



Public Meeting Minutes of the Plumsted Municipal Utilities Authority

FOR THE PUBLIC MEETING HELD ON
TUESDAY, SEPTEMBER 19, 2023 AT 6:30PM

An advertised Public Meeting of the Plumsted Municipal Utilities Authority was called to order by Chairman Brian Kubiel in the Plumsted Township Public Meeting Room, 121 Evergreen Road, New Egypt, New Jersey at 6:30p.m. The meeting was held in-person at the Plumsted Township Municipal Hall. Following an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975, the Pledge of Allegiance was recited.

Chairman Kubiel requested a roll call. Those present included Cynthia MacReynolds, Recording Secretary, PMUA; Gregory P. McGuckin, Esq, DMM Law Firm; Christopher Earle, Veolia; Alexandra Noriega, Veolia; Nate Nickerson, Natural System Utilities; Benjamin Weller, PE, CME, ERI; Brian J. Brach, PE, QPA, MRRSA and the following Commissioners as per the roll call:

ROLL CALL

PRESENT: Mr. Ruppel, Chairman Kubiel, Mr. Grosso

ABSENT: Ms. Kimmick

APPROVAL OF THE PUBLIC MEETING MINUTES HELD AUGUST 15, 2023

Moved by Mr. Ruppel, seconded by Chairman Kubiel.

ROLL CALL

AYES: Mr. Ruppel, Chairman Kubiel

NAYS: None

ABSTAIN: Mr. Grosso

DISQUALIFY: None

ABSENT: Ms. Kimmick

APPROVAL OF THE EXECUTIVE MEETING MINUTES HELD AUGUST 15, 2023

Moved by Mr. Ruppel, seconded by Chairman Kubiel.

ROLL CALL

AYES: Mr. Ruppel, Chairman Kubiel

NAYS: None

ABSTAIN: Mr. Grosso

DISQUALIFY: None

ABSENT: Ms. Kimmick

T&M ASSOCIATES PROJECT UPDATE

T&M Associate's monthly report has been attached for the record. There were no questions from the Board.

ERI UPDATE

ERI's monthly report has been attached for the record. Mr. Weller indicated that ERI will commence the capacity study upon approval. There were no further comments or questions from the Board.



VEOLIA REPORT

Veolia's monthly report has been attached for the record. Ms. Noriega summarized the items included within said report. Mr. Grosso inquired if the brush is a normal wear item and whether it is an item that the Board needs to include in the budget. Mr. Earle indicated that the useful life is (approximately) 1-year and that Veolia plans on servicing more frequently as a preventative O&M item. Mr. Earle further added that Veolia recommends additional service for next year. There were no other questions from the Board.

WASTE MANAGEMENT METRICS REPORT

Mr. Brach indicated that a placeholder was included on the agenda but that there was no report.

FINANCE REPORT

Mr. Brach indicated that a placeholder was included on the agenda but that there was no report.

EXECUTIVE DIRECTOR REPORT

The Executive Director Report has been attached for the record and Mr. Brach indicated that the report was submitted as written. There were no questions or comments from the Board.

APPROVAL OF THE SEPTEMBER BILL LIST IN THE AMOUNT OF \$72,890.03

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION NO. 2023-02 AUTHORIZING SIGNATORIES FOR DESIGNATED BANK ACCOUNTS AND RATIFYING ACCESS TO AUTHORITY FINANCIAL RECORDS AND SYSTEMS.

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-03 AUTHORIZING AN AMENDMENT TO THE INTERIM SHARED SERVICES AGREEMENT BETWEEN THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY AND PLUMSTED TOWNSHIP.

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-04 AUTHORIZING AN AMENDMENT TO T&M ASSOCIATES RELATED TO TASK 4 AND TASK 5 SERVICES FOR THE DOWNTOWN NEW EGYPT SANITATION SEWER COLLECTION AND DISPOSAL SYSTEM PROJECT IN A MAXIMUM REIMBURSABLE AMOUNT NOT TO EXCEED \$25,000.00

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-05 AUTHORIZING ERI TO PROVIDE ENGINEERING SERVICES FOR THE EVALUATION OF AVAILABLE SEWER CAPACITY TO SERVE PROPERTIES OUTSIDE OF THE PHASE 1 SERVICE AREA IN A MAXIMUM REIMBURSABLE AMOUNT NOT TO EXCEED \$5,000.

