

Plumsted Municipal Utilities Authority Minutes
November 20, 2018

Chairman Bronson called the November 20, 2018 Plumsted Municipal Utilities Authority Meeting to order and asked everyone to stand for the Flag Salute. Attorney McGuckin read the Open Public Meetings Act. (Recording Starts with Roll Call)

Those in attendance were: Walter Bronson, Robert Minter, Ronald Dancer, Ricky Brown and Nancy Lawrence.

Edward Weirsky and Anthony Esposito were absent.

Committeeman Marinari was also present.

Treasurer's Report: Peter Ylvisaker said the Investors escrow account has a balance of \$9,750.98. There are no pending charges against this account.

Mr. Ylvisaker reported the Investors checking account had an opening balance of \$89,634.33 with expenses of \$74,455.05 and deposits of \$44,748.23, with a cleared balance of \$59,927.51 and an uncleared balance of \$59,792.51 as of October 31, 2018. The check register balance as of November 20, 2018, is \$32,639.71 with payment of items on the Bill List included. There are funds available to pay the bills on the Bill List.

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

Bill List:

There was a question about the dates of the invoices in the Bill List. It was determined to be a typographical error.

There were no other questions or comments on the Bill List. On motion of Mr. Minter, seconded by Mr. Dancer, the Bill List for November 20, 2018 was approved as submitted. Roll Call Vote: All Ayes

T&M Associates Monthly Update

Steve Schreiber provided the monthly report for T&M Associates. He noted the Collection System was advertised on November 9, 2018. The bid opening will be on December 12, 2018 at 10:00 am. There have been sixteen pick-ups of the plans. No questions to date. Some plans were picked up recently so there may be some questions within the next week.

T&M has started to receive comments on the RFP for the Wastewater Treatment Plant from the DEP and the OSC. A letter was issued by DEP on November 19, 2018. The comments were minor, and T&M will work on addressing them. T&M will send its draft response to the Board for review before forwarding it to DEP. OSC's comments are minor and T&M will address those as well.

On November 1, 2018, OEO issued its approval for release of the RFP project. On November 13, 2018, DEP advised that they are still reviewing the submission. They are looking at the Value

Engineering items to determine if a modified TWA is required. They anticipate the review will be completed within the next week. They advised that DCA approval may also be required prior to release of the RFP because the MUA has elected to solicit pricing through the contract procurement process.

Mr. Bronson spoke about the effect of the State's delay with the RFP on the bid opening on December 12, 2018. The MUA should be ready to award at its regular meeting on December 18, 2018. Per statute, 60 days is needed for the RFP. Even if approval to go to bid is received, it will be the end of January before the MUA can take the initial RFP's, so the Treatment Plant prices will not be known when the bid is awarded for the Collection System next month. A decision will have to be made as to whether or not to award the two alternate bids.

Mr. Dancer asked Mr. McGuckin if DCA is required to approve the project. Mr. McGuckin said no, they are not. He had discussions with DEP and OSC regarding DCA approval and informed them that according to statute, it is not required until after there is a hearing. As a courtesy, he sent a letter to DCA advising them of the project.

There was discussion about the time frame of the bid award and its effect on commitments the MUA has made to the redeveloper to complete the collection system and the temporary holding tank by the end of July 2019.

Mr. Bronson asked if there were any other comments or questions for Mr. Schreiber. There were none.

Mr. Bronson said the next item is to memorialize two resolutions from the last meeting. Mr. McGuckin said that both resolutions can be memorialized in one resolution.

Mr. Bronson said Resolution 2019-4 is for a contract amendment with T&M Associates for the Collection and Disposal System. It authorizes an additional \$24,500 expenditure for the re-bid of the Collection System and putting the deduct alternates in the bid.

Resolution 2019-5 amends the contract with T&M in the amount of \$37,500 for additional work of its sub-consultant, NSU, to modify the Treatment Plant documents to provide the cost-savings measures that were previously discussed.

Mr. Bronson asked if there were any questions on the two resolutions.

Mr. Dancer thanked Mr. Bronson and Mr. Schreiber and T&M for the agreement that was negotiated for the costs that are being approved tonight. He said he thinks it was a good exercise in compromise and wanted to thank both of them.

ON MOTION OF MR. MINTER, SECONDED BY MR. DANCER THE ADOPTION OF RESOLUTION 2019-4 – AUTHORIZING A CONTRACT AMENDMENT WITH T&M ASSOCIATES FOR THE NEW EGYPT SANITARY SEWER COLLECTION & DISPOSAL SYSTEM; RESOLUTION 2019-5 – AUTHORIZING A CONTRACT AMENDMENT WITH T&M ASSOCIATES TO AMEND CERTAIN CONSTRUCTION DOCUMENTS IN SUPPORT OF THE RFP PROCESS FOR THE PROPOSED WASTE WATER TREATMENT PLANT WERE MEMORIALIZED. ROLL CALL VOTE. ALL AYES.

