

Plumsted Municipal Utilities Authority Minutes
December 20, 2016

Chairman Bronson called the December 20, 2016 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, Ronald Dancer and Richard Brown. Mayor Jack Trotta was also in attendance.

Bill List: On motion of Mr. Minter, seconded by Mr. Weirsky, the Bill List for December 20, 2016 was approved as submitted. Roll Call Vote: All Ayes

Treasurer's Report: The Regular Account had an adjusted opening balance on November 15, 2016 of \$49,762.98 with operating expenses of \$34,343.50, deposits of \$6,603.54 and with an ending balance on December 20th of \$22,023.02. On motion of Mr. Weirsky, seconded by Mr. Minter, the Treasurer's Report was approved as submitted. Roll Call Vote: All Ayes

Mr. Ylvisaker noted that the MUA had received \$ from the Township for the MUA's administrative operation in support of the sewer project. He commented the MUA will receive two more payments from the Township in 2017. He further commented the MUA will receive \$5,076 from the 2016 tax sale on delinquent trash accounts. He said at the same time there was the increase contract cost with Waste Management. He said he would be monitoring the budget closely.

Minutes: On motion of Mr. Minter, seconded by Mr. Brown, the Minutes of November 15, 2016 were approved as submitted. Roll Call Vote: All Ayes with Mr. Bronson abstaining.

T & M Associates Monthly Update on the Sewer System Design: Mr. McKelvey summarized the meeting with the Ocean County Engineering Department on December 16th regarding the right-of-way dedication across the front of the Heller property on Route 537. Originally the County wanted an additional 7 foot wide right-of-way across the entire road frontage the Heller's own on Route 537. After discussion, the County said they would limit the right-of-way dedication to the new lot the MUA would be purchasing and west along Route 537 to the Crosswicks Creek, which is the end of the Heller's property.

The next item discussed at the meeting was the full width paving of Evergreen Road as a result of the sewer construction. It was explained to the County that the deep sewer construction would be limited to the area on Evergreen Road from Main Street to Bright Road and that from Bright Road to the southerly portion of the Heller property and the construction would involve a shallow force-main. The County said they would agree to do the surface course paving after the MUA does their base course paving necessary for the sewer construction. Mr. McKelvey also said there was discussion regarding paving of other county roads affected by the sewer construction. The County requires that if that if the trench width is more than 25% of paving width that they require full width paving, so T&M will try to keep the trench width less than the 25% whenever possible. T & M will be coordinating the paving with the County.

The last issue discussed at the meeting had to do with the options regarding the wastewater sewer outfall. He noted there were two options; the first was the original plan which was to construct a separate outfall from the plant along 537 angling toward the Crosswicks Creek; and the second option was to tie into the existing County storm water outfall slightly to the north of where the MUA would construct its separate outfall. The pros and cons of each option were

discussed. After discussion, the County agreed to allow the MUA to connect in to the County's outfall subject to an agreement between the Township and the County. A final decision will be made subject to what requirements the County may impose.

Mr. McCelvey reviewed a meeting on December 6th regarding the Wastewater Treatment Plant with the MUA Subcommittee regarding the building type for the WWTP building and the location of the backup generator outside the WWTP building. With regard to the building type, it is planned to erect a metal skin pole barn type building and to house the emergency generator outside the building. He wanted feedback and conformation on the building type and location of the generator. The Authority was in agreement with both building type and generator location.

Mr. McCelvey also wanted to discuss the Planning Document that was submitted to DEP. The document submitted in early December included the Level II Environmental information and two other studies; one for endangered species and the other for the Phase 1A cultural resources study. Based on the 1A Cultural Resource study, the NJDEP is requesting a Phase 1B Study for additional archeological investigation. The Phase 1B Study was not included in T&M's original proposal and the additional fee would be \$8,877.89 to have this study done. T&M would like approval from the MUA to do the Phase 1B study.

On Motion of Mr. Minter, seconded by Mr. Dancer, Resolution No. 2017-11, authorizing Change Order #5 to T & M Associates to prepare a Cultural Resource Phase 1B Study in an amount not to exceed \$8,877.89 was adopted. Roll Call Vote: All Ayes

Mr. McKelvey continued his Report and stated that a final working draft of the Sewer Rules and Regulations had been submitted to the MUA on November 10th and this document was shared with Lennar. A meeting with Lennar was held on December 6th to discuss Lennar's comments. T & M will further review and incorporate revisions resulting from Lennar's comments into the current working draft and assist the Authority in finalizing the Rules and Regulations. They have expended the original authorization of \$5,500 and requested an additional \$1,500 to finalize revisions to the Rules and Regulations. Attorney McGuckin stated he had reviewed the document and from a legal perspective had no problem with it. He noted most of the issues related to engineering matters.

There was discussion regarding the financial incentive plan. Mr. Dancer asked Attorney McGuckin if this has to be applied uniformly regardless if it was a commercial business or a residential home. Attorney McGuckin said anytime an MUA tries to differentiate between types of users it gets into trouble. The only way you can differentiate between residential and commercial service is the impact on the services each has. This differentiation is referred to as an equivalent dwelling unit or number of plumbing fixtures which an authority can distinguish. There was discussion regarding what would be required to offer financial assistance to those who would qualify in the sewer service area. It was decided to have a subcommittee of the Township Committee and MUA meet to discuss this sometime in January.