Moved by Mr. Grosso and seconded by Mr. Ruppel.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-06 AUTHORIZING SUPLEE, CLOONEY & COMPANY TO CONDUCT A FINANCIAL ANALYSIS IN A MAXIMUM REIMBURSABLE AMOUNT NOT TO EXCEED \$7,500.00

Moved by Mr. Grosso, seconded by Mr. Ruppel.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-07 RATIFICATION OF AMENDMENTS TO VARIOUS AUTHORITY FORMS.

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: None.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

RESOLUTION 2023-08 SUSPENDING PAST PRACTICE OF CANCELING SOLID WASTE AND RECYCLING COLLECTION SERVICES DUE TO NON-PAYMENT.

Moved by Mr. Ruppel, seconded by Mr. Grosso.

DISCUSSION: Mr. Ruppel explained that the resolution would provide waste services to continue in the event that the resident does not pay and that the Authority had the ability to recover delinquent fees via the tax lien process.

ROLL CALL:

AYES: Mr. Grosso, Mr. Ruppel, Chairman Kubiel
NAYS: None
ABSTAIN: None
DISQUALIFY: None
ABSENT: Ms. Kimmick

OLD BUSINESS

Mr. Grosso inquired if the Authority needs to void a past resolution authorizing Holman Frenia Allison, PC (HFA) to conduct the financial review. Mr. Brach indicated that was not necessary and that he would communicate the Authority's direction appropriately with HFA.

Mr. Ruppel inquired as to the status of the Maple Avenue application with the Land Use Board. Mr. Brach indicated that the Authority needs to further collaborate with the Township; that the Authority needs to open an escrow account; and that the Authority needs to complete a capacity analysis as per the PMUA's Rules and Regulations to determine if capacity exists to serve beyond the Phase 1 project area. Mr. Brach indicated that the Authority would engage with the Applicant.

NEW BUSINESS

None.

MEMBERS COMMENTS

None.

PUBLIC COMMENT

John Lombardo of 6 Gulfstream Road, New Egypt, NJ 08533 addressed the Board.

Mr. Lombardo generally expressed displeasure with the Authority's "high" sewer rates and took issue with the fixed rate fee structure. Mr. Lombardo was concerned that sewer rates will increase due to the \$600,000 deficit in the Authority's budget. Chairman Kubiak indicated that the Authority is working with the township to prevent that from happening.

Mr. Lombardo suggested that the Authority consider alternatives such as selling the system or have the Township take ownership of the system and utilize PILOT program funds to pay off the liabilities. Mr. Lombardo feels that the residents are overpaying for their sewer services and told the Authority that raising their rates is not the appropriate thing to do. Mr. Lombardo detailed his experience and career at the BPU and the need for an analysis of the rate structure.

No further comments from Mr. Lombardo.

Kate Tallon of 53 Oak Lane, New Egypt, NJ 08533 addressed the Board.

Ms. Tallon thanked Mr. Brach for his assistance on a bulk waste matter.

Ms. Tallon advised the Board that the Environmental Committee is conducting a study on harmful algae blooms and that they chose the site downstream from the Wastewater Treatment Plant. Ms. Tallon was happy to report that the levels are steadily lower than the other sites that they have been testing.

Ms. Tallon inquired if the Environmental Committee could conduct a tour of the facility. Mr. Brach advised that tours for Authority and Township members was being planned in short order.

No further comments from Mrs. Tallon.

Delores Jenkins of 4 Gulfstream Road, New Egypt, NJ 08533 addressed the Board.

Ms. Jenkins expressed her support for Mr. Lombardo's comments. Ms. Jenkins indicated that there is a problem with the water pressure in the Lennar neighborhood; that she had contacted New Jersey American Water (NJAW) and that NJAW suggested that she contact Lennar and tell them that the community needs a "booster".

Ms. Jenkins stated that she had no water usage for the months of February and September and was still required to make her \$210 quarterly sewer payment.

Ms. Jenkins wanted to know why the Authority can't do anything about the water pressure. Mr. Ruppel advised that the Authority has no jurisdiction over the (investor owned) public potable water system and that Ms. Jenkins would have to address this (important) issue with NJAW directly.

