

**LEHMUA  
Regular Meeting**

**November 12, 2024**

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on November 12, 2024 at 12:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor, New Jersey.

**MEMBERS PRESENT:** Kenneth Miller, Chairman, Margaret DePergola, Vice-Chairwoman; Marie Skelly, Treasurer; Peter Cicco, Secretary; 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;

**THOSE ABSENT:** Kenneth Maxwell; Debra Rumpf, Esq., Authority Attorney

**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. Cicco, seconded by Mrs. De Pergola to approve the October 1, 2024 minutes of the regular meeting. Roll call vote, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – 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, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

**BILLS RESOLUTION**

A motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve the operational account bills resolution. Roll call vote, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

**EXECUTIVE DIRECTOR'S REPORT**

1 – Mr. Sutton stated that he was reflecting on how great it is to have our meetings at noon. Especially this time of year when it gets so dark out. He reminded the Board to be careful when driving and walking with all the leaves and acorns lying on the ground.

2 – Mr. Sutton advised the Board that he is happy to report that we closed on our short-term financing program with the NJ IBank for Phase II of the water and sewer replacement project. We applied for a 7.1 million dollar loan with a consideration for principal forgiveness.

We didn't know if we would get that. Ultimately, we were granted two million on the water side and two million on the sewer side of principal forgiveness on the loan for a total of four million dollars in principal forgiveness. This is great news and incredible savings to our rate payers. It will also allow us to continue with our Capital Improvement Projects by taking on less debt service for this project. However, we will continue to incur debt during Phase III which will be the single largest capital project the Authority has ever undertaken.

3 – Mr. Sutton stated that there will be a resolution on the agenda regarding granting a time extension to P&A Construction for Phase II Improvements contingent on the Authority receiving an updated schedule in writing. He indicated that if the schedule was not provided by the time of the meeting, the resolution would not be presented.

Mr. Sutton stated that he knows a schedule came in, but has not reviewed it and asked the Superintendent if it was acceptable.

Mr. DiFrancia stated that it is through February with additional time for certain materials like concrete work being performed.

Mr. Dittenhofer stated that he has spoken to the Contractor and the water and sewer infrastructure will be substantially complete by February as indicated in the schedule. However, it was discussed that there may be some outstanding restoration work that will extend past that date. But as long as the improvements the Authority has paid for are operable by the end of February, there shouldn't be a problem.

Mr. Sutton thanked Mr. Dittenhofer for this clarification.

Mr. Sutton stated that the issue was, with and in cooperation with the Township and their paving schedule, the Authority did not want to delay that. We had a grave concern with the original amount of time the contractor requested which was over a 150-day extension. Ultimately, we would not agree upon that and the resolution was contingent upon an agreed time-frame for the extension, which we have.

4 – Mr. Sutton stated that based on the delays in material acquisition the Authority may decide to acquire specific parts for Phase III and provide them to the awarded contractor once construction begins. This will ensure that this cannot be used as reason for requesting extensions or create delays in the future.

Mr. Sutton stated that it does however, mean that the Authority will have to go out to bid for these items. If awarded it will also mean that the Authority will need to pay for their acquisition and store the inventory well in advance of the project timeline.

Mr. Sutton stated that he is asking for a motion allowing the Authority to go out to bid for these items as well as authorizing this process in the future if it is determined to be beneficial to the ratepayers and the Authority.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly authorizing the Authority to go out to bid for items and supplies as it relates to the Authority's Capital Improvement Projects and any projects in the future in order to avoid the delays in the necessary materials to complete the appropriate projects. All in favor.

Mr. Sutton thanked the Board and expressed that this would be a big help moving forward, and expressed that we will have no commitment if we are not happy with the pricing.

5 – Mr. Sutton stated that we have hired an excellent new employee. His probation period will end December 25, 2024 and that he will be discussing this with the Personnel Committee prior to the next meeting. He is recommending a resolution for the December meeting, effective December 25, 2024 instead of waiting until the January meeting as a good-faith effort to recognize his performance.

6 – Mr. Sutton stated that the Auditors are continuing with the Annual Audit and thanked Mrs. Princiotti for assisting them through the process.

7 – Mr. Sutton stated that discussions are still underway with regard to the revision of the water and sewer rules and regulations. There were more items that needed to be addressed.

8 – Mr. Sutton stated that there are no customer committee matters to discuss, nor the need for Executive Session.

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

### SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that on October 28, 2024 a collapse of the existing sanitary sewer main in the vicinity of 111-114 South Longboat Drive necessitated the need for an emergency repair. Additionally, on October 31, 2024 a second collapse of the sewer main in the vicinity of 109-111 South Longboat Drive occurred and also required emergency repairs.

