



Public Meeting Minutes of the Plumsted Municipal Utilities Authority

FOR THE PUBLIC MEETING HELD ON
TUESDAY, OCTOBER 17, 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 the Pledge of Allegiance, an opening statement regarding the "Open Public Meeting Act" pursuant to the Laws of 1975 was recited.

Chairman Kubiel requested a roll call. Those present included Cynthia MacReynolds, Recording Secretary, PMUA; Kelsey McGuckin-Anthony, Esq, DMM Law Firm; Christopher Earle, Veolia; Benjamin Weller, PE, CME, ERI; Brian J. Brach, PE, QPA, MRRSA and the following Commissioners as per the roll call:

ROLL CALL

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

ABSENT: None

APPROVAL OF THE PUBLIC MEETING MINUTES HELD SEPTEMBER 19, 2023

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

ROLL CALL

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

NAYS: None

ABSTAIN: Ms. Kimmick

DISQUALIFY: None

ABSENT: None

T&M ASSOCIATES PROJECT UPDATE

T&M Associate's monthly report has been attached for the record. T&M was unable to send a representative to the meeting. A report was submitted to the board and is 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 pending more information from the Director. Completion of the analysis is projected for next month. There were no further comments or questions from the Board.

VEOLIA REPORT

Veolia's monthly report has been attached for the record. Mr. Earle said that the Universal Blower PAC is not under warranty. He also said that the lifespan of the blower should be longer than 2 yrs. Mr. Earle has ordered a Root Cause Analysis on the blower. There were no other questions from the Board.



WASTE MANAGEMENT METRICS REPORT

Mr. Brach presented a template to the board in lieu of the Waste Management Metrics 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. Mr. Brach added that he, Mr. Ruppel and Ms. Kimmick will be meeting with TOMAR to discuss the contract closeout. There were no questions or comments from the Board.

APPROVAL OF THE OCTOBER BILL LIST IN THE AMOUNT OF \$95,870.12

Moved by Mr. Grosso, seconded by Ms. Kimmick.

DISCUSSION: None.

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: None

MOTION RECOMMENDING PAYMENT OF T&M INVOICE NO. SAB450881 IN THE AMOUNT OF \$25,033.55.

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

DISCUSSION: None.

ROLL CALL:

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

NAYS: None

ABSTAIN: None

DISQUALIFY: None

ABSENT: None

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RESOLUTION NO. 2023-09 AUTHORIZING PLUMSTED TOWNSHIP TO RECORD A SPECIAL ASSESSMENT ON A CERTAIN PROPERTY PARTICIPATING IN THE AUTHORITY'S LOAN ASSISTANCE INCENTIVE PROGRAM.

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

DISCUSSION: None.

ROLL CALL:

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

RESOLUTION NO. 2023-10 AUTHORIZING MEMBERSHIP IN THE NORTH JERSEY WASTEWATER COOPERATIVE PRICING SYSTEM.

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

DISCUSSION: Mr. Brach explained to the board how entering the co-op will be beneficial financially, as it will not incur a cost to the Authority.

ROLL CALL:

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

RESOLUTION 2023-11 CONDITIONALLY AUTHORIZING CONNECTION OF THE PLUMSTED TOWNSHIP MUNICIPAL BUILDING TO THE AUTHORITY'S EVERGREEN PUMP STATION FORCE MAIN.

Moved by Mr. Ruppel, seconded by Ms. Kimmick.

DISCUSSION: None.

ROLL CALL:

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

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RESOLUTION 2023-12 HIRING TINA VALLECILLO AS A PART-TIME CUSTOMER SERVICE REPRESENTATIVE AT AN ANNUAL SALARY OF \$15,600.00

Moved by Mr. Ruppel, seconded by Ms. Kimmick.

DISCUSSION: None.

ROLL CALL:

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

OLD BUSINESS

None.

NEW BUSINESS

None.

MEMBERS COMMENTS

None.

PUBLIC COMMENT

Committeeman Dominick Cuzzo expressed his gratitude towards Mr. Brach and the opportunity to join the cooperative. He offered his congratulations to the new hire, Ms. Vallecillo.

MOTION TO CLOSE THE PUBLIC COMMENT PORTION OF PUBLIC MEETING

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

ROLL CALL

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

MOTION TO MOVE INTO EXECUTIVE SESSION

Moved by Ms. Kimmick, seconded by Mr. Ruppel.

