by resolution.

Mr. DiFrancia stated that Mr. Sutton would like to thank Mrs. Skelly and Mr. Miller for their time, support and questions concerning the budget. A special thanks to Mrs. Princiotti as always for her work concerning the budget and for Brain Logan's assistance.

2 – Mr. DiFrancia stated that Resolution #2023-14 will be presented for the proposed water budget, Resolution #2023-15 will be presented for the proposed sewer budget and Resolution #2023-16 will be presented for the combined budget. All three resolutions are recommended for approval.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2023-14 introducing the water budget for July 1, 2023 through June 30, 2024. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

A motion was made by Mr. Miller, seconded by Mr. Cicco to approve Resolution #2023-15 introducing the sewer budget for July 1, 2023 through June 30, 2024. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve Resolution #2023-16 introduction of the water and sewer budget combined for July 1, 2023 through June 30, 2024. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

3 – Mr. DiFrancia advised the Board that bid packets will be opened for the annual chemical contracts, emergency repairs and supplies on April 13, 2023. It is anticipated that award will be made at the May 2023 meeting.

4 – Mr. DiFrancia stated that once again he needs to add a reminder that anyone who is in arrears with their water and sewer charges between the period of March 9, 2020 and March 15, 2022, a person may contact the office to make an installment payment arrangement. In addition, there may be other programs available for Low-Income assistance.

5 – Mr. DiFrancia stated that there are no customer committee matters, nor Executive Session for this meeting.

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

#### BUDGET COMMITTEE

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

Mrs. DePergola thanked the Committee and staff of the Authority for their hard work and dedication with regard to the Authority's budget.

## SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia advised the Board that as of Monday, March 27, 2023 Authority personnel began the annual hydrant flushing program. As everyone is aware, we perform this every year. Not only is this required, but it is also imperative to the overall maintenance of the water distribution system. During the flushing we are also inspecting the hydrants and performing routine maintenance. Any deficiencies are reported and addressed immediately. It is anticipated that flushing will conclude by the end of May.

2 – Mr. DiFrancia advised the Board that over the next month while performing flushing, we will be conducting “flow testing” of various hydrants as required by Insurance Services Office. (ISO). ISO works closely with each of the three (3) fire districts in Little Egg Harbor in order to facilitate an accurate data summary for the purpose of evaluating the specific rates charged for fire insurance throughout the Township of Little Egg Harbor. We will be completing the testing once flushing is completed to ensure our distribution system is not disturbed unnecessarily. The last time we were required to do this was in 2016, and the ISO is requesting an update to the data.

3 – Mr. DiFrancia advised the Board that Mathis Construction, the current emergency contractor for the Authority has submitted a request for payment for the March 28, 2023 sewer collapse on South Captain's Drive. The invoice has been reviewed by our engineer and found to be within the parameters of the emergency contract bid.

4 – Mr. DiFrancia advised the Authority that during routine maintenance at the Sea Oaks Treatment Plant we noted flow rates associated with the automated cleaning of the six (6) greensand filters were not at a velocity as recommended by the original filtration manufacturer, Hungerford & Terry. This treatment plant first went on-line a little over 18 years ago. Hungerford & Terry were contacted and service technicians along with the Authority's personnel performed all necessary adjustments to the automated valves at each filter to reinstate design flows. Currently, the Authority is also performing a full raw water analysis to verify all current treatment is enabling the filtration system to perform at peak performance.

5 - Mr. DiFrancia stated that his Work Order Management Report has been submitted and reviewed the information.

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

## ENGINEER'S REPORT

Mr. Dittenhofer stated that his report has been submitted and he would like to go over a few items.

Mr. Dittenhofer stated that with regard to Mystic Islands Phase II Water and Sewer, we submitted our New Jersey Division of Land Use Jurisdictional Determination. He has made contact with someone at the State who informed him that the Authority's application is a priority and eluded to the design plans being favorable and there should not be any issues.

Mr. Dittenhofer stated that with regard to Phase III, as everyone remembers, we revised the service area plan of that entire section in order to help make it more cohesive. There were some revisions made and the application to NJDEP will be submitted.

Mr. Dittenhofer stated that he is working with the Superintendent in preparation of the Well Vulnerability Survey in accordance with the NJDEP standards. This will allow the Authority to apply for an NJDEP SOC Waiver.

Mr. Dittenhofer stated that was all for his report unless there were any questions. There being none, 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 advised the Board that her report has been submitted and she would be happy to answer any questions at this time.

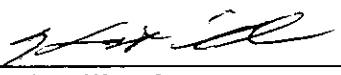
There being no questions, a motion was made by Mr. Miller, seconded by Mrs. Skelly to approve the Attorney's Report as submitted. All in favor.

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

A motion was by Mr. Miller, seconded by Mr. Koptic 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.

There being nothing further to come before the Board, a motion was made by Mr. Koptic, seconded by Mr. Miller to adjourn. All in favor.

  
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Kenneth Miller, Secretary