No further comments from Ms. Jenkins

MOTION TO CLOSE THE PUBLIC COMMENT PORTION OF PUBLIC MEETING

Moved by Mr. Ruppel, seconded by Mr. Grosso.

ROLL CALL

AYES: Mr. Ruppel, Mr. Grosso, Chairman Kubiel

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Ms. Kimmick

EXECUTIVE SESSION

None.

MOTION TO ADJOURN THE PUBLIC MEETING

Moved by Mr. Ruppel, seconded by Mr. Grosso.

ROLL CALL

AYES: Mr. Ruppel, Mr. Grosso, Chairman Kubiel

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: Ms. Kimmick

The public meeting was adjourned at 6:56 pm.

Respectfully submitted,

DocuSigned by:

Cynthia MacReynolds

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Cynthia N. MacReynolds, Secretary

ATTACHMENT A

T&M Engineer's Status Report (September 2023)



PLMU-00021

September 13, 2023

Brian Brach, PE
Interim Director
Plumsted Municipal Utilities Authority
121 Evergreen Road
New Egypt, New Jersey 08533

**Re: Engineer's Status Report – August 2023
Downtown New Egypt Sanitary Sewer Collection and Disposal System**

Dear Mr. Brach:

The following is our report on the project status and the work performed in August 2023.

Downtown New Egypt Sanitary Sewer Collection and Disposal System

Holding Tank – P&A Construction

The Blower is operational and aeration requirements are being managed by the operator Veolia.

During startup operations, the Sludge Holding Tank has been occasionally used for storage of raw wastewater in the case of high level in EQ tanks. The operator has transitioned the Sludge Holding Tank into permanent service to store wasted activated sludge.

Total Project completed to date – P&A Construction Bid Cost - \$13,827,416.10 (100%+); twenty-three (24) partial payments totaling \$14,484,329.42 (includes retainage). Gravity sewer main 38,703 LF (39,319 LF bid); 8,007 LF 8" FM (8,050 LF bid); 174 Manholes installed (172 bid).

P&A Construction portion of contract is presently under a 2-year Maintenance Bond (Number 2017025) in the amount of \$3,621,332.36 effective until 4/30/2023 and a 1-year Environmental Maintenance Bond (No. 2017025) in the amount of \$25,000.00 effective until 4/20/2022.

WWTP – Tomar Construction Services, Veolia and T&M/NSU

Work Overview:

The licensed operator, Veolia, runs the facility with full-time staff, 24 hours a day, 7 days a week. Tomar Construction Services returns to site to work on items when notified of issues by the operator or engineer.

T&M Associates and NSU

NJDEP Close Out Requirements (see D. Helfrich 02-22-2023 email, NJDEP Construction Section Chief):

1. *NJPE Certification of Construction Completion and NJDEP Forms (see attachments to this letter, provided last month, attaching again for reference).*
 - a. Engineer's Certification of Construction Completion - Draft of the letter is attached for PMUA review.

Le: Mr. Brian Brach, PE Interim Executive Director
Plumsted Municipal Utilities Authority

Re: Engineer's Status Report – August 2023
Downtown New Egypt Sanitary Sewer Collection and Disposal System

- b. NJDEP Form CCS-005, *Fiscal Sustainability Plan, O&M and Initiation of Operation Certification*: Draft of the form attached. Please provide missing/unconfirmed information, highlighted.
- c. NJDEP Form CCS-006, *Certificate of Performance*: Draft of the form attached. Please provide missing/unconfirmed information, highlighted.
- d. NJDEP Form CCS-007, *Certificate of Construction Completion by Professional Engineer*: Draft of the form attached. Please provide missing/unconfirmed information, highlighted.

As per *NJDEP Close Out Requirements*, Veolia will provide and confirm the date when the WWTP has operated a “30 consecutive day run time without equipment or process control system problems/issues”, as described in Section 01010, Summary of Work of the contract.

Outstanding Invoice and New Change Order: NSU Invoice No. 00010309052 (for \$14,053.46, NSU work completed January through May 2023) remains outstanding. Based on information received from T&M Associates, there are no funds available to cover the invoice amount or the remaining work required to complete *NJDEP Close Out Requirements*. Accounting discrepancies will need to be resolved among PMUA, T&M and NSU before a new change order request can be issued.