ROLL CALL

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

MOTION TO ENTER INTO REGULAR SESSION

Moved by Chairman Kubiel, seconded by Mr. Grosso.

ROLL CALL

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

RESOLUTION 2023-14 APPROVING AN INDEMNIFICATION AGREEMENT WITH THE MANASQUAN RIVER REGIONAL SEWERAGE AUTHORITY

Moved by Mr. Ruppel, seconded by Ms. Kimmick.

ROLL CALL

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

RESOLUTION 2023-15 RECOMMENDING CONSIDERATION OF THE PARTICIPATION OF BLOCK 11; LOT 3 IN THE AUTHORITY'S LOAN ASSISTANCE INCENTIVE PROGRAM

Moved by Mr. Ruppel, seconded by Ms. Kimmick.

ROLL CALL

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

MOTION TO ADJOURN THE PUBLIC MEETING

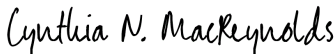
Moved by Ms. Kimmick, seconded by Mr. Grosso.

ROLL CALL

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

The public meeting was adjourned at 7:15pm.

Respectfully submitted,

DocuSigned by:

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Cynthia N. MacReynolds, Secretary
PMUA Public Meeting Minutes (10-17-23)
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ATTACHMENT A

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



PLMU-00021

October 4, 2023

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

**Re: Engineer's Status Report – September 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 September 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, word versions provided to Executive Director 10/4/2023).*

Le: Ms. Alex Noriega, Executive Director
Plumsted Municipal Utilities Authority

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

- a. Engineer's Certification of Construction Completion - Draft of the letter is attached for PMUA review.
- 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 and sign.
- c. NJDEP Form CCS-006, *Certificate of Performance*: Draft of the form attached. Please provide missing/unconfirmed information, highlighted and sign.
- d. NJDEP Form CCS-007, *Certificate of Construction Completion by Professional Engineer*: Draft of the form attached. Please provide missing/unconfirmed information, highlighted and sign.

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: Change Order Approved during previous meeting, NSU Invoice No. 00010309052 (for \$14,053.46, NSU work completed January through May 2023) and Invoice #INV-015800100 (for \$10,661.26, NSU work completed from June 2023 through September 2023) have been submitted for approval.

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

Tomar and Veolia: Veolia Update included in their report.

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.

October 4, 2023
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Le: Ms. Alex Noriega, Executive Director
Plumsted Municipal Utilities Authority

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

November DMR is in process. Levels are approaching permit limits.

- 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 in subsequent periods available through Veolia.***

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 September 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:MP(NSU)

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

ATTACHMENT B
ERI Engineer's Report (October 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 October 11, 2023

Asset Management Plan

- Environmental Resolutions Inc. (ERI) provided Mr. Brach with a revised draft of the PMUA's Asset Management Plan. Plan included minor revisions based on a meeting with Mr. Earle. Mr. Earles is going to confirm the Blower at the Pump Station and information to update the Cost Analysis.
- ERI provided Mr. Brach with GIS shapefiles of the PMUA's collection system based on design information.

74 & 78 Maple Avenue Major Subdivision

- Mr. Brach authorized ERI to proceed with the Sewer Service Area Capacity Analysis on September 28, 203 based on PMUA Resolution 2023-05.
- A Kick-off meeting was held on October 3, 2023 between Mr. Brach and Ben Weller of ERI. Mr. Brach will provide ERI with the data requested to perform the analysis.

Township Sewerage Connections

- Mr. Brach and Mr. Weller discussed granting permission for Plumsted Township to tie-in their individual ejector pump at the municipal building to the PMUA's forcemain on Evergreen Rd. ERI will review the Contractor's submittal with respect to the tie-in but it otherwise appears to be acceptable. Mr. Weller will follow up with Mr. Brach when the submittal is received.

ATTACHMENT C
Veolia O&M Report (October 2023)



Monthly Operating Report

Presented to:

Plumsted Municipal Utilities Authority
September 2023

10/17/2023

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 September 2023.

I. Staffing

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

TBD - Lead Plant Operator
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 unit was repaired on September 19th and placed back in service. However, upon inspection of blower #1, the service tech noticed an issue with the bare blower leaking oil internally. He was not able to identify the location of the leak and was required to change out the air end unit with our backup. The unit is going to the manufacturer for an RCA and that report will be sent. We are also requesting a quote for the replacement of the bare blower that was used.