Mr. DiFrancia stated that Resolution #2024-45 is on the agenda declaring an emergency regarding both locations and both necessary emergency repairs. Approval is recommended and there is a corresponding letter of recommendation from the Authority's Engineer.

2 – Mr. DiFrancia stated that on October 29, 2024 an unforeseen condition required the immediate repair of both Well No. 8 and 9 located off Center Street. Well No. 8 the primary production well at this site unexpectedly lost capacity to maintain production of 1,100 GPM. Upon switching to backup Well No. 9 it was discovered that there were issues with the internal components of the motor and required immediate attention. Working with the Authority's contractor, AC Schultes, a backup motor has been installed temporarily until the necessary repairs can be completed on the original motor. Well No. 8 has been taken off-line and the 10-inch pump has been pulled for testing and rehabilitation.

Mr. DiFrancia stated that Resolution #2024-47 is on the agenda declaring an emergency regarding the needed repair of Well No. 8 and Well No. 9. Approval is recommended and there is a corresponding letter of recommendation from the Authority's Engineer.

3 – Mr. DiFrancia stated that on October 29, 2024 the Authority was dispatched to the Pineland Regional Board of Education building on Nugentown Road for a backed-up sewer lateral. Upon arrival it was determined that the problem was within the pipe from the building to the clean-out at the curb. Authority personnel cleared the sewer backup within the lateral location on the BOE's property. After clearing the blockage, the Authority televised the 4-inch line and advised the maintenance personnel of our findings.

4 – Mr. DiFrancia stated that as an update to the progress of Phase II of the Authority’s overall infrastructure rehabilitation, as it stands now, the water rehabilitation portion of the project is approximately 75% complete and the sewer rehabilitation portion of the project is approximately 45% complete.

5 – Mr. DiFrancia stated that he is happy to report that he successfully passed the Purchasing II course through Rutgers Center for Government Services, and is planning on taking Purchasing III and Municipal Finance at the next open enrollment. This is in preparation of when our current QPA, Mrs. Princiotti retires.

6 - Mr. DiFrancia reviewed his work order management report with the Board.

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. Filiciello to approve the Superintendent’s Report as submitted. All in favor.

Mr. Sutton stated that we could take the resolutions at this time.

A motion was made by Mr. Cicco, seconded by Mr. Filiciello approving Resolution #2024-46 declaring an emergency regarding the needed repair of a sewer collapse at two locations on South Longboat Drive. Roll call vote, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mr. Filiciello approving Resolution #2024-47 declaring an emergency regarding the needed repair of Well No. 8 and 9. Roll call vote, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made Mr. Cicco, seconded by Mrs. DePergola approving Resolution #2024-48 granting an eighty-two (82) day extension to P&A Construction Company for the completion of Phase II Water and Sewer Improvements. Roll call vote, Christopher Filiciello – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

## ENGINEER’S REPORT

Mr. Dittenhofer advised the Board that his report has been submitted for review and approval.

Mr. Dittenhofer stated that with regard to Phase II of the Mystic Islands Water and Sewer Main Replacement Project, he would like to reiterate what the Executive Director mentioned. His firm was able to assist with the closing of the short-term financing and the 4-million dollar principle forgiveness. He expressed that it is a very stringent guideline to receive principal forgiveness and applauds the Authority staff for being able to receive this.

Mr. Dittenhofer stated that with regard to Phase III of the Mystic Islands Water and Sewer Main Project, all of the permitting packages for the various agencies have been submitted. We are working through the portion of the IBank process that is called resilience. This is what they now call the process in which you apply for principal forgiveness moving forward. Meaning the project is resilient to climate change, category one hurricanes, etc. We are working through that now and they have requested additional plans and specifications.

Mr. Dittenhofer stated that with regard to the Sea Oaks Water Tower, there are some punch list items remaining, but he believes that Mr. DiFrancia has those items scheduled for completion.

Mr. Dittenhofer reviewed the three (3) items not on his report as it related to the emergency repairs on Longboat Drive and with Well No. 8 and 9 and stated that there are corresponding letters with recommendations for approval.

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. Filiciello to approve the Engineer's Report as submitted. All in favor.

#### ATTORNEY'S REPORT

Mr. Sutton stated that Mrs. Rumpf had an emergency and is not able to attend the meeting this month. He reviewed her report and asked if there were any questions.

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

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

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

There being no public in attendance, a motion was made by Mrs. Skelly, seconded by Mr. Filiciello to close this portion of the meeting to the public. All in favor.

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



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Peter Cicco, Secretary