On Motion of Mr. Minter, seconded by Mr. Weirsky, Resolution No. 2017-10 authorizing Change Order #4 to T & M Associates for further assistance to prepare Sewer Use Rules and Regulations for Final Adoption for the Downtown New Egypt Wastewater Collection System in an amount not to exceed \$1,500.00 was adopted. Roll Call Vote: All Ayes

Easement Maps and Descriptions: Mr. McKelvey said that T&M was holding off on preparing the easement map and description for Block 19, Lot 16, New Egypt Market, pending a meeting with the property owner scheduled for December 16th to review the proposed construction.

Collection System Design: There was a meeting with the Engineering Committee on December 6th to review the draft construction plans for the project. Two sets of draft construction plans, which included plans for the collection system, pump station and Wastewater Treatment Plant, were submitted for review and comment. He felt they were about 60/70% done with the collection system plans.

He said with respect to Main Street, they had looked at a couple of options as some of the property owners had concerns about connecting to the Township's sewer in front of their structures and tying into the sewer on Main Street. T&M looked into some options to connect the sewers behind their building. He said that there would be additional construction cost because this change would involve more footage, additional engineering costs and more easement work. The general consensus was not to pursue that option and to stay with the current plan. It was noted that if the property owners want to pursue the connection behind their buildings, they would have to initiate this.

Pump Station Design: He noted that they were about 75% done with the mechanical design. The work that has been completed include the following: final sizing of the wet well; finalizing pump sizing and pump selection; pump and piping layout in the wet well; valve chamber piping and valve layout and general site layout. The building size has been determined to be approximately 13' x 14' and is underway. The building will also house the generator. Also, to comply with NJEIT requirements, all critical infrastructure has to be above the 500 year flood elevation.

Mr. Dancer questioned how many parking spaces will be eliminated, which Mr. Ylvisaker said five would be eliminated behind the 31 Main Street Parking Lot. Mr. Ylvisaker said in the future more parking facilities will be needed for the downtown.

Wastewater Treatment Plant Site Design: They will initiate the design work now that the building location and tankage layout is set. The design will include site grading, entrance driveway layout, site roadways, landscaping, lighting and storm water management.

Permitting: They have not started with the Treatment Works Approval permitting and Land Use Board permitting. This should start sometime in January 2017.

NJDEP Air Quality: Since the generator size has been determined, work on the pump station general air quality permit will proceed.

Local and County Planning Board Submittal: Mr. McKelvey noted that the site plan design work will get under way and they will be able to finish the subdivision plan including the necessary easements. The plan will be submitted to the Land Use Board.

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

Mr. Dancer asked about the status of the appraisal for the Heller property. Mr. Ylvisaker said that given the MUA decision to go with the County option, Mr. McKelvey will revise his plan to include the additional 7' right-of-way as agreed to and the 20' or 25' foot County easement. Once T & M revises the plan, Mr. Maher will be contacted to finish the appraisal.

Executive Director Report: Mr. Ylvisaker noted the Reorganization Meeting is in February and an advertisement will be sent out for professional services for Auditor, General Attorney, Financial Advisor, Redevelopment Counsel, and Bond Counsel. He noted that he was advertising for Energy Consultant as their contract expires in April. After some discussion, a decision was made to pull Energy Consultant from the advertisement for professional services unless the contract with TriEagle was set to expire in 2017. The advertisement will not include engineer or special project engineer as these services are still under contract to T&M. There is a resolution on the Agenda for the Secretary to advertise for Request for Proposals.

Solid Waste: Mr. Ylvisaker said the 2017 first quarter invoices went out along with the 2017 calendar. He said the MUA would be receiving \$5,076.96 from the Tax Sale. Initially 28 properties went to the Tax Office and 16 of them were paid up prior to the Sale and the balance went to Tax Sale. He said he will be following up on that ones that went to Tax Sale to see they had another company for their trash service or are vacant properties.

Redevelopment Project: Mr. Ylvisaker said last month New Jersey American Water's application was held up due to an issue with an historic tree on the property which is now remains. As such, the Land Use Board has now approved their application and their application to DEP is also proceeding with the well.

Mr. Ylvisaker submitted a revised project schedule and noted there was not a lot of leeway left for the Wastewater Treatment Plant to be operational by the end of 2018. The revised project schedule will be sent to Lennar for review. He also noted that Lennar was finalizing their application to submit to the Land Use Board for preliminary approval for the entire site and final approval for the first sections of the development.

Mr. Ylvisaker said he received an application for a residential solar project which was not in the sewer service area. A Letter of No Interest will be sent.

On motion of Mr. Weirsky, seconded by Mr. Minter, Resolution No. 2017-09, authorizing the Secretary to advertise for Professional Services was adopted. Roll Call Vote: All Ayes

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

Chairman Bronson asked for any old or new business. There was none.

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 January 17, 2017 at 6:30PM.

Respectively submitted by:

Nancy Hendrickson, Secretary