NSU Contact: New NSU project contact is Nate Nickerson, nnickerson@nsuwater.com

Tomar and Veolia: No updates provided for August 2023.

Construction Schedule:

Tomar's contract deadline was February 10, 2021. The project is past the contract deadline by over a year. Tomar has completed punch list items (pending verification after site inspection) and provided as built redline drawings to NSU.

Schedule updates as follows:

- Sewer valve opened to treatment plant on 2/11/22 and plant was seeded on 2/14/22.
- Train 2 put into service on February 14, 2022. Operations of treatment plant commence.
- On Monday, August 8, 2022, Veolia (plant operators) conducted a meeting with NJDEP permitting and enforcement groups. NJDEP gave verbal authorization to begin discharging to the creek.
- **The plant began discharge to the Crosswicks Creek on the morning of Tuesday, August 9, 2022.**
- Must perform 30-day uninterrupted operation with treatment in compliance with permit.
- August 2022 certified lab sampling results showed an elevated level of Nitrates. The monthly average for nitrates was about 8 mg/L. No other parameter was exceeding the permit limits.
- September 2022 certified Lab sampling results showed monthly average for Nitrates was about 3 mg/L. The permit limit is 5 mg/L monthly average for nitrates. All parameters below limits.
- Update for October 2022 report: Re-analysis of 10/14/2022 sample (approved by the DEP) resulted in cBOD of 2.18 mg/liter, which complies with permit limits.
- All samples taken and analyzed are in compliance resulting in an average cBOD of 3.966 mg/liter. November DMR is in process. Levels are approaching permit limits.

Le: Mr. Brian Brach, PE Interim Executive Director
Plumsted Municipal Utilities Authority

Re: Engineer's Status Report – August 2023
Downtown New Egypt Sanitary Sewer Collection and Disposal System

- All February samples taken/analyzed are in compliance with an average cBOD of 2.73 mg/liter.
- All parameters in compliance for all samples taken and analyzed in January 2023.
- Sampling and lab results for February through July 2023: available through Veolia.
- ***Sampling and lab results for August 2023 not available to T&M. Veolia to report the results.***

After the performance testing period is complete and all punchlist items are finished by Tomar, Final Completion will be determined with acceptance by NJDEP. From the contract specifications: "Upon the documented and witnessed successful completion of the scope, PMUA to issue in writing to Design-Builder a letter of Final Acceptance." Final walkthrough with owner will be conducted to demonstrate completion.

Total Project completed to date – Cost - \$11,135,399.50 (99.4%), excluding retainage, per latest Tomar Pay Application #027, dated June 8, 2022.

GENERAL ENGINEERING: Nothing to report for August 2023.

If you have any questions or require additional information, please contact me.

Very truly yours,
T&M ASSOCIATES



STEPHEN J. SCHREIBER, PE
VICE PRESIDENT/DEPARTMENT MANAGER

SS:NN(NSU)

E:\PROJECTS\E015s\E01580AC (Plumsted Redesign- WWTP)\PMUA WWTP CONSTRUCTION PHASE\T&M monthly reports

ATTACHMENT B
ERI Engineer's Report (September 2023)

Christopher J. Noll, PE, CME, PP
President & CEO

William H. Kirchner, PE, CME, N-2
Vice President

Rakesh R. Darji, PE, PP, CME, CFM
Vice President/Treasurer

Benjamin R. Weller, PE, CME, CPWM, S-3, C-3
Secretary



Joseph P. Orsino, Jr. CET, *Vice President*
Harry R. Fox, NICET III
G. Jeffrey Hanson, PE, CME
Joseph R. Hirsh, PE, CME, CPWM
C. Jeremy Noll, PE, CME, CPWM
Marc H. Selover, LSRP, PG

PLUMSTED MUNICIPAL UTILITIES AUTHORITY ENGINEER'S STATUS REPORT September 13, 2023

Asset Management Plan

- Environmental Resolutions Inc. (ERI) is waiting on the final information from Mr. Earle of Veolia to complete the revisions to the Asset Management Plan.

74 & 78 Maple Avenue Major Subdivision

- Based on the PMUA's Rules and Regulations, the potential application is outside of Phase 1 but can be considered if it is determined that capacity is available at the Plumsted WWTP.
- ERI submitted a proposal to Executive Director Brach dated September 8, 2023 to perform a Phase 1 Sewer Service Area Capacity Analysis relative to the proposed subdivision.

