

Plumsted Municipal Utilities Authority Minutes

February 18, 2020

Chairman Bronson called the February 18, 2020 Plumsted Municipal Utilities Authority Reorganization Meeting to order and asked everyone to stand for the Flag Salute. Attorney McGuckin-Anthony read the Open Public Meetings Act.

Those in attendance were Walter Bronson, Ed Weirsky, Robert Minter, Ricky Brown and Nancy Lawrence.

Annual Re-Organization

At this point, Mr. Bronson turned the meeting over to Mrs. McGuckin-Anthony who stated that Nancy Lawrence had been sworn in prior to the start of the meeting as a regular member of the Authority. Mrs. McGuckin-Anthony then asked for nominations for the office of Chairman of the Plumsted Municipal Utilities Authority.

ON MOTION OF MR. WEIRSKY, SECONDED BY MR. MINTER, WALTER BRONSON WAS NOMINATED FOR THE OFFICE OF CHAIRMAN OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY. THERE WERE NO FURTHER NOMINATIONS FOR CHAIRMAN. THE NOMINATIONS WERE CLOSED AND WALTER BRONSON WAS ELECTED CHAIRMAN OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY FOR THE YEAR 2020. ROLL CALL VOTE: ALL AYES. MR. BRONSON ABSTAINED.

Mr. Bronson then asked for nominations for the office of Vice-Chairman of the Plumsted Municipal Utilities Authority.

ON MOTION OF MR. MINTER, SECONDED BY MS. LAWRENCE, EDWARD WEIRSKY WAS NOMINATED FOR THE OFFICE OF VICE CHAIRMAN OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY. THERE WERE NO FURTHER NOMINATIONS FOR VICE CHAIRMAN. THE NOMINATIONS WERE CLOSED AND EDWARD WEIRSKY WAS ELECTED VICE CHAIRMAN OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY FOR THE YEAR 2020. ROLL CALL VOTE: ALL AYES. MR. WEIRSKY ABSTAINED.

Mr. Bronson asked for nominations for the Office of Treasurer of the Plumsted Municipal Utilities Authority.

ON MOTION OF MR. WEIRSKY, SECONDED BY MR. BROWN, ROBERT MINTER WAS NOMINATED FOR THE OFFICE OF TREASURER OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY. THERE WERE NO FURTHER NOMINATIONS FOR TREASURER. THE NOMINATIONS WERE CLOSED AND ROBERT MINTER WAS ELECTED TREASURER OF THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY FOR THE YEAR 2020. ROLL CALL VOTE: ALL AYES. MR. MINTER ABSTAINED.

Treasurer Report

Mr. Ylvisaker reported the Escrow Account with Investors had no activity. The balance remains at \$5,408.23. He also reported the General Checking Account with Investors had an opening balance in January 2020 of \$85,257.09, with expenses of \$35,619.00 and deposits of \$44,941.12 ending with a cleared balance of \$94,579.21. The check register balance as of February 18, 2020, with payment of the items listed on the Bill List, is \$65,900.91. He further noted that there are sufficient funds available to pay the bills. Mr. Bronson asked if there were any questions or comments on the Treasurer's Report. On a motion of Mr. Weirsky, seconded by Ms. Lawrence, the Treasurer's Report was approved. Roll Call Vote: All Ayes.

Bill List

Mr. Bronson asked Mr. Ylvisaker to clarify the bill from Convexserve. Mr. Ylvisaker responded that Convexserv assists with our software maintenance. He further noted that there have been some issues with the software since the addition of a second computer terminal. Mr. Weirsky asked Mr. Ylvisaker for an explanation of the check in the amount of \$3,014.32 that was listed on page 15 of the meeting packet. Mr. Ylvisaker responded that the check was for monies collected for past due Solid Waste accounts that had gone to tax lien sale. Mr. Ylvisaker further noted that all past due monies from said sale have been collected. There were no further questions or comments on the Bill List. On a motion of Mr. Minter, seconded by Mr. Weirsky, the Bill List was approved. Roll Call Vote: All Ayes.