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. Veolia Asset and Maintenance Manager is scheduled to be onsite in October to assess the system.

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, September's accumulated precipitation was 10.72 inches of rain.

Flows – The Total flow of effluent for September was 2,779,524 gallons. The highest daily flow of 181,156 gallons was recorded on September 11th. The daily average flow for the month was 95,846. The minimum daily flow was 71,472 gallons on September 5th.

<u>September</u>	<u>Gallons/Day</u>	<u>Inches of Rain</u>	<u>September</u>	<u>Gallons/Day</u>	<u>Inches of Rain</u>
9/1	79,911	0.00 °in	9/18	93,258	1.05 °in
9/2	83,438	0.00 °in	9/19	92,640	0.00 °in
9/3	-	0.00 °in	9/20	93,172	0.00 °in
9/4	86,754	0.00 °in	9/21	93,444	0.00 °in
9/5	71,472	0.00 °in	9/22	92,903	0.00 °in
9/6	76,248	0.00 °in	9/23	92,116	1.47 °in
9/7	86,310	0.00 °in	9/24	103,728	1.40 °in
9/8	88,568	1.16 °in	9/25	112,229	0.18 °in
9/9	88,618	0.28 °in	9/26	123,954	0.14 °in
9/10	88,630	3.75 °in	9/27	131,846	0.00 °in
9/11	181,156	0.33 °in	9/28	83,107	0.13 °in
9/12	83,444	0.00 °in	9/29	91,951	0.59 °in
9/13	86,186	0.21 °in	9/30	89,855	0.01 °in
9/14	81,144	0.00 °in	Avg	95,846	
9/15	114,886	0.00 °in	Sum	2,779,524	
9/16	94,404	0.00 °in	Sludge	58,774	
9/17	94,152	0.02 °in	% Sludge	2.11%	

Sludge – 58,774 gallons of liquid sludge hauled from the facility in September by United (Russel Reid). 2.1%

IV. Compliance Overview

All required sampling was conducted for the month of September.

The lab report for September's 29th samples is still pending from the contract lab. Veolia will provide the PMUA the monthly summarized chart, as soon as the report is made available. Please note that the ammonia results for the first two weeks in September were over the weekly average limit.

The PMUA received a Notice of Violation from NJDEP (letter dated September 29, 2023) for the following:

Monitoring period	Parameter	Limit	Reported value
8/1/22 – 8/31/22	Nitrogen, Nitrate	5 mg/L	8.12 mg/L
8/1/22 – 8/31/22	Nitrogen, Nitrate	7.5 mg/L	9.03 mg/L
9/1/22 – 9/30/22	Nitrogen, Nitrate	7.5 mg/L	11.6 mg/L
6/1/23 – 6/30/23	Nitrogen, Ammonia	3 mg/L	3.42 mg/L

5/9/23 Discharging without a permit: foam out of the aeration.

The deadline for the corrective and remedial action plan is within 30 calendar days of receipt of this NOV. The letter has the date of September 29th. Some of these violations were during the monitoring period of August 2022, September 2022 and June 2023.

The NOV is currently in review with Veolia's technical & performance team. Veolia will draft the response and schedule a meeting with the PMUA Executive Director to review the response before submitting it to the DEP.

Odor Complaints/Customer issues Overview
There were no odor complaints in September.

V. Health and Safety Compliance

Environmental Health and Safety training was completed throughout the month of September. Veolia employees celebrated Safety Week and this year's theme was "Safe Reflexes for a Safe Work Environment". It aims to improve the employee's individual and collective perception of the dangers associated with bad reflexes.

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 Meeting and training is scheduled with the Asset Management Manager in October. 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.

ATTACHMENT D

Executive Director's Report (October 2023)

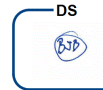


Plumsted Municipal Utilities Authority

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

Memorandum

DATE: October 13, 2023
TO: PMUA Commissioners
FROM: Brian J. Brach, PE, QPA, Interim Executive Director
RE: Summary of Executive Director's Report Items
October 17, 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:

