

**LEHMUA
Regular Meeting**

September 12, 2023

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on September 12, 2023, at 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; 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; Debra Rumpf, Esq., Authority Attorney

THOSE ABSENT: Kenneth Maxwell

OTHERS IN ATTENDANCE: Francis Kennedy of 410 Wood Street, Little Egg Harbor

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. Cicco, seconded by Mr. Miller to approve the minutes of the August 1, 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 Mrs. Skelly 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 Mr. Cicco 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

1 – Mr. Sutton advised the Board that we are still moving closer to being approved to advertise for Phase II of the Mystic Island Water and Sewer Main Project. Our Engineer will be providing an update concerning this matter.

2 – Mr. Sutton stated that Resolution #2023-31 is on the agenda for approval. This is for the renewal of the Authority’s membership in the New Jersey Utility Authorities Joint Insurance Fund. This saves our ratepayers substantially by reducing overall insurance costs for liability and worker’s compensation. It is recommended that we approve this resolution.

A motion was made by Ms. Skelly, seconded by Mr. Koptic to approve Resolution #2023-31 authorizing the renewal of the membership in the New Jersey Joint Insurance Fund. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

3 – Mr. Sutton stated that Resolution #2023-32 is on the agenda concerning counterfeit currency protection for the Authority. The Authority did receive a counterfeit \$100 bill that we do not know who it came from. Since that occurred, Mrs. Princiotti purchased a machine to scan all cash received at the time the customer presents it for payment. In addition, the proposed policies are very clear for the procedures required under Local, State and Federal regulations concerning counterfeit currency. We do not anticipate a major issue with this, but the adoption of these policies is proactive.

A motion was made by Mr. Miller, seconded by Mr. Cicco to approve Resolution #2023-32 adopting a Policies and Procedures Policy for Counterfeit Currency Procedures. 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 Resolution #2023-33 is on the agenda recommending award to the lowest bidder for the water and sewer main tapping extensions at various locations and for the installation of hydrant. The bids were opened on September 8th, and at the time of the report, bids had not yet been reviewed by counsel.

Mr. Sutton stated that Mrs. Rumpf has reviewed the bids, and recommends award to the lowest bidder, CTX Construction. Her letter is attached, and there is a resolution on the agenda.

A motion was made by Mr. Cicco, seconded by Mr. Koptic to approve Resolution #2023-33 awarding a contract to CTX Construction Company for the water and sewer main tapping extensions at various locations and for the installation of a hydrant. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Mr. Sutton thanked Mrs. Rumpf for her timely review and making it possible to get this awarded at this meeting.

5 – Mr. Sutton advised the Board that the Authority is still working on the close-out of FEMA projects from Super Storm Sandy.

Mr. Sutton took a moment to once again thank Mrs. Princiotti for her efforts concerning these projects.

6 – Mr. Sutton stated that there shouldn’t be many more times he has to do this, but once again he needs to add a reminder that anyone who is in the 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. The State has expanded these programs further and has added additional requirements on the Authority to implement them as well as provide further notification.

Mr. Sutton stated that it is anticipated that this additional assistance will stop on September 30, 2023. This will be the last official notification.

Mr. Sutton stated that there are no customer committee matters, nor any need for executive session for this meeting. He would be happy to answer any questions.

Mr. Cicco stated that at the hardware store over the winter, there were several smaller counterfeit bills being passed, and mentioned that it is not just the larger bills to be concerned with.

Mr. Sutton stated that the policies and procedures indicate that every single bill is to be scanned through the machine. The machine works so fast, why take the risk. There is a procedure that management get involved if there is a counterfeit bill. We are required to take that bill and turn it over to the police department.

A motion was made by Mr. Cicco, seconded by Mr. Miller to approve the Executive Director's Report as submitted. All in favor.

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that in partnership with Little Egg Harbor Township, the Authority assisted the Township in their paving project on Stage Road. We dispatched our personnel to go behind the paving company to ensure that all the valve boxes and manholes were up to grade for proper accessibility.

2 – Mr. DiFrancia advised the Board that all back-up generators in our entire system have been serviced by Forked River Diesel to ensure they are performing efficiently, especially as we head into hurricane season.

3 – Mr. DiFrancia stated that last month we discovered the irrigation system for the Sports Complex was not working properly. The public works Superintendent reached out to us to install a new meter and that meter is now linked to our system so that if there are any issues, we will be able to let them know.

4 – Mr. DiFrancia advised the Board that we received a call from PRSD Maintenance Department Superintendent, and our personnel were dispatched because they had a leak in front of school. We initially thought it was the fire hydrant but realized that it was near the tennis courts by the hydrant. When we dug it up, we fixed that as well.

Mr. DiFrancia stated that we try to work in conjunction with the Township, the schools and the fire departments in order to save money for all in the long run.

5 – Mr. DiFrancia advised the Board that this month we have also worked in conjunction with Bass River and supplied them an emergency part where they had an issue with their sanitary sewer system. We invoiced them and they paid the invoice promptly as well.