ATTACHMENT C

Veolila O&M Report (September 2023)



Monthly Operating Report

Presented to:

Plumsted Municipal Utilities Authority
August 2023

9/13/2023

Overview

Veolia Water Contract Operations USA continued operations at the Plumsted, NJ wastewater treatment facility located 947 Monmouth Rd. Cream Ridge, NJ 08514 during the month of August 2023.

During this month, a good quality effluent was produced through careful operation and observations to retain solids. The Plumsted WWTP met the permitted requirements for the month.

I. Staffing

At its current Average daily flow rate, the WWTP is fully staffed. Veolia's local and technical support Staff includes:

Keenan Morin - Plant Operator (on leave)
Temporary staff - Plant Operator
Chris Pope - Environmental Health Safety and Compliance Coordinator
Christopher Earle – Regional VP of Operations
Kevin Shoudt – Project Manager
Alexandra Noriega - Project Manager
Ceren Arlap - Senior technical Director
Jason Kiernan - License holder of record

II. Operational Overview

Universal PAC process blower #2 is currently off line. Repair is scheduled for mid-September.

Continue process control of the facility treatment operations.

Continue percentage solids testing.

The automatic samplers are run and reset weekly.

Maintain Fine Screen Solid Removal Systems. The brush one Ro9/500 screen needs to be replaced. Service will be scheduled.

Monitor the aeration blower controls to get a consistent dissolved oxygen level.

Performed preventative maintenance on all of the operating equipment.

Maintain the grounds at the facility.

Tomar installed the Odor Control Vessel and has been operating since June.

III. Facility Overview

Weather- In New Egypt, in August, it is raining for 15.2 days, with typically 3.35" of accumulated precipitation.

Flows – The Total flow of effluent for August was 2,682,069 gallons. The highest daily flow of 132,755 gallons was recorded on August 22nd. The daily average flow for the month was 89,402. The minimum daily flow was 55,693 gallons on August 23rd.

August	Gallons/Day	Inches of Rain	August	Gallons/Day	Inches of Rain
8/1/2023	101,760	0	8/17/2023	72,881	0
8/2/2023	86,948	0	8/18/2023	70,305	0.46
8/3/2023	85,719	0	8/19/2023	89,468	0
8/4/2023	89,924	0.09	8/20/2023	74,749	0
8/5/2023	87,421	0	8/21/2023	82,077	0
8/6/2023	90,005	0	8/22/2023	132,755	0
8/7/2023	110,780	0.69	8/23/2023	55,693	0
8/8/2023	101,077	0.25	8/24/2023	73,756	0
8/9/2023	87,033	0.01	8/25/2023	125,516	0.39
8/10/2023	87,326	0.02	8/26/2023	-	0.03
8/11/2023	89,779	0.96	8/27/2023	88,205	0
8/12/2023	90,616	0	8/28/2023	86,422	0
8/13/2023	89,750	0.1	8/29/2023	80,775	0
8/14/2023	89,779	0	8/30/2023	84,341	0
8/15/2023	87,371	0.2	8/31/2023	68,859	0.02
8/16/2023	120,979	0.75	Avg	89,402	
			Sum	2,682,069	
			Sludge	95,036	
			% Sludge	3.54%	

Removal Efficiencies – All Samples and Tests were within Permit Requirements for the month of August.

Sludge – 95,036 gallons of liquid sludge hauled from the facility in August by United (Russel Reid). 3.5%

IV. Compliance Overview

All required sampling was conducted for the month of August. Results are summarized in the following chart. All compliance and flow limits met for August of 2023. DMR for August available at the WWTP.

Monthly Average						
Parameter	BOD (mg/l)	TSS (mg/l)	Ammonia mg/l	Nitrate mg/l	E. Coli #/100ml	Phosphorus kg/d
Influent	265.3	265				
Effluent	3.45	<5.0	.4	2.11	2	0.1

Odor Complaints/Customer issues Overview

There were no odor complaints in August.

V. Health and Safety Compliance

Environmental Health and Safety training was completed throughout the month of August. Veolia employees discussed the importance of ergonomics and stretching before starting the work day. Safety gate was installed on top of the sludge holding tank.

