

Plumsted Municipal Utilities Authority Minutes
March 27, 2018

Vice-Chairman Weirsky called the March 27, 2018 Plumsted Municipal Utilities Authority Meeting to order and asked everyone to stand for the Flag Salute. This meeting was originally scheduled for March 20, 2018, but due to a weather emergency it was rescheduled to tonight March 27th. Attorney McGuckin read the Open Public Meetings Act.

Those in attendance were Edward Weirsky, Robert Minter, Ronald Dancer and Richard Brown. Committeeman Marinari was also present.

Walter Bronson, Anthony Esposito and Nancy Lawrence were absent.

Treasurer's Report: Peter Ylvisaker spoke about the government escrow and government checking accounts at Investors. He said that there has been no activity in the government escrow account. The current balance is \$12,844.93. There is a check on the bill list to T&M Associates for \$2,128.00. After discussion with the auditor that money will be transferred internally from the government escrow account to the government checking account. The check will be written out of the government checking account.

Mr. Ylvisaker said that the government checking account had an opening balance of \$70,168.51, expenses of \$34,242.77 and deposits of \$46,415.82, with a cleared balance of \$63,341.56. There is an uncleared balance of \$61,948.82. The balance reconciles with QuickBooks. The check register balance as of March 15, 2018, including the Bill List, is \$37,939.67. The register balance today is \$38,913.58. Funds are available to pay the bills listed on the Bill List.

The pension contribution in the amount of \$8,767.00 is due on April 1, 2018 and will be paid by electronic transfer.

There were no questions or comments about the Treasurer's Report. On motion of Mr. Brown seconded by Mr. Minter, the Treasurer's Report was approved. Roll Call Vote: All Ayes

Bill List:

There were no questions or comments on the Bill List. On motion of Mr. Minter, seconded by Mr. Brown, the Bill List for March 27, 2018 was approved as submitted. Roll Call Vote: All Ayes

Minutes:

Mr. Weirsky asked if there were any corrections or additions to the Meeting Minutes or Executive Session Minutes for February 20, 2018.

Mr. Ylvisaker said that Mr. Marinari clarified what he said at the February 20, 2018 meeting. The current Minutes read "Mr. Marinari said that as a Township Committeeman, he appreciates the time that the members of the Board..." It should read "...that the members of the Police Department are taking to go to meetings." Mr. Ylvisaker will amend the Minutes to reflect that change.

On motion of Mr. Minter, seconded by Mr. Dancer, the Meeting Minutes for February 20, 2018, as amended, were approved. Roll Call Vote: All Ayes.

T&M Associates Monthly Update

James McGoldrick provided the monthly report for T&M Associates.

The Bid Opening date has been moved to May 23, 2018, to coincide with the timing for permitting and construction of the Lennar Crosswicks Creek Development.

T&M has submitted a Contract Amendment Request for two (2) items. The first is for additional services during the bidding phase of the project. To date, thirty-nine (39) bidders have picked up Bid Documents. That is an unprecedented number, even for a project this large. There have been a myriad of comments and questions, consisting of phone calls, texts and emails from contractors, sub-contractors and suppliers, asking for clarifications on the contract.

There have been seven (7) Addenda so far; three of them dealing with contractor questions. The other three were dealing with extensions to the bids. T&M is requesting coverage of their costs to date. In anticipation of future costs, they are requesting a contract amendment in the amount of \$10,200.00.

Mr. Weirsky said the requests are included in tonight's resolutions, which are attached to the meeting packet.

Mr. McGoldrick said the second contract amendment request is to perform an as-built survey of the existing sanitary sewer at the Municipal Complex, which includes the High School, the Municipal Building, the historic building, the County Library, and one other building. The as-built survey will show the current sanitary sewer system.

Utilizing the survey, T&M will evaluate whether the Municipal Building and the historic building can be tied in by gravity. If it is proven that it cannot because the grades do not work, then T&M will design a grinder pump system to service the two buildings to connect them to the existing sanitary sewer system. The cost of the as-built survey is \$12,150.00.

