

Plumsted Municipal Utilities Authority Minutes
November 21, 2017

Chairman Bronson called the November 21, 2017 Plumsted Municipal Utilities Authority Meeting to order and asked everyone to stand for the Flag Salute. Attorney McGuckin read the Open Public Meetings Act.

Those in attendance were Walter Bronson, Edward Weirsky, Robert Minter, Ronald Dancer, Richard Brown, and Nancy Lawrence. Anthony Esposito was absent.

Treasurer's Report: Peter Ylvisaker said that the escrow account was opened at Investors. The BB&T account is now closed.

Mr. Ylvisaker said that as of October 1, 2017, Investors checking account had an opening balance of \$27,482.77, expenses of \$54,141.55, and deposits of \$125,107.70, with a cleared balance of \$98,448.92. The check register balance as of November 21, 2017, will be \$71,241.41 after payment of the expenses on the Bill List. Mr. Ylvisaker stated the funds are available to pay the bills listed on the Bill List. On a motion of Mr. Weirsky, seconded by Mr. Minter, the Treasurer's Report was approved. Roll Call Vote: All Ayes

Bill List: Mr. Bronson asked why the payment to GRAMCO is one third of the cost for updating the sound system. Mr. Ylvisaker said it is the annual charge for maintaining the sound system. Mr. Bronson asked who pays the other two thirds. Mr. Ylvisaker said the Township, Land Use Board and MUA each pay one third of the total amount. Mr. Bronson asked if the court also shares in the cost. Mr. Ylvisaker said they are not tied into our system anymore.

There were no other questions or comments on the Bill List. On motion of Mr. Minter, seconded by Mr. Weirsky, the Bill List for November 21, 2017 was approved as submitted. Roll Call Vote: All Ayes

Minutes:

Mr. Bronson asked if there were any comments, corrections or amendments to the Minutes. There were none.

On motion of Mr. Minter, seconded by Mr. Brown, the Minutes of October 17, 2017 were approved. Roll Call Vote: All Ayes, except Mr. Bronson and Mr. Dancer who abstained.

T&M Associates Monthly Update:

Easement Maps and Descriptions

The Authority is continuing with the necessary acquisitions for the project.

Permitting

All permitting is in place for the project.

NJDEP Treatment Works Approval (TWA)

NJDEP has issued the TWA permits for the collection system portion of the project as well as the Wastewater Treatment Plant.

Local Planning Board Submittal

All of the Planning Board requirements have been met.

NJEIT and NJDEP

All requirements have been met.

Schedule

An email from NJDEP was received today by T&M advising that the authorization to advertise for bids was to be signed today, however, T&M has not received it yet. They expect it will arrive by tomorrow or no later than Monday. Mr. McKelvey said that the next step is to coordinate the bid schedule. He spoke to Mr. Ylvisaker and Mr. Minter about a tentative schedule for the project. It will most likely be advertised in early December and bids received in mid- to - late January 2018. The contract might have to be awarded at a special meeting since the Authority's regular meeting is February 20th. The final date can be coordinated and decided on later.

Mr. Bronson said that is very good news.

Mr. Dancer asked about inserting something in the specifications encouraging contractors to utilize Sigma Corporation, a local company. He said Sigma is a pipe fitting business that has been in New Egypt for many years and is one of the largest employers in Plumsted.

Mr. Bronson said it would need to be done informally. The bid specifications have been approved by DEP and NJEIT and to make a change now would require that the specifications go back to them for approval. Also, such a requirement would not be allowed in a bid specification. Mr. Dancer said that bidders are free to work with any company they like before the bids are opened. Mr. Bronson said that we can suggest that bidders use local talent.

Executive Director's Report:

Mr. Ylvisaker said MUA Secretary Nadene Cicero is on vacation today. She has submitted her resignation effective after the December 2017 meeting. She is still working at the Township and is studying for her Municipal Clerk certification. She is finding that pursuit, combined with working for the MUA, in addition to her full-time job, is too much. He said he has approached a couple of people who work within the Township and they have declined. He may go outside of the Township to look for a new Secretary. He said that after December he will be the Secretary until a new one is found.

Mr. Ylvisaker said in the package is a lawsuit filed against the MUA. He asked Mr. McGuckin to comment about it. Mr. McGuckin said that the Township is also named as party. Mr. Dancer said it is a county road with no Township facilities. Mr. McGuckin said there is no doubt that the MUA is not liable, however, an answer still needs to be filed. He said when he spoke to Mr. Zabarsky at the Ocean County JIF, he indicated that he would probably appoint one attorney for both Plumsted Township and the Plumsted MUA because the MUA does not have any assets and nothing in the ground. He said that JIF will file an answer and ultimately get the case dismissed against both the Township and the MUA.

Mr. Ylvisaker asked how many days the Authority has to file an answer. Mr. McGuckin said it is 35 days, and the JIF will answer within that time frame. He said that he will follow up with Mr. Zabarsky to ensure that the case has been assigned to an attorney. Usually the Township Attorney's office handles the JIF work for the town and it is assigned to that attorney.

Energy Aggregation

Mr. Ylvisaker said that he received an email this morning from Bob Chilton advising that approximately 2,150 households of the 2,422 that are on the tax record are enrolled in the Energy Aggregation program. That number is approximately eighty ninety percent of the total number of households in the Township.

Mr. Weirsky commented about how confusing the letters are that residents have been receiving about the program. The first letter says you do not have to do anything to have Constellation as your energy provider and the only reason to contact them is if you want to opt out of the program. The second letter tells you that you have authorized an energy company to take over your electric service. He has received calls from several people with questions about the letters. He said that the letters should say something about the Township's Energy Aggregation program, and then everyone would know what it was about and not have so many questions.