All Veolia North America safety training has been loaded into our system and the staff is actively working on them. Topics include PPE, ladder safety, slips trips and falls, power tools, fire extinguishers, electrical, and rigging. Lockout/Tagout, Hazcom, and bloodborne pathogens have also been added. The plant staff performs near miss/unsafe conditions reporting with corrective action plans.

VI. Repairs and Preventative Maintenance Overview

Asset management of all the equipment is set up in a new CMMS system called Job Plus

We are in the process of uploading CMMS to IPAD for operators. Chemical Inventory management is in the process of being set up in Job Plus.

This will aid in purchasing of frequently used materials, lab supplies, consumables, etc.

VII. Capital Plan

Veolia has not submitted a Capital plan to the MUA at this time. Veolia has reviewed the Asset Management Plan from ERI and made suggestions for changes.

ATTACHMENT D

Executive Director's Report (September 2023)



Plumsted Municipal Utilities Authority

COMMISSIONER BRIAN KUBIEL, CHAIR
COMMISSIONER BETH KIMMICK, VICE CHAIR
COMMISSIONER STEPHEN GROSSO
COMMISSIONER MICHAEL RUPPEL

Memorandum

DATE: September 15, 2023
TO: PMUA Commissioners
FROM: Brian J. Brach, PE, QPA, Interim Executive Director
RE: Summary of Executive Director's Report Items
September 19, 2023 Public Meeting
CC: Cyndi MacReynolds, Secretary, PMUA (via email)



Commissioners,

In an effort to streamline discussion at the meeting, below is a concise summary of several matters I would like to bring to the attention of the Board:

- **Perspective:** The Authority's current administrative function is not ideal and it appears it has not been for some time. The situation that the PMUA finds itself in is not normal. However, it's important that everyone recognize these hardships for what they are and keep it in perspective that this organization is vitally important to the health and safety of the residents of Plumsted and their environment; the situation is very much salvageable; and there is light at the end of the tunnel. You will be seeing a lot of correspondence from the Director as changes are implemented. This is to keep you informed, as word travels around Plumsted quickly! Over time, said correspondence will lessen. There are some tough decisions to be made but the composition and various experience of the members of this Board lends itself well to navigating current challenges and turning this utility into an efficiently run organization that everyone can be proud of.
- **PMUA Meeting Deadlines:** The Authority has established meeting deadlines for invoices and reports through the February 2024 Reorganization. Attached is a copy of the deadline document that was provided to all interested professionals and vendors. This schedule will be updated and disseminated annually.
- **Amendment Resolutions:** A resolution has been prepared and is being considered for an amendment to T&M's Task 4 and Task 5 services. Refer to the Resolution Summary Memo and resolution itself for details. Typically, the MRRSA includes a synopsis of all prior authorizations in such a resolution in an effort to provide the Board with a comprehensive snapshot. However, in this case, prior history is unknown. I felt it appropriate to advise the Board that these types of resolutions will look different in the future and that this version is a result of incomplete information.