Mr. Dancer asked if there have there been any conversations with the County about the Library or with anyone at the Historical Society about the historic building. Neither property belongs to the Township.

Mr. McGoldrick said T&M has not had contact with the Historical Society, but he does have a drawing from the Library. He is not sure if it is an as-built drawing or a construction drawing, so he has to assume it is a construction drawing. It shows a lateral connection of a six (6") inch diameter pipe that ties into the High School. The problem is that when it gets to the Library, it is only three (3') feet underground. The thought is that there is not enough grade by the time that pipe is extended to the Municipal Building and to the historic building, and the pipe would be basically sticking out of the ground. T&M has to perform an as-built survey to confirm that.

Mr. Dancer wondered if the County will be doing any cost-sharing for the connections and the future sewer rate charges for the Library. There was a discussion about communicating with the County about the new sewer system and the effect it will have on the Library's system. Also, about obtaining a copy of the agreement between the County and the School Board for the sewer connection between the school and the Library to determine if cost-sharing for maintenance or removal of the school's treatment system has been provided for in the contract. The possible need for easements for County property was also discussed.

Mr. Ylvisaker said as far as the County, there has been discussion about the main line coming from the treatment plant, some of which exists at the Library, over to the historic building. That would be the main trunk that the Authority would maintain, so it may actually be helpful to the County, as they would not have to maintain that line. The same would apply to the school.

Mr. Weirsky said that the School Board is going to be working with the MUA to tie into the new municipal system. The Library does not really have a lot of options because they are tied into the school system. Whatever agreement the Library has with the school system has to be evaluated when the MUA works with the school.

Mr. Dancer asked about the present situation at the historic building and whether a septic system was there? Mr. Ylvisaker said there is a septic system. He went over there with John McKelvey of T&M and Carol Reed showed them what she could. We know where the current septic system is located. He does not believe there was any plan for it.

Mr. Dancer said the reason he mentioned it is because he thinks there needs to be some amendment made to the lease that would have to be approved by the Township and the Historical Society with respect to construction, maintenance and future costs of sewage disposal. That would be something between the Township and the Historical Society. It was made very clear when the Township purchased the property and donated it through the lease, that there would be no expense to the Township. Mr. Ylvisaker said he will look into that. He will also contact the County.

There was a discussion about what to do if the Historical Society chooses to stay on their septic system. Does the MUA have the authority to force them to hook up to the sewer system? Mr. Dancer said the ordinance specified a "sewer service area." Mr. Ylvisaker said that the Town Center and the sewer service area are one and the same.

Mr. Weirsky said if a store is in the Town Center, according to the regulations, you would have to connect. Mr. Dancer said that is correct. Mr. Ylvisaker said that is the way the sewer regulations were adopted. Mr. Weirsky said then they do not have a choice about being connected.

Mr. Dancer asked if the financial incentive program applies to the historic building. Mr. Ylvisaker said that the MUA requires all municipal buildings to hook up. Mr. Weirsky wondered how the MUA would go about talking to them. We want to know that when we reach out to talk to them that there is no misunderstanding about connection or cost.

Mr. Dancer asked Mr. McGoldrick to itemize the time for the additional \$10,200.00, since the time could come in under the requested amount. Mr. McGoldrick described how the costs were broken down. Mr. Dancer asked T&M provide a detailed bill every month. Mr. Weirsky said the resolutions will need to be revised to include a "not-to-exceed amount" and that T&M is to provide hourly billing.

Mr. Weirsky asked if there were any further questions. There were none.

Mr. Weirsky asked if there were any questions about Resolution No. 2018-10 regarding Change Order #7. Mr. Dancer asked if the Authority is below the threshold for change orders. Does that apply to professional services agreements? Attorney McGuckin said that it only applies to public bidding.

ON MOTION OF MR. MINTER, SECONDED BY MR. DANCER, RESOLUTION NO. 2018-10 – AUTHORIZING A CHANGE ORDER # 7 TO “TASK 4” BIDDING AND CONSTRUCTION ADMINISTRATION IN ACCORDANCE WITH THE CONTRACT BETWEEN THE AUTHORITY AND T&M ASSOCIATES WAS ADOPTED, AS AMENDED. ROLL CALL VOTE: ALL AYES.

