

**LEHMUA
Regular Meeting**

November 12, 2025

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

MEMBERS PRESENT: Kenneth Miller, Chairman; Marie Skelly Treasurer; Peter Cicco, Secretary; Suzanne Musto-Carrara (via tele-conference); 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

PUBLIC IN ATTENDANCE:

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 October 14, 2025 minutes of the Authority's regular meeting. Roll call vote, Christopher Filiciello – yes, Suzanne Carrara – yes, Peter Cicco – yes, Marie Skelly – 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, Suzanne Carrara – yes, Peter Cicco – yes, Marie Skelly – yes, Kenneth Miller – yes.

BILLS RESOLUTION

Mr. Sutton advised the Board that with regard to the bills resolution, there is a new one that has been updated today and is at their places. He explained that we had to pay the vendor for the new jet-vac truck. There were two different vouchers paid, one for the body itself and the other for the truck.

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

EXECUTIVE DIRECTOR'S REPORT

1 – Mr. Sutton stated that he and superintendent DiFrancia recently attended a senior advisory meeting on October 27th, 2025 which was held at Cranberry Creek. The meeting of this group was presided over by Chairman Miller. It was very informative and he feels the residents were very pleased with the information we provided. We discussed the recognition of our water tower in Chicago and there was some discussion with regard to the proposed development off of Center Street, along with future goals and the direction of the Authority.

Mr. Sutton stated that we received several compliments for providing information they were not aware of with regard to the proposed development. Overall, they were more enlightened which is a good thing. We take the position of doing our due diligence, being very thorough in not approving of anything without consideration of what is best for the safety and welfare of our rate payers, and ultimately what is right for the Authority.

Mr. Sutton thanked Mr. Miller for having us.

2 – Mr. Sutton advised the Board that a meeting was held via telephone with the Personnel Committee on November 10th, 2025. He thanked members of the committee for their time, and stated that the minutes are attached for review and approval.

3 – Mr. Sutton stated that Resolution #2025-59 is on the agenda establishing a new hourly pay rate for Robert Capacio in buildings and grounds maintenance. Some of our older facilities need repair and upkeep and were let go for a long time. We give Bobby the ability to go in and do what he feels is necessary. He does an excellent job and we are able to get the necessary maintenance done, with substantially less cost. Approval is recommended.

4 – Mr. Sutton advised the Board that Resolution #2025-60 is on the agenda recommending a permanent position to Brandon Foster as a Utility Worker. Brandon was hired a little over 90 days ago as a Utility Worker and he has done a phenomenal job, he has a great attitude, one of the best he has personally seen throughout his entire career. He wishes he could bottle it, it is that good.

Mr. Sutton stated that approval is recommended.

5 – Mr. Sutton advised the Board that Superintendent DiFrancia will be presenting a resolution with regard to an emergency replacement of a sanitary manhole. Approval is recommended.

6 – Mr. Sutton stated that there is a resolution on the agenda to approve temporary deferment of utility bill payments and avoidance of the tax sale process to a Federal Employee affected by the shutdown and who formally asks for deferment.

Mr. Sutton asked Mrs. Princiotti how many requests we currently have, he believes it is only one.

Mrs. Princiotti confirmed that it is only one at this time.

Mr. Sutton stated that approval is recommended.

7 – Mr. Sutton stated that a customer committee meeting was held to discuss three property locations. The minutes are attached for review and approval.

8 – Mr. Sutton stated that this time of year, approval is requested to send a letter to the Township governing body concerning the appointment to the Board of Commissioners. Mr. Ken Maxwell and Mr. Chris Filiciello are up for re-appointment in January, along with filling the vacancy of the Commissioner position held by the late, and very missed Margaret DePergola.

Mr. Sutton stated that once re-appointments are made after the first of the year, the Authority will address committee assignments at that time.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly authorizing the Authority to send written request to the Township governing body regarding the appointment to the Board of Commissioners. All in favor.

Mr. Sutton advised the Board that there is no need for executive session and that was all for his report unless there were any questions.

There being none, a motion was made by Mrs. Skelly, seconded by Mr. Cicco to approve the Executive Director's Report as submitted.

SUPERINTENDENT'S REPORT

Mr. DiFrancia stated that as discussed by the Executive Director, they both attended the Senior Advisory Meeting. He expressed that the meeting went very well, and they were able to provide some clarification with regard to the proposed development and other issues that arise.

Mr. DiFrancia stated that it's good because some of the residents don't know who to contact, and this gives them the opportunity to have that point of contact.