- **Solid Waste & Recycling Collection Issues:** One of the most concerning issues currently facing the Authority is the solid waste and recycling contract with Waste Management. Firstly, the PMUA is underwater with the contract, as rates have not been increased commensurate with Waste Management's annual adjustments as per the contract. Secondly, Waste Management's service has been less than ideal. Missed collections, miscommunications, tardy delivery of requested receptacles and staffing issues are a few of the matters that have plagued the contract and service to Plumsted's residents. Macro issues are affecting the solid waste industry as a whole but it's not an excuse. The PMUA is frustrated with the situation but is diligently working with Waste Management to implement improvements. Waste Management has been willing to listen and attempt adjustments. Further discussion with the Board as to the future of solid waste collection can be expected. There are options and strategies to improve service.
- **East Brunswick Solid Waste Article:** To be fair to Waste Management, the macro issues affecting the solid waste industry are real and universal. The Mayor in East Brunswick recently published an opinion piece in July 2023 that I thought was relevant to this situation and would be worthwhile to share. Attached is a copy of the Mayor's article and the similar struggles (and explanations) being experienced in East Brunswick. It's important to be cognizant of the disruption in the solid waste industry.
- **Customer Service Improvements:** The volume of calls, emails and visitors to the PMUA's office are greater than expected. Solid waste complaints are overwhelming at times. Timely response (or a response at all) has been (and continues to be) an issue due to current staffing levels. Moving forward, the Director recommends hiring of a part-time customer service representative whose job it will be to answer phone calls, monitor the PMUA Admin email account and significantly increase the Authority's responsiveness. A candidate has been identified and will be discussed with the Board. A well-run and efficient utility is the goal but it cannot be obtained until customer service improvements are implemented. Optics are key and as the old adage says "perception is reality". The PMUA can, and will, do better with customer service.
- **Increased Professional Engagement:** It has become clear that increased engagement with Authority Professionals is required on a day-to-day basis for a number of reasons. The Board can expect to see this reflected during the development of the Authority's FY23/24 Budget.
- **MEAPC CEA Proposal Results:** As the Board was previously informed, the Manchester Energy Aggregation Procurement Cooperative Community Energy Aggregation (the "MEAPC CEA") received proposals on Wednesday, September 6, 2023. All proposals were rejected. Attached is the summary email sent to the Board on September 6th detailing the results.
- **Controls and Procedures to Adhere to N.J.S.A. 40A:5-15:** Attached is an August 24, 2023 memorandum contemporaneously detailing the interim controls and procedures that have been implemented to ensure that the Authority is making a reasonable effort to deposit funds (within 48-hours) in accordance with N.J.S.A. 40A:5-15 during the current administrative transition period.

- **PMUA Digital Files and Organization:** The Authority's storage and organization of digital files exhibited a very poor cyber posture. It would appear that Authority files are stored on local machines (the Director and Administrative computers) and there is no server. It's further assumed that back-up of files did not exist. This practice is not in compliance with very basic and minimum current cyber security standards. MRRSA has uploaded any and all files that could be found on the Director and Administrative computers to the Authority's Google Drive. Cloud storage provides redundancy and enables remote work. The MRRSA is slowly, but surely, developing a system to better organize all files. This data is the full property of the PMUA and the Authority shall have full right and access to all files. Said condition will be reflected in a future Shared Services Agreement.
- **Sewer Loan Lien Issue:** Approximately (104) of the sewer loans that were granted by the PMUA and Plumsted were filed on incorrect forms. As such, Ocean County will not permit the Township to place liens on the affected residences. This leaves the Township in the position of potentially not being able to recover the loan if a residence sells, as per the loan agreement. Each and every one of these incomplete applications needs to be appropriately notarized as per Ocean County standards. Counsel has been advised and the Authority is working to address the issue. The Board will be updated as appropriate.
- **Land Use Board Collaboration:** As indicated in an August 24, 2023 email to the Board, the Mayor wishes to coordinate a "Redevelopment Workshop" circa October 2023 with the intention of discussing redevelopment plans with Township Council, Land Use Board, the PMUA and associated professionals. The Authority has also had further internal discussions with Land Use Board staff, the Township and the Township's Construction Officials about the need for further collaboration with the PMUA during the initial review process for any proposed development. The availability of centralized wastewater collection, conveyance and treatment is a relatively new concept and it's imperative that a clear and concise process be established between the various Township groups and the PMUA. Sewers will support growth; and said growth will support the PMUA. This is a symbiotic relationship. The PMUA is striving to strengthen collaboration with the Township.
- **Notice of Violations:** Attached is a copy of the July 15, 2023 Notice of Violation (NOV) that the Township sent notifying approximately 74-property owners of the requirement to connect to the sanitary sewer in accordance with Township ordinance(s). The referenced 45-day deadline has since passed but summons have not yet been issued. A handful of properties have started the process and/or connected. The MUA is currently reconciling the NOV list to confirm its accuracy and requires more time to complete this due diligence. All efforts are being coordinated with the Township and the Township's Construction Officials.
- **Township Redevelopment Workshop:** Refer to the "Land Use Board Collaboration" bullet above. What availability do Board members have to attend a Saturday workshop circa October 2023? The PMUA would like to respond to the Mayor's request in short order.
- **Amended Office Hours:** Due to current staffing issues and remote working capabilities of the MRRSA, the PMUA has amended office hours and temporarily indicated a new phone number to enable remote reception of phone calls. A copy of the notice posted at Town Hall, the PMUA offices and website has been attached.