Mr. Ylvisaker said that despite this, people seem to understand what is going on and the Authority has not suffered anything.

Mr. Dancer asked about informing people about how much the overall savings have been since the program started. Mr. Ylvisaker said the savings have been over a million dollars. He asked if Mr. Ylvisaker would put that information in the next New Egypt newsletter and he said he would.

2017 Audit

Mr. Ylvisaker said that as far as the audit, a resolution needs to be adopted, the certificate has to be signed by all of the members and a synopsis has to be published.

Mr. Bronson asked if it is the same report as last month. Mr. Ylvisaker said yes it is and noted the escrow money was re-categorized as discussed at the October meeting.

Professional Services

Mr. Ylvisaker said there will be a resolution on the agenda for the December meeting authorizing the advertisement of bids for professional services. Responses will be received in January and contracts awarded in February.

Solid Waste

Mr. Ylvisaker said he compared our budget for solid waste to the numbers in the 2017 audit and we did better than what the budget had forecast. Instead of having a profit of \$9,085.00 at the end of 2016/2017, the profit was \$18,827.00.

He said at the rate hearing in May of 2016, the rate was increased to \$80.00 as of July 1, 2016. At that time, we said we would hold that rate for two years and then evaluate where we were

then. He has been running the numbers as stated above, and it looks like we should be able to authorize a third year at \$80.00 per month and a possible fourth year. He will keep everyone posted on a regular basis so that a decision can be made as whether or not the rate will remain at \$80.00.

Mr. Dancer asked if the construction office could give Lennar a welcome letter that includes information about the services offered by the MUA when they begin to issue the Certificates of Occupancy for each unit to be occupied. Mr. Bronson said that the HOA is probably going to have their own contract for solid waste. There was a discussion about the MUA contacting the HOA about providing solid waste service for the development. Mr. Ylvisaker said he would talk to Bob at Lennar.

Mr. Ylvisaker said that a robo-call and a letter will go out advising customers that solid waste pick up is shifted by one day over the Thanksgiving holiday. He has also drafted a letter to Waste Management to advise them that the MUA will continue their contract for next year.

Redevelopment Project:

Mr. Ylvisaker said the Township passed the sewer project bond ordinance on November 1, 2017. It takes effect later this month (there is a 20 day waiting period).

A call is scheduled for December 5th between NJEIT and Township CFO June Madden to go over the requisition process.

The MUA is meeting with Lennar on December 15th to work on an amendment to the Redevelopment Agreement and to find out what Bob wants to do with the property down the road owned by the Church. Now that we are getting very close to breaking ground, we have to complete the amendment. Mr. Bronson asked where the meeting will be held and at what time. Mr. Ylvisaker said it will be at the Township at 9:00 a.m.

Mr. Ylvisaker said that New Jersey American Water made their connection from the new well to the water main in the road. The public comment period on the allocation permit is over. He will advise everyone when NJAW's permit is approved by the State.

Mr. Dancer asked if the projected margin will be short when the new well comes online. He also wondered if NJAW is thinking that once they start to use the well that there will be enough margin so they will not have to build another well to provide service. Mr. Ylvisaker said that somewhere down the line there will likely be the need for a fourth well. The big issue for us is to get Bob to accept what they have so he can complete his development.

He said the margin is based on a certain number of gallons, but once NJAW goes through a cycle they will utilize actual usage as opposed to design. Bob said that they should be under fifty percent of the required design usage for the well. If the actual water use is fifty percent of the design, that would yield 537 homes. That would be more than adequate for the homes in Lennar's development and to provide for growth downtown.

Mr. Bronson asked if there were any comments or questions from the Board. There were none.

Mr. Dancer left at 7:00 pm to go to another meeting.

Public Comments:

Mr. Bronson asked if there were any public comments. There were none.

Old/New Business

Mr. Bronson spoke about the resolutions that were voted on at the October meeting.

He said Resolution 2018-02 authorizes T&M Associates to proceed with bidding and construction administration in accordance with their proposal. Resolution 2018-03 authorizes the project to go out to bid, subject to the availability of funds and the receipt of NJEIT approval. Mr. Bronson said if there are no questions on the two resolutions, he will take a motion on them together.

RESOLUTION 2018-02 – RESOLUTION OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY AUTHORIZING ITS CONSULTING ENGINEERS, T&M ASSOCIATES, TO COMMENCE “TASK 4” IN ACCORDANCE WITH THE CONTRACT BETWEEN THE AUTHORITY AND T&M ASSOCIATES

RESOLUTION 2018-03 – RESOLUTION OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY AUTHORIZING T&M ASSOCIATES TO GO OUT TO BID FOR ITS DOWNTOWN SANITARY SEWER COLLECTION & DISPOSAL SYSTEM

Mr. Minter made a motion to approve Resolution 2018-02 and Resolution 2018-03. The motion was seconded by Mr. Weirsky. All Ayes.

Mr. Bronson said that Resolution 2018-04 concerns the receipt and review of the Authority’s annual audit.

RESOLUTION 2018-4 – RECEIPT OF AND PERSONAL REVIEW OF THE ANNUAL AUDIT FOR THE YEAR ENDING JUNE 30, 2017

Mr. Weirsky made a motion to approve Resolution 2018-04. The motion was seconded by Mr. Brown. All Ayes.

Since there was no further business, a motion was approved to adjourn the meeting.

The next meeting is scheduled for December 19, 2017 at 6:30PM.

Respectively submitted by:

Nadene Cicero, Secretary