Mr. Weirsky asked if there were any questions about Resolution No. 2018-11 regarding Change Order #8. There was a discussion about amending the resolution to read “not to exceed the amount of \$12,150.00.” It was agreed to amend the resolution.

ON MOTION OF MR. MINTER, SECONDED BY MR. DANCER, RESOLUTION NO. 2018-11 – AUTHORIZING A CHANGE ORDER #8 TO T&M ASSOCIATES TO PROCEED WITH DESIGN AND PREPARATION OF CONSTRUCTION AND PERMITTING DOCUMENTS FOR THE PROPOSED NEW EGYPT WASTEWATER COLLECTION AND TREATMENT SYSTEM, WAS ADOPTED, AS AMENDED. ROLL CALL VOTE: ALL AYES.

Executive Director’s Report:

Redevelopment Project:

Mr. Ylvisaker said that New Jersey American Water is waiting to hear from the NJDEP as to when they will be coming out to do a sample collection and inspection. It is expected to happen soon. It will take several weeks for the DEP to approve the permit to operate. Lennar is tracking NJAW. The gas line was installed from the road into the property. The road has been repaved. The permit to operate is important because NJAW will not make a commitment to Lennar for the number of homes they will serve until they have the permit to operate. He will continue to monitor the progress of the permit to operate.

Solid Waste

Mr. Ylvisaker said the second quarter invoices have been mailed. As far as a rate increase, he said the MUA would like to hold the rate at \$80 per quarter for two years and preferably three. The auditor said that based upon the 2017 audit, the Authority will be able to cover the small deficit this year. There is also a surplus from last year, which will cover the third year of operation. The recommendation of the subcommittee is that the rates stay at \$80 for another year. The rates will be evaluated again in January 2019 to determine if they should be raised next year.

2018/2019 Budget

Mr. Ylvisaker spoke about the 2018-2019 budget. He stated the amount budgeted for next year was higher as the cost for the audit, budget review and other expenses, such as up to the \$1,000 for Frank Holman’s input on the solid waste rate, dictated an increase. This year’s budget of \$10,000 may need to be adjusted at the end of the year.

Mr. Ylvisaker said additional money has been budgeted this year for the website. The MUA will still need to rely on the township for administrative money. With the surplus factored in from last year, next year’s budget should break even. He will forward the budget to the auditor for their review. His plan is for the budget to be adopted at the June 2018 meeting.

Redevelopment Project

Mr. Ylvisaker has scheduled a meeting with *Lennar* for Friday, April 6, 2018. He has asked Mr. Minter and Committeeman Marinari to attend. The cultural resource study has been delayed because they have not been able to do any field work due to the weather. He spoke to the project manager for Lennar who indicated that their consultants will be put on overtime to make up for the lost time.

The anticipated completion of the first phase of the cultural resource survey is April 2018. Lennar will provide us with a status on Friday. The results of the cultural resource study need to be obtained before the schedule can be determined. The goal is to start construction of the project in mid-summer.

Mr. Weirsky said that the cultural resource study has to be done before the wetlands permit can be issued. Mr. Ylvisaker said there was also work that needs to be done on the financial agreement and the redevelopment agreement prior to start of construction.

Mr. Weirsky asked if Lennar's consultants have supplied a sample plan for the site to the Authority. Mr. Dancer said it has not. The plan was lacking and an update will be provided. Mr. Ylvisaker said the study will include field investigation and literature review. Mr. Weirsky said that is the bare minimum. There was a discussion about the different methods of field testing. Mr. Ylvisaker said the testing has been compromised due to the weather. He will find out more at Friday's meeting and will provide everyone with an update.

Mr. Weirsky asked if there were any questions. There were none.

Public Comments:

Mr. Weirsky asked if there were any public comments.

There were no public comments.

Since there was no further business, a motion was made to adjourn the meeting. Roll Call Vote: All Ayes.

The next meeting is scheduled for April 17, 2018, at 6:30PM.

Respectively submitted by:

Nadene Cicero, Secretary