

**LEHMUA
Regular Meeting**

June 10, 2025

The regular meeting of the Little Egg Harbor Municipal Utilities Authority was held on June 10, 2025 at 12:00 PM at the Authority headquarters, 823 Radio Road, Little Egg Harbor, New Jersey.

MEMBERS PRESENT: Kenneth Miller, Chairman, Margaret DePergola, Vice-chair (via tele-conference); Marie Skelly Treasurer; Peter Cicco, Secretary; Kenneth Maxwell (via tele-conference); Christopher Filiciello; Suzanne Musto-Carrara

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: None

PUBLIC 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. Skelly to approve the May 13, 2025 minutes of the Authority's regular meeting. Roll call vote, Suzanne Carrara – 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, Suzanne Carrara – 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, Suzanne Carrara – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton advised the Board that the Audit has been successfully submitted and approved by the State and can be found on the website.

2 – Mr. Sutton stated that Resolution #2025-31 is on the agenda concerning the authorization of transfer appropriations which are done once per fiscal year. Approval is recommended.

3 – Mr. Sutton stated that Resolution #2025-32 is on the agenda concerning the elimination of various positions previously approved by resolution. These are not active and there is no need to fill them. Approval is recommended.

4 – Mr. Sutton stated that Resolution #2025-33 is on the agenda concerning the adoption of an updated policies and procedures manual and employee handbook recommend by MEL to lower our insurance deductible. Approval is recommended.

Mr. Sutton advised the Board that these manuals are basic guidelines and if there is a Collective Bargaining Agreement in place, that will supersede the handbook.

5 – Mr. Sutton stated that Resolution #2025-34 is on the agenda concerning the adoption of an updated employee job description manual. That is being updated, removing those positions mentioned. Approval is recommended

6 – Mr. Sutton stated that Resolution #2025-35 is on the agenda recommending the promotion of John Mulvihill to the position of Deputy Superintendent. Special thank you to Mr. Miller and Mrs. Skelly, members of the Personnel Committee who met with he and Mr. DiFrancia to discuss this. This is a really important position with regard to the future planning and his ultimate retirement as Director. We are doing our due diligence and being proactive with putting the proper team in place. We are fortunate that we have a clear path and excellent staff in house to make this transition smooth.

Mr. Sutton thanked the Personnel Committee again for their thoughts and input into the discussion and mentioned that there are Personnel Committee minutes to reflect that.

7 – Mr. Sutton stated that Resolution #2025-36 is on the agenda to appoint Michael Keller as the Safety Coordinator for the Authority. Mr. Keller is an excellent employee of the Authority. Currently Mr. Schano is our Safety Coordinator, but he will be leaving the Authority to pursue his career with the Little Egg Harbor Township Police Department. Mr. Keller will be taking over this position as of July 1st.

Mr. Sutton stated that there are minor additional duties, but they are important as he will oversee overall safety and welfare of all of our employees, ensure compliance etc.

8 – Mr. Sutton advised the Board that with regard to Phase III of the water and sewer main project, there will be a slight delay on this project as will now have to wait for the Township to perform drainage and road reconstruction improvements before we can come in. The authority did not want to in any way jeopardize the ability for the Township to obtain up to 4 million dollars of grant money which has been previously awarded thanks to the efforts of the Township Engineer, Jason Worth, CMFO Rodeny Haines and the Township Committee, along with Mark Jehnke, County Engineer.

Mr. Sutton stated that Mr. Dittenhofer will expand on this in his report.

9 – Mr. Sutton noted that there is one item for the Customer Committee with proposed Resolution #2025-27. Approval is recommended.

10 – Mr. Sutton stated that there is no 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. DePergola to approve the Executive Director's Report as submitted. All in favor.

CUSTOMER COMMITTEE

Mr. Sutton stated that he had a discussion with Mr. Maxwell and Mrs. Carrara regarding 2 Stenson Court and reviewed the details with the Board. There is a resolution on the agenda and approval is recommended.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve the Customer Committee minutes as submitted. All in favor.

PERSONNEL COMMITTEE

Mr. Sutton advised the Board that there are also detailed minutes for the Personnel Committee, and reviewed them with the Board.

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

SUPERINTENDENT'S REPORT

1 – Mr. DiFrancia stated that he is happy to report that the Authority has received Federal approval for TTHM and HAA5 water samples tested last month. The results have been submitted and posted on the NJDEP website. This completes the required sampling of TTHM and HAA5 for the quarter.

2 – Mr. DiFrancia advised the Board that Resolution #2025-38 is on the agenda regarding the award of chemical contracts 1, 3, 4 and 6. Approval is recommended.

3 – Mr. DiFrancia advised the Board that Resolution #2025-39 is on the agenda to reject the bids for chemical contract no. 5. Approval is recommended.