1 - Mr. DiFrancia stated that on October 2, 2025 the ACME Plaza property management contracted with a private contractor to come to the site and clean and jet the sanitary sewer lines owned by the plaza. As discussed last month, the lines required immediate attention as the week prior, there was a back-up in the lines. Once the contractor scheduled the work, he personally oversaw the cleaning and jetting operations to ensure the lines were properly cleaned and any issue onsite did not enter into the Authority's system. He was very pleased with the work by the contractor and the immediate action taken by the property management company. The property management company was also made aware of the necessary cleaning and maintenance that is required in the future.

2 – Mr. DiFrancia stated that Resolution #2025-61 is on the agenda authorizing the emergency contracting of Crest Construction for the installation of a 48-inch diameter, 8 ½ foot deep sewer manhole on West Anchor Drive.

Mr. DiFrancia explained that on Monday, October 21st, 2025 it was discovered that the existing manhole on West Anchor Drive had deteriorated to the point of collapse. The Authority was unable to secure the manhole and emergency replacement was required. The manhole replacement consisted of an additional 16 feet of 8-inch pipe and full lateral reconstruction for the property at 15 West Anchor Drive.

Mr. DiFrancia stated that once they were out there and evaluated the manhole itself, there was a six-by-six area around the manhole that sunk around six to eight inches. The base of the manhole had deteriorated so much that it started collapsing on itself and taking in dirt.

At that point we came in and we dug up the outside of the manhole and raised everything up and began filling it in with trap rock. That is when we contacted Mr. Dittenhofer and our emergency contractor.

Mr. DiFrancia stated that we did our due diligence in finding a manhole for replacement and within 12 hours, it was delivered on site and that's when work commenced.

Mr. DiFrancia stated that Crest Construction, our emergency contractor has been a pleasure to work with. They did an outstanding job, it did go into some overtime but to replace a full manhole of that size, with a hole of about 10 by 10, it can be expected. We also had our personnel out there assisting and he expressed his gratitude to the staff for their hard work as well.

3 – Mr. DiFrancia stated that on October 31, 2025 the Authority personnel were mobilized to the intersection of East Schuylkill Drive and Walkill Road for a sewer main collapse. The Authority was able locate and replace approximately five feet of collapsed sewer. The roadway was backfilled and paved before any residents, in particular truck or treaters took to the street for the annual candy haul.

4 – 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.

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

ENGINEER'S REPORT

Mr. Dittenhofer advised the Board that his report has been submitted and he would like to briefly touch on some items.

Mr. Dittenhofer stated that the first item is the Mystic Island Phase II Water and Sewer Main Project. The final change order has been submitted and approved by the NJDEP, but he believes there are still some requisitions outstanding. But otherwise, we will keep an eye on this as we approach the one-year mark for project certification which will be this coming spring.

Mr. Dittenhofer stated that with regard to Mystic Island Phase III Water and Sewer Main Replacement Project, he has received all the revisions back from the Deputy Superintendent and he will be going over them today with him. Then hopefully back to the State with authorization to bid.

Mr. Dittenhofer stated that with regard to Well No. 13, we have been reporting that we are waiting for materials to be delivered by the contractor. All materials have been received and we will be coordinating all of the work. We have a lot of different projects going on at the same site so all those need to be scheduled carefully in order to ensure water quality and meeting the demands.

Mr. Dittenhofer stated that with regard to Well No. 6 filter replacement, all the submittals have been approved by his office as well as the Deputy Superintendent. We are waiting for a schedule from the contractor. Hopefully the work won't be slowed down with the holidays, but we will be coordinating this with the other projects being performed by the Authority.

Mr. Dittenhofer stated that the next item is for the Chlorine Contact Tank at Well #13. At the last meeting we awarded the contract to JVS Industrial. His office completed the contract for endorsement by the Authority. It is anticipated that the tank will be delivered next week. We are still working on how to set the tank without the concrete pad being prepared.

Mr. Dittenhofer stated that the only other item he has is with regard to the emergency declaration for the replacement of the manhole on West Anchor Drive as previously reported by the Superintendent. His office prepared the emergency letter and approval of the resolution is recommended.

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

PERSONNEL COMMITTEE

Mr. Sutton stated that as reported in his Executive Director's Report, the personnel committee met to discuss the pay increase of Robert Capaccio and the permanent position of Brandon Foster, both of which are recommended for approval by resolution.

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

CUSTOMER COMMITTEE

Mr. Sutton reviewed the customer committee minutes with the Board. A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve the Customer Committee Report as submitted. All in favor.

