

Plumsted Municipal Utilities Authority Minutes
January 17, 2017

Chairman Bronson called the January 17, 2017 Plumsted Municipal Utilities Authority Meeting to order and asked everyone to stand for the Flag Salute. Attorney Greg McGuckin read the Open Public Meetings Act.

Those in attendance were Walter Bronson, Edward Weirsky, Robert Minter, and Anthony Esposito. Mayor Jack Trotta and Committeeman Mike Wysong were also in attendance.

Bill List: On motion of Mr. Minter, seconded by Mr. Weirsky, the Bill List for January 17, 2017 was approved as submitted. Roll Call Vote: All Ayes

Treasurer's Report: The Regular Account had an opening balance on December 20, 2016 was \$22,023.02, operating expenses of \$31,296.07, deposits of \$63,920.82 with an ending balance on January 17, 2017 of \$54,647.77. On motion of Mr. Weirsky, seconded by Mr. Esposito, the Treasurer's Report was approved as submitted. Roll Call Vote: All Ayes

Minutes: The December minutes were not available.

T & M Associates Monthly Update on the Sewer System Design: Mr. McKelvey and Mr. Henderson were in attendance. Mr. McKelvey said they were putting on the final push to complete the project within the next six weeks so they can submit the plans and specifications to NJEIT and DEP for permits by the end of February.

Subdivision/Easement maps and descriptions: These are 95% complete and have been forwarded to Mr. Ylvisaker and the appraiser for review.

Collection System Design: The design is 90% complete and T&M is doing a final QA/QC of all of the construction plans. They are working to address some final design issues, i.e. jack and bore at Crosswicks Creek, possible pressure sewers in various areas to limit excessively deep construction and coordination with the County regarding the location of sewer mains n County roads to minimize surface course paving requirements. Mr. McKelvey also noted that the County was agreeable to the Authority only base paving the trenched areas on Evergreen Road with the County assuming responsibility for surface course paving of Evergreen Road.

Pump Station Design (Mechanical, Electrical Building and Structural): Mr. McKelvey noted the mechanical design and site layout of the pump station which will be located in the municipal parking lot off Evergreen Road is approximately 90% complete. The electrical design for the pumps and controls and emergency generator is nearly complete and the building design was about 60% to 75% complete. He noted that to comply with NJEIT requirements that all critical infrastructure be above the 500 year flood elevation and will be set approximately 5' above grade. It was also noted that the top of the wet well and valve chamber will also be set to elevation 74.10 to allow access during flood conditions.

Wastewater Treatment Plant Design: Mr. McKelvey said NSU is continuing with the design of the Wastewater Treatment Plant and is about 90% complete with mechanical, building design and layout. They have started with electrical design and the construction specifications.

Wastewater Treatment Plant Site Design: T&M site design people are coordinating with NSU and are working on the site plan design, which includes site grading, entrance driveway layout, site roadways, landscaping, lighting and storm water management.

With respect to the connection of the Treatment Plant outfall to the County drainage system adjacent to Route 537, the Authority agreed to pursue this option and both T&M and the Authority are coordinating with NJDEP on the notice for permit modification and a Memorandum of Understanding agreement with the County. T&M was notified that it would be in the DEP Bulletin tomorrow with a 30 day public comment period. It was noted that there would be no public hearing unless one is requested and is warranted.

Permitting:

NJDEP Treatment Works Approval: It was noted that no work has been performed on the Collection System Treatment Works Approval yet but hoped to start in the next week or so.

NJDEP Land-Use (Wetlands and Flood Hazard Area): This is almost 90% complete and the permit application forms have been forwarded to the Authority for signature.

NJDEP Air Quality: It was noted that since the size of the generator has been determined, the pump station generation air quality permit is proceeding.

New Jersey Environmental Infrastructure Funding Program Submittal: With respect to the Planning Document which included sub consultant Level II Environmental studies for cultural resources and threatened and endangered species, this was forwarded to the DEP. The follow up Phase 1B Archaeological field study which was required by the DEP was recently completed. The sub consultant said that the preliminary findings of the field work were not significant and a report will be prepared and submitted to the DEP.

Schedule: T&M is still on track for submitting their final construction documents and permit application package to NJEIT and DEP by the end of February.