6 – Mr. DiFrancia stated that the next item is not on his report, but he does need to address it with the Board. Well #13 and #14 are one facility. Well #14 was drilled as a backup to Well #13. If #13 is to fail, #14 kicks on to maintain the pressure through the system.

Mr. DiFrancia stated that on Thursday night the 7th, he got a call from the treatment plant with a message that the well was disabled. He met Mike Keller over at the well and found that the VFD exploded and all the capacitors melted inside the unit. At that point they worked quickly to purge and flush out Well #14 to make sure the air was out and transport water to the system. Well #13 is down

and out. We had ABS, the company that works on the electric components of our wells come and it was discovered that the VFD has to be replaced. Right now we are running on Well #14 with no back-up. We have spoken with the engineer and we need to declare this an emergency in order to get this well back up and running. The engineer got over this more in his report.

Mr. DiFrancia stated that there was no impact to the public during this event, we acted quickly and are working diligently to ensure that Well #14 has no issues while we are getting #13 repaired. It is important to note that even if we do lose #14, there are ways to push the water from the high pressure and divert it to the low pressure side. Both Well #6 and Well #12, can be utilized in the event something were to happen.

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

Mr. Sutton suggested that we take action on the Emergency Resolution at this time as it relates to Well #13.

A motion was made by Mrs. Skelly, seconded by Mr. Koptic to approve Resolution #2023-34 declaring an emergency regarding the needed replacement of a Variable Frequency Drive for Well Number 13. Roll call vote, Peter Cicco – yes, Kenneth Miller – yes, Marie Skelly – yes, Joseph Koptic – yes, Margaret DePergola – yes.

Mr. Filiciello asked Mr. DiFrancia what could cause that type of failure?

Mr. DiFrancia stated that in a case like this it's a diversion with the amps. The motor runs nonstop and when you're pulling that many amps for that long of a period of time, the capacitor being old, they will eventually overheat.

Mr. DiFrancia went into further detail of how the amps work together and the detail of how this occurs.

Mr. DiFrancia 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 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 the Mystic Islands Phase II Water and Sewer project, the end is near. We have gone back to the State seeking authorization to advertise, but there was a small error in the tabulation of our quantities so that came back to our office to correct. We corrected this and re-submitted it immediately.

Mr. Dittenhofer stated that with regard to Phase III, we received some comments back from the State regarding the gas lines and the alignment. NJ Natural gas has updated their minimum separation requirements. This is because of the number of utilities that are in the road and each year more utilities being added, there are some alignment requirements with regard to spacing. As soon as that is finalized, we will submit the required documents back to the NJDEP.

Mr. Dittenhofer stated that with regard to Well #13, as the Superintendent mentioned the VFD throttles the speed of the well pumps as they start and then slow down, creating wear and tear.

Mr. Dittenhofer addressed Mr. Filiciello's earlier question and stated that there is always a chance of catastrophic failure of this nature, but it is not high. The VFDs are designed in a way that they should not have catastrophic failures. There is an ability to shut it down before something like this happens.

Mr. Dittenhofer stated that his office was notified and it was their recommendation to declare this an emergency and move forward with ABS Electric to repair the problem and ordering the necessary parts immediately. There is a 6-8 week turnaround on the parts, so it was important that we acted swiftly.

Mr. Dittenhofer stated that was all 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 stated that as everyone can see she has had to spend a lot of time getting AT&T on board. Other than that, she would be happy to answer any questions at this time.

There being none, a motion was made by Mr. Cicco, seconded by Mr. Miller to approve the Attorney's Report as submitted. All in favor.

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

Mr. Francis Kennedy of 410 Wood Street addressed the Board and stated that his questions are pertaining to the construction and when it was going to begin. He stated that Mr. Sutton and Mr. DiFrancia answered those questions. He is curious to know if there is going to be a change in where the line is going for his connection. It was brought to his attention that if that connection is made off of the end, the lines are going to have to be flushed because it's dead end.

Mr. DiFrancia advised Mr. Kennedy that we are taking the location of where the utilities are going to be and we are not tapping his property at the end, but further down the main so he doesn't have this issue. He will not be at the end. We are going down 150 feet past his location and coming around.

Mr. Dittenhofer stated that he will provide his card and that if he has any questions, he will be happy to address those after the meeting as well.

Mr. Sutton advised Mr. Kennedy that the start of the work is anticipated to begin no later than the end of October.

Mr. Kennedy thanked the Board.

Mrs. DePergola asked if there were any other matters to come before the Board. There being none, a motion was made by Mr. Cicco, seconded by Mr. Miller to close this portion of the meeting to the public. All in favor.

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



Kenneth Miller, Secretary

Mr. DeWitt asked if there were any other matters to come before the Board. There being none, a motion was made by Mr. Cico, seconded by Mr. Miller to close this portion of the meeting to the public. All in favor.

A motion was made by Mr. Cico, seconded by Mr. Miller to adjourn. All in favor.