Mr. Miller stated that we can handle the Resolutions at this time.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-59 regarding compensation for Robert Capaccio. Roll call vote, Christopher Filliciello – yes, Suzanne Carrara – yes, Peter Cicco – yes, Marie Skelly – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mr. Filiciello to approve Resolution #2025-60 authorizing the hiring of Brandon Foster to the position of Utility Worker. Roll call vote, Christopher Filliciello – yes, Suzanne Carrars – yes, Peter Cicco – yes, Marie Skelly – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-61 declaring an emergency regarding the manhole collapse on 15 West Anchor Drive. Roll call vote, Christopher Filliciello – yes, Suzanne Carrars – yes, Peter Cicco – yes, Marie Skelly – yes, Kenneth Miller – yes.

A motion was made by Mr. Cicco, seconded by Mrs. Skelly to approve Resolution #2025-62 authorizing temporary deferment of utility payments for federal workers affected by the current government shutdown. Roll call vote, Christopher Filliciello – yes, Suzanne Carrars – yes, Peter Cicco – yes, Marie Skelly – yes, Kenneth Miller – yes.

Mr. Miller asked if there was anything else to come before the Board. There being nothing, 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. Filliciello, seconded by Mr. Cicco to open this portion of the meeting to the public.

Ms. Winchester introduced herself and explained that she attended the meeting in order to make a cost saving suggestion.

Ms. Winchester stated that she lives in town and is a rate payer of the Authority and receives four quarterly bills a year from the Authority. She felt that it is very costly to send a bill four times a year, and suggested that we send one bill, once a year. She expressed how she felt it would be a huge cost savings that could be money spent on more important things.

Mr. Sutton thanked Ms. Winchester for coming and appreciates her recommendation. He can say firsthand that he lived in the neighboring town and they would generate and send one bill, once a year. In addition, they only read meters once a year. He explained that there were major issues with that because people had water overages going on for an entire year and at the end of the year, they would get this huge bill.

Mr. Sutton stated that when he was council member there, they had a customer who got a bill for over 1 million gallons of water for the year. It wasn't detected throughout the year and that created a huge problem.

Mr. Sutton explained sending the bills out quarterly and most importantly is to have the ability to notify our customers of any overages in a timely manner. And although it is an additional cost to the Authority, and sending bills once a year would be easier on our work load here at the office, he feels that from a business position and practicality, sending them quarterly is better for the Authority. We are able to notify the customers of any overages, we know exactly what our billing is going to be, and from a budget standpoint, it's great for our cash flow.

Mr. Sutton stated that we appreciate her suggestion and we are all in favor of saving money where we can. He has looked into this multiple times in his tenure here at the Authority, seeing if we could save money, and even looking at different options and companies to save money. But overall, we do very well with it. All our bills are created and printed here in the office and Mrs. Princiotti who has been with the Authority for 34 years can attest to the fact that this works very well not only with the rate payers and notification of water usage, but from a budgeting standpoint.

Mr. Sutton stated that he feels that we would also be looking up records more often if we only provided a once a year bill and the average person doesn't keep track of that.

Ms. Winchester stated that she understood that, but when they came into to pay, we could tell them if they have overage.

Mrs. Rumpf stated that she believes what Ms. Winchester is trying to say is the Authority send one bill, once a year, with four stubs to be brought in and paid quarterly.

Mr. DiFrancia stated that yes, he believes that is also what she is saying, but it still wouldn't rectify the overage and getting that bill at the end of the year. You can't predict what people are going to use for the year, we would bill them the flat rate and then at some point, they are going to get overage. And if they are mailing in their payments, there is no way of notifying them. He compared it to getting an electric bill for the base amount, and then at the end of a year getting billed for the extra electric you used for an entire year.

Mr. DiFrancia stated that it is more of a utility and you are going to want to know what you are using.

Mr. Filiciello stated that he feels the crux of the issue is the cost of sending it out and asked if there is any way to send it electronically.

Ms. Winchester agreed and mentioned sending overages by email.

Mr. Sutton stated that we have very good data and mentioned that it took years and consistency on behalf of the staff to obtain phone numbers and email for the purposes of an emergency, or a robo-call. But there are still a lot of residents that don't want to go paperless.

Mrs. Princiotti stated that working with the rate payers for this long, there are a lot of people who will not provide an email address.

Mr. Sutton stated he would love to go paperless, but he doesn't see that happening unless we really force the issue with our rate payers. He believes the way it is now is working with regard to notification of overage and the cash flow, but we will definitely take it under advisement.

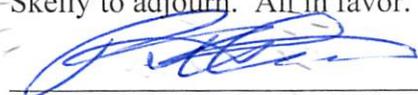
Ms. Winchester thanked the Board for hearing her suggestion.

Mr. Miller thanked Ms. Winchester for her recommendation.

Ms. Winchester left the meeting.

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

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


Peter Cicco, Secretary