

**LEHMUA
Regular Meeting**

August 1st, 2023

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on August 1, 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; Christopher Filiciello (via tele-conference)

OTHERS IN ATTENDANCE: Earl F. Sutton, Jr., Executive Director; Michael S. DiFrancia, Superintendent; Trace Dittenhofer, Authority Engineer; Debra Rumpf, Esq., Authority Attorney (via tele-conference)

THOSE ABSENT: Chris Filicello, Kenneth Maxwell, and Nicole Princiotti, Executive Secretary, Q.P.A.

OTHERS IN ATTENDANCE: None

Earl F. Sutton, Jr. 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. Filicello, seconded by Mr. Miller to approve the minutes of the July 11th, 2023, regular meeting. Roll call vote, Chris Filicello – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

TREASURER'S REPORT

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

BILLS RESOLUTION

A motion was made by Mr. Miller, seconded by Mr. Koptic, to approve the operational account bills resolution as submitted. Roll call vote, Chris Filicello – 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 allowing the meeting date to be moved up by one week and appreciated those able to attend.

2- Mr. Sutton stated that as a point of information we are getting close to advertising PHASE II. Cost estimates have been reviewed and final numbers are being compiled. We really will not know anything until the final bids are received and reviewed. The Board is fortunate that they have the right to reject all bids not in the best interest of the Authority and its ratepayers.

3 – Mr. Sutton advised the Board that Resolution #2023-29 is being presented revising the Personnel Policies and Procedures Manual and Handbook based on recommendations reviewed and approved by MEL/JIF. This enables the Authority to continue to comply and receive a substantial reduction in our deductible liability. A special thanks was given to Attorney Deb Rumpf for her review and signing off on the Best Practices checklist which will be submitted to JIF/MEL. Adoption is recommended.

A motion was made by Mr. Miller, seconded by Mrs. Skelly to approve Resolution #2023-29 adopting the revised Personnel Policies and Procedures Manual and Handbook. Roll call vote, Chris Filicello – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

4 – Mr. Sutton advised the Board that Resolution #2023-30 is being presented to the Board authorizing the execution of IRS form 2848, a limited Power of Attorney granted to Bottom Line Concepts. The Authority is authorized to apply for Employee Retention Credits from the Federal Government due to the COVID-19 pandemic. Adoption is recommended.

A motion was made by Mr. Miller, seconded by Mr. Koptic to approve Resolution #2023-30 authorizing the execution of IRS form 2848. Roll call vote, Chris Filicello – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

5 – Mr. Sutton advised the Board that the Authority is progressing well concerning the possible closeout of FEMA projects from Superstorm Sandy. A huge thank you and recognition was noted for Nicole Princiotti for her tireless efforts throughout this process. Due to bank mergers, it has been very difficult and time-consuming to obtain cancelled checks. At the end of the day, we are hopeful that the Authority will not have to reimburse FEMA for any of the funds received in advance during the catastrophe and its aftermath. Mr. Sutton stated he was not the Executive Director at the time of the event, but he is glad that we are closing out this project. He asked for a prayer that we never experience another event like this in our lifetime.

6- Mr. Sutton went on to remind everyone that once again, anyone 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 installment arrangements. In addition, there may be other programs available for Low-Income assistance.

7 – Mr. Sutton stated that there are no customer committee matters for this meeting and there is no need for an Executive Session at this time.

Mr. Sutton 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. Koptic to approve the Executive Director's Report as submitted. All in favor

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia advised the Board that in conjunction with the Ocean County Road Department, LEHMUA once again assisted with the County's recent paving project off Giffordtown Road. Authority personnel were available to ensure all manholes and valve boxes were located and brought to proper grade. This will allow proper access and availability to the Authority's facilities.

2 – Mr. DiFrancia advised the Board that in preparation for "National Night Out" the Authority Vac-Truck was dispatched to Freedom Fields to maintain the Township's Septic System. This was done to prepare for the increased volume the system might see for that event. While there, Authority personnel discovered that the meter used for watering grass for that site stopped working after 18 years. The Authority has helped the Township locate a replacement meter and will install the new one once it is shipped to us.

3 – The second round of NJDEP sampling for 504.1's consisted of testing for Trichloropropane, EDB's and DBCP's at all wells. It has been completed and Mr. DiFrancia is happy to report that the samples tested comply with all State and Federal Regulations.

4- Mr. DiFrancia stated that in keeping up with the latest in Cyber Security, the MUA's "Sonic Wall" for our server was recently upgraded with the most advanced software available.

5 – Mr. DiFrancia stated that his Work Order Management Report is included in the package. He reviewed all the items and thanked the clerical staff for staying up to date on the meter repairs.

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. Koptic 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 regarding Phase II of the Mystic Island Water and Sewer Main Replacement, he expressed that he expects the Authority to be able to advertise for bidding by the end of August.

Phase III has been revised and he is awaiting final approval from the Authority to submit them to the NJDEP for review.

Mr. Dittenhofer stated that was all unless there were any questions. There being none, a motion was made by Mr. Miller, seconded by Mr. Koptic, to approve the engineer's report as submitted.

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.

Mr. Sutton thanked her for her efforts regarding the cell tower and generator issues, and for the Policy Manual review.

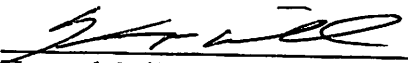
There being no other questions or comments, a motion was made by Mr. Koptic, seconded by Mr. Miller, to approve the Attorney's Report as submitted. All in favor.

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

A motion was by Mr. Miller, seconded by Mrs. Skelly 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. Koptic 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. Miller, seconded by Mr. Koptic to adjourn. All in favor.



Kenneth Miller, Secretary