Mr. Bronson said that Resolution 2019-6 authorizes T&M Associates to advertise for and submit appropriate documents for the Authority's Request for Proposals for the Wastewater Treatment

Plant. As discussed, this will be contingent upon obtaining authorization from DEP and the Environmental Bank to issue the documents.

Mr. Bronson asked for any comments or questions on Resolution 2019-6. There were none.

ON MOTION OF MR. MINTER, SECONDED BY MR. DANCER RESOLUTION 2019-6 – AUTHORIZING T&M ASSOCIATES TO PROCEED WITH THE RFP AND TO ADVERTISE FOR BIDS FOR THE PROPOSED WASTE WATER TREATMENT PLANT WAS MEMORIALIZED. ROLL CALL VOTE. ALL AYES.

Executive Director's Report:

Mr. Ylvisaker confirmed that there are no minutes to approve at this meeting. He said Nadene Cicero provided her notice to resign as Secretary of the MUA as of December 31, 2018. She will complete the Minutes for October, November and December 2018. There will need to be someone in place in January 2019. The Township is doing some hiring and he will try to find someone from within the workforce.

2017/2018 Audit

Mr. Ylvisaker said the acceptance of the Audit is delayed because of the lack of correct and complete information. The DCA has been informed and they have given the MUA an extension to the end of this month. That will be extended again until the State provides the information that the Auditors need to correct the Audit. Nothing has to be done with the Audit until the information is received from the State.

Mr. Dancer commented on how taxpayers and units of government are being affected by the way the State is computing the pension unfunded liabilities. He said it borders on a crime.

Solid Waste

Mr. Ylvisaker said there was a total of nine properties included in the tax lien list for 2018. This is down from approximately forty properties. The first quarter invoices for 2019 will be going out in December. He said he has provided an analysis of the adopted budget and the budget year-to-date. He has made no conclusions and is not asking the Board to make any conclusions on first quarter results. He will be updating the analysis going forward. In January 2019, he will have an update of the second quarter. Then some conclusions can start to be drawn. It would appear that the budget which is based upon 1150 customers, shows the loss versus the gain in the projected year-end, which is based upon a current customer list of approximately 1200 customers. If that holds true, the year ends up with a net of \$16,800, assuming that the trends continue. There are also approximately \$9,000 in surplus funds that can be used. It does not look like it would have to be used if the numbers hold. He will be monitoring this over the next several months and will have a follow up report in January.

Mr. Bronson said in theory, the MUA ran at a deficit of \$15,400 for 2018/2019. Mr. Ylvisaker said that is the budget. The MUA has not run that as a deficit.

Mr. Dancer said it appears that the analysis projects a year-end surplus of \$16,800 if the trend continues. Mr. Ylvisaker said the customer list is pretty solid and he has always been conservative in the budget; he used 1150 as the number of customers which is why it indicates a loss. He will provide an update in January and take it from there.

Redevelopment

Mr. Ylvisaker said that the First Amendment to the Redevelopment Agreement has been signed. Lennar was supposed to start construction this month. They were to give us 30 days' notice. He has received none. He talked to Bob Calabro yesterday and he said that what is holding them up is that they have not been able to secure approval from the County. He asked for some help, so Mr. Ylvisaker called and spoke to Mark Jenhke in the County Engineering Office and he forwarded a list of their comments to Peter. These seem to be things that can be worked out without the MUA becoming involved. He will find out from Bob as to whether or not he needs or wants help from the MUA. He said once Lennar gets the County approval, Bob stated Lennar will purchase the big lot and will start development.

Mr. Bronson said in reviewing the comments from the County most of them are pretty simple to deal with. There might be one problem. They obtained final approval on the whole project from the County, and the County is looking for final plats for the whole project. There is also something about radiuses where they would have to obtain property from the adjoining property owners. They may have to ask for a waiver for that. The County's comments are items that Lennar and their consultant should have dealt with by now. They have to respond to them, before the MUA can do anything to help them with the County.

Mr. Bronson said he thought the MUA was going to meet with Lennar on a monthly basis. Mr. Ylvisaker said it was being done off and on, but not on a consistent basis. Mr. Ylvisaker said the Amendment to the Redevelopment Agreement has a specific schedule that the parties have agreed to. Now that the schedule is off a little bit, there is a need to go back to those conversations.

Mr. Bronson asked if there were any other comments or questions for Mr. Ylvisaker. There were none.

Public Comments:

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

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 December 18, 2018, at 6:30PM.

Respectfully submitted by:

Nadene Cicero, Secretary