- **Segregation of Duties:** It would appear that due to current administrative issues, Board members have been forced to directly engage with Veolia. Moving forward, it's important that this practice cease and O&M related concerns be relayed to the Director. Segregation of duties is an important concept. Commissioner engagement with vendors is a troublesome practice.
- **Development of Bylaws:** It would appear that the PMUA never developed Bylaws. This is an item that will be addressed in the future. If Bylaws are in fact discovered, a full and thorough review will be conducted and collaboration with the Board can be expected. Amendment or creation of Bylaws will require Board action.
- **Implementation of Edmunds WIPP:** The Authority has previously purchased the Edmunds "WIPP" program, which provides a portal for residents to lookup their various accounts, displays a breakdown of bills and enables online payment options. It's an intuitive program and has the residual benefit of automated account updates for online payments. The current "Point and Pay" online system is not intuitive, does not provide access to account details, doesn't allow for bifurcation of solid waste and sewer payments, requires manual updates of online payments into Edmunds and has relatively higher user fees when compared to WIPP. The PMUA has been working with Edmunds to turn this feature "ON". It is anticipated that WIPP will be available to residents no later than January 1, 2024. Edmunds is working on a flyer communicating such to residents within the 2024 annual bills. Many requests are received from residents and title companies for account balance details. WIPP should have the residual benefit of greatly reducing, or eliminating, these time consuming requests.
- **Status of Shared Services Agreements:** The Authority is working towards developing Shared Services Agreements (SSA) for administration and financial services. SSAs, assuming they are acceptable, can be anticipated with MRRSA and the Borough of Lakehurst. Details are TBD. DMM Law will be engaged to act on behalf of the PMUA in development of the agreements, as it would be a conflict for MRRSA to have involvement on both sides. It's anticipated that any formal agreements would be considered at the October meeting. Compensated assistance **may** be required before the October meeting, so there is a possibility that there may be retroactive payment clauses. The Board can anticipate Committee Meeting to discuss the proposed SSAs prior to consideration.
- **Overhaul of Meeting Minutes:** As you will see in this month's meeting package, preparation of meeting minutes has been completely overhauled. Attached is an excerpt from an edition of "Robert's Rules of Order". Meeting minutes are not intended to be a transcript. Using the Roberts Rules of Order excerpt as a guideline, I instructed Cyndi to prepare more concise minutes. I trust this is acceptable to the Board and wanted to provide context to the changes.
- **Property and Liability Insurance:** Historically, when the PMUA was essentially a "paper" authority, property and liability insurance was provided under the umbrella of the Plumsted Township's policy with the Ocean County Joint Insurance Fund. Discussion with professionals from the MEL and JIF has led to questions about whether or not the PMUA's wastewater collection, conveyance and treatment system (valued at more than \$34M) currently have coverage. Preliminary indications are that this infrastructure should be insured by the PMUA. This matter needs to be further investigated but for all intents and purposes, the Board can expect to see this reflected during the development of the Authority's FY23/24 Budget.

- **Reassessment of ESUs (Equivalent Service Units):** It's come to the Director's attention that commercial and higher use applications were assigned appropriate ESUs during connection applications. This has resulted in under-billing. A prime example is the new laundromat in Downtown New Egypt. Purportedly, the laundromat is billed for 1-ESU, when it should be billed for substantially more. A review of accounts is necessary and, where applicable, billing adjustments will have to be considered to address these situations.
- **Annual Billing Observations:** The PMUA transitioned to one (1) annual billing statement consisting of four (4) payment coupons last December. It's been observed that this new billing structure is leading to residents simply forgetting that a quarterly solid waste and/or sewer payment is due. This was the primary reason that many residents were included on the August 2023 account cancellation list due to non-payment that led to collection of cans and associated issues. WIPP should help residents in this respect but it's anticipated that the 2023 lien list may be larger than usual due to the simple reason that not all residents have adjusted to this new billing structure.
- **WWTF Facility Tour:** The Director would like to coordinate a tour of the PMUA's Advanced Wastewater Treatment Facility (WWTF) for Authority Commissioners, Township Council and the Township Environmental Committee. Please speak with the Director if you'd be interested in attending and what dates would be convenient.

Feel free to contact me if you'd like to discuss any of these matters further.

Respectfully,
Brian