- **Plumsted Land Use Board Meeting:** The PMUA Board is advised that the Plumsted Land Use Board (LUB) has scheduled a meeting within the public meeting room at 7:30pm the same night as the PMUA meeting. It's not anticipated that the Authority's meeting will interfere with the LUB meeting but the PMUA will be mindful as our meeting progresses (as necessary).
- **Citizens Bank Signature Card:** Signatures are requested from Commissioners Kubiel, Grosso and Ruppel on the Citizens Bank authorized signatory card. An original copy of the card will be at the meeting and it's requested that each Commissioner please remember to execute.
- **NJDEP Notice of Violation:** The NJDEP issued a Notice of Violation (NOV) on September 29, 2023 resulting from a compliance evaluation conducted at the Authority's Advanced Wastewater Treatment Facility on June 6, 2023. A copy of the NOV has been attached. Practically speaking, noted violations had been addressed prior to the June 2023 compliance evaluation. Veolia is currently reviewing the NOV and will prepare an appropriate response. The Board will be kept apprised of Veolia's response and any NJDEP enforcement (ie: fines).
- **WWTF Contract Closeout Update:** Plumsted Township is proceeding with permanent financing through the NJ Infrastructure Bank of remaining funds from the original Advanced Wastewater Treatment Facility (WWTF) contract with Tomar Construction Services Inc. However, the Tomar contract has not been officially closed out due to pending open claims on both sides. Tomar provided correspondence to the Township's CFO, Sharon Gower, dated September 21, 2023, which demanded "*closeout and release of remaining contract sums, outstanding change orders, and extended management and overhead and other costs incurred...*". Said correspondence has been disseminated amongst the Authority's Board and discussed in greater detail with the PMUA's Finance Committee members and professionals. MRRSA has coordinated a meeting with Tomar on Friday, October 20th.

- **Asset Management Plan Review and GIS:** ERI has provided a DRAFT copy of the Asset Management Plan that was developed in collaboration with Veolia and MRRSA has started review. It has been discovered that ERI also has a useful GIS layer of the sanitary sewer system. Although not as-built information, it's close enough. MRRSA and ERI have collaborated to share the GIS data, which has been imported into MRRSA's ArcGIS program, and will act as a useful tool during day-to-day Authority functions.
- **Financial Analysis Update:** Suplee Clooney & Company (SCC) has initiated the financial analysis authorized at the September meeting. MRRSA has informed HFA of the initiative and shall continue collaboration between the PMUA, SCC and HFA, as appropriate, as the analysis progresses. Several significant fiscal decisions will be required and the Board will be kept advised accordingly.
- **New Egypt School District Memorandum:** The New Egypt School District has inquired (for some time now) as to budgetary figures for connection fees and user fees associated with connection to the PMUA's wastewater system. The Executive Director is performing a thoughtful analysis as to several acceptable methods by which to calculate fees, including a strict interpretation of the PMUA's existing Rules and Regulations, and has queried a number of MRRSA Participant Municipalities as to the methods and values of user fees charged to local and regional school facilities. A memorandum is being prepared to present findings to the Authority for consideration. This will be an important policy decision and may also have an impact on calculation of future commercial connections. Upon agreement by the Board, the figures can then be formally transmitted to the New Egypt School District.
- **2023 AEA Annual Conference:** The AEA's Annual Conference is being held at Caesars Atlantic City on Tuesday, November 14th into Wednesday, November 15th. If you're interested in attending, please advise the Executive Director and I can direct you to the appropriate registration information.
- **November 2023 Rate Hearing:** The Authority has failed to adjust rates for solid waste and recycling services commensurate with contractual annual increases with Waste Management (WM) for several years running. As we move into 2024, WM is again due a contractual increase. This is being prioritized within the Suplee financial analysis, as annual bills are due to be mailed in late November 2023/early December 2023. Logistically speaking, the Authority would need to publicly notice and conduct a rate hearing at the November 21, 2023 public meeting to consider any (necessary) rate adjustment(s) in order to adhere to timely mailing of the annual bills. Please let this report serve as notice that a rate hearing is most likely necessary at the November 21st public meeting.
- **Township Tax Sale:** Delinquent account balances are due to Plumsted Township by EOB Monday, November 13, 2023 in order to make the December 2023 tax sale list. As you can imagine, with no shared services agreement in place for financial services, the Authority is determining exactly how to proceed. As previously indicated, this year's tax sale may be larger than usual due to the switch to annual billing coupons. Time is also running out to provide notice to those delinquent accounts. Consideration may be given to delaying a 2023 tax sale. However, that would result in an additional entire year prior to the next opportunity. A decision needs to be reached in short order.

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

Respectfully,
Brian