Rules and Regulations: Since T&M was authorized an additional \$1,500 at the last meeting, they will further review and incorporate revisions resulting from the Authority's comments as well as the comments received from Lennar into the current draft and will assist the Authority in finalizing the Rules and Regulations. There was discussion regarding putting the Rules and Regulations on the March agenda.

Chairman Bronson asked if Lennar would have to do any honey dip pumping. Mr. Ylvisaker said that schedule wise he thought if anything the time between when Lennar sold its first units and the treatment plant becoming operational would be reduced. There may be a temporary permit required if necessary by the MUA or Lennar. Mr. Ylvisaker said per the redevelopment agreement that if the MUA Wastewater Treatment Plant was not operational, the MUA would be responsible for honey dip pumping.

Executive Director Report: Mr. Ylvisaker said thirteen proposals were received in response to the advertisement for professional service proposals. The subcommittee will review them and give their recommendations at the February 21 Reorganization meeting.

He included in the packet a year to date budget comparing where the MUA is and what the budget was. He said overall the operation costs were 1% under budget and where we should be and 2% over on Solid Waste and Total Revenue. He said the benefits line item may need to be adjusted as the depending on the amount of the Annual Employer Appropriation for the state pension system.

He also noted the auditor would be coming in to make some adjustments to the Quick Books method for entering deposits and to set up an annual budget by which we could track at any moment the actual vs. year to date status of the budget.

Redevelopment Project: Mr. Ylvisaker stated he hoped to get the revised subdivision map for the Heller property so the appraiser can finish his work within the next couple of weeks. He said at the February meeting he anticipated having a resolution for Mr. Maher to do appraisals on the easements needed for the pump station downtown.

Financial Agreement: Mr. Ylvisaker said regarding the Financial Agreement between Lennar and Plumsted, Lennar has our final comments for review. There may be some adjustment needed before the Financial Agreement can be finalized.

Comments on Rules and Regulations: Mr. Ylvisaker said he received some comments on the draft Rules and Regulations and said the subcommittee will meet to discuss them. His hope was to have it put on the website for people to see prior to considering adoption in March.

He said Attorney McGuckin brought this evening the final ordinances for the Township to adopt on the mandatory sewer hookup and financial incentive plan. Attorney McGuckin said that the Rules and Regulations must be adopted by the MUA before the Township can adopt these ordinances. After some discussion, it was decided to have the Rules and Regulations ready for the adoption at the March MUA meeting so the Township could introduce the ordinances at their April meeting.

Solid Waste: Mr. Ylvisaker said that at present there were approximately 1,175 customers. He said it fluctuates from 1,150 to 1,200. He said there has been more activity with opening and closing accounts as residents are buying and selling their homes.

Chairman Bronson asked for any public comment. There was none.

Chairman Bronson asked for any old or new business.

There was further discussion regarding the proposed Rules and Regulations. Chairman Bronson had some things for the subcommittee to go over, which he commented was mostly verbiage. He said one of the issues he saw was that it looked like we talked about a preliminary and final process provided for and he felt it was not really defined very well in the rules. He asked Mr. McKelvey if it was really necessary or the intent of the rules to have a preliminary and final process. Mr. McKelvey said it was not necessary for the individual connections, however, if there is a subdivision or some development that wanted to come in for approval that was the process he saw with other Authorities. Chairman Bronson thought it should be clarified and said once the PRRC is done, there would not be much left for this requirement to fall to. He thought we should expand on just the minor paperwork that is allowed for a single family dwelling and take that up to anything that doesn't require a treatment works approval. Mr. Henderson was in attendance and gave his thoughts on doing preliminary and final approvals. Chairman Bronson thought preliminary and final would be fine as long as they make it clear they could do preliminary and final if they want to and then it would be the Board's discretion if they wanted to award both at the same time.

It was also suggested to have the definitions moved to the beginning rather than to have them at the end of the document.

Since there was no further business, a motion was made by Mr. Minter and seconded by Mr. Weirsky, to adjourn the meeting. Roll Call Vote: All Ayes. The next meeting is scheduled for February 21, 2017 at 6:30PM.

Respectively submitted by:

Nancy Hendrickson, Secretary