4 – Mr. DiFrancia advised the Board that Resolution #2025-40 is on the agenda for the award of water plant supplies. Approval is recommended.

5 – Mr. DiFrancia advised the Board that Resolution #2025-41 is on the agenda for the award of sewer plant supplies. Approval is recommended.

6 – Mr. DiFrancia advised the Board that Resolution #2025-42 is on the agenda authorizing the emergency purchase of a steel underground chlorine contact tank for Well No. 13 on Osborn Island. Our engineer's letter is attached along with a letter of recommendation for replacement from AC Schultes after recent repairs were performed. Approval is recommended.

7 – Mr. DiFrancia stated Resolution #2025-43 is on the agenda regarding the award of a contract for the purchase of a chlorine contact tank for Well No. 13. Approval is recommended.

8 – Mr. DiFrancia stated that Resolution #2025-44 is on the agenda concerning tentative sewer approval for 1310 Route 539 along with the engineer's letter. Approval is recommended.

9 - Mr. DiFrancia advised the Board that his work order management report is attached and reviewed the items.

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 Mrs. Skelly approving the Superintendent's Report as submitted. All in favor.

ENGINEER'S REPORT

Mr. Dittenhofer stated that his report has been submitted with the Board's packages and he would like to review a couple of items.

Mr. Dittenhofer stated that with regard to Phase II of the Mystic Islands Water and Sewer Main Project, this project has been completed and is in the process of being closed out.

Mr. Dittenhofer stated that with regard to Phase III of the Mystic Islands Water and Sewer Main Project, as the Director eluded, we had a meeting here at the Authority with the Township, the Administrator and Township Engineer to discuss the timing implications of the grant money which was received for drainage improvements. Unfortunately for us, our project is required to obtain more permits than theirs, and they have a much tighter funding schedule than the Authority. At the recommendation of the Executive Director and the Superintendent, the Township is going to complete a substantial amount of their work first, then we will come in and complete the utility infrastructure.

Mr. Dittenhofer stated that the next item is Well No. 13 Rehabilitation. We held a pre-construction meeting with the Contractor and the Authority. He believes this work will begin sometime in the fall when the demand on the systems drops.

Mr. Dittenhofer advised the Board the final project item is with regard to Well No. 6. The Authority held a bid opening this morning. The apparent low bidder is Derstine, LLC.

Mr. Dittenhofer stated that the final item is a development application for 1310 Rt. 539. They will be required to submit back to the Authority for tentative compliance.

Mr. Sutton thanked Mr. Dittenhofer and added that we have received tentative application for the parcel of land on Center Street that goes out to Route 9. It was submitted on behalf of US Homes, Inc. It is projected to be 415 homes, including single family homes and triplexes for age restricted housing. Ultimately there may be some discussions later once we get a formal study done of the systems hydraulics, of possibly adding a water tower.

Mr. Cicco asked about the entrance of this development and if it would be located on Center Street.

Mr. Sutton stated that it would, and that they will more than likely be required to have an access lane and widening of the roadway, and they will ultimately have to go through the County 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 Mrs. DePergola, to approve the Engineer's Report as submitted. All in favor.

ATTORNEY'S REPORT

Mrs. Rumpf stated that she has submitted her report and would be happy to answer any questions.

There being no further questions or comments, a motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve the Attorney'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 Mrs. Skelly to approve Resolution #2025-31 authorizing the transfer of budget appropriations in the 2024-2025 fiscal year. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve Resolution #2025-32 eliminating positions which were previously created by various resolutions. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-33 adopting an updated policies and procedures manual and employee handbook. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve Resolution #2025-34 adopting an updated job description manual. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-35 promoting John Mulvihill to Deputy Superintendent. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-36 appointing Michael Keller to Safety Coordinator. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve Resolution #2025-37 authorizing a refund of \$62.50 for Maureen Mihalko of 2 Stemson Court. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. DePergola to approve Resolution #2025-38 awarding chemical contracts 1,3, 4, and 6. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-39 rejecting bids submitted for chemical contract no. 6. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly approving Resolution #2025-40 awarding contracts for water plant supplies. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve Resolution #2025-41 awarding contracts for sewer plant supplies. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mrs. Skelly, seconded by Mr. Cicco approving Resolution #2025-42 declaring an emergency regarding the needed replacement of an in-ground contact tank for Well No. 13. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly approving Resolution #2025-43 awarding contract for Well no. 6 to Derstine, LLC. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Carrara approving Resolution #2025-44 approving tentative sewer application for 1310 North Green Street, Block 78 lot 3. Roll call vote, Mr. Maxwell – yes, Peter Cicco – yes, Marie Skelly – yes, Margaret DePergola – yes, Kenneth Miller – yes.

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

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

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

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



Peter Cicco, Secretary