Minutes

Mr. Bronson noted the Minutes from the January 21, 2020 meeting were included in the meeting packet. There were no comments or questions on the January 21, 2020 Minutes. On a motion of Mr. Weirsky, seconded by Mr. Minter, the January 21, 2020 Minutes were approved. Roll Call Vote: All Ayes. Mr. Bronson abstained.

T and M Associates Monthly Report

Stephen Schreiber from T and M Associates was present at the meeting to provide their February 11, 2020 status report for the month of January 2020 in regards to the Downtown New Egypt Sewer Collection/Disposal Project.

In regards to the Collection System, he noted, as follows:

On January 21, 2020, T & M Associates attended a third meeting of the downtown business owners to review P&A Construction's schedule. Also discussed were future roadway detours, parking access, pavement placement and the placement of "businesses open" signs.

On January 27, 2020, T & M took part in a conference call with Matt Jessup to review and discuss the proposed easement agreement for Lot 40 Block 1 on Evergreen Road. Lennar needs this easement to run their utilities to the PMUA's Collection System on Evergreen Road.

On February 3, 2020, T & M attended a Sewer Subcommittee Meeting to discuss the following: the easement at Tootie's, the status of the acquisition of 6 Evergreen Road and the status of the water main extension and relocation projects on Evergreen Road.

To date, the gravity sewer has been installed in the following roads: Cedar Street, Alton Street, Story Street, Helen Street, Magnolia Avenue, Meadowbrook Lane, First Avenue, Fifth Street, Platt Street, Miron Street, North Main Street, Evergreen Road and the High School, the easement from Evergreen Road to the Wastewater Treatment Plant, Brown Road, Jacobstown Road, Lakeview Drive, Oakford Avenue, Maple Avenue, Terrace Avenue, Twin Drive, Crystal Avenue, Locust lane, Earley Drive and Lakewood Road.

P&A Construction has completed the installation of the valve chamber for the pump station and installed the wet well. They have formed and poured the generator building footings as well as formed the dioxide tank footings. Also, P&A has completed the excavation and placed the stone bedding for the holding tank on the Wastewater Treatment Plant property.

The final surface pavement has been completed on Cedar Street, Alton Street, Story Street and Helen Street. To date, P&A has installed approximately 29,000 linear feet of pipe, 6,200 linear feet of force main pipe and 122 manholes.

In regards to the Wastewater Treatment Plant, he noted, as follows:

On January 28, 2020, Tomar Construction's surveyor had flagged the clearing limits. T & M Associates reviewed the clearing limits in the field and accepted them. Also, Tomar

submitted a letter to NSU requesting a time extension for completing the Wastewater Treatment project.

On January 30, 2020, Tomar began clearing operations on the site and has made changes to the construction entrance that was requested by the Ocean County Soil Conservation District.

In regards to the Lennar Project, he noted as follows:

Mr. Schreiber stated he has included a map highlighting where the sewer has been installed to date. The map also shows that P&A Construction has connected the gravity main needed to service the models and portions of Phase 2 and 3 and ran the pipe between the easements to get to the pump station. Mr. Schreiber further noted that P&A still has to directional drill the force main under the Crosswicks Creek and work on the pump station itself.

In regards to General Engineering, as follows:

On December 12, 2019, T & M submitted to Tomar Construction a "Notice to Proceed" to construct the Wastewater Treatment Plant.

On February 7, 2020, T & M emailed the PMUA a breakdown of construction administration costs and inspection hours. T & M also noted they will be contacting the DEP to discuss the ability to perform part-time inspections versus full-time inspections and devise a plan regarding those costs.

Mr. Bronson asked if there were any questions or comments regarding the Engineer's Report. Mr. Weirsky asked Mr. Schreiber to clarify the part-time inspection hours versus the full-time inspection hours. Mr. Weirsky also requested a copy of Tomar's construction schedule so he can compare the inspection hours to the task to see if the hours are sufficient or not. Mr. Schreiber responded that he would be speaking with the DEP tomorrow regarding the construction hours. After which, Mr. Schreiber will have more information regarding how to proceed with this matter.

Mr. Ylvisaker asked Mr. Schreiber if T & M is going to respond to Tomar's letter requesting a time extension for the project. Mr. Schreiber stated he received a letter from Attorney McGuckin, who felt the PMUA did not need to issue a time extension. The Wastewater Treatment Plant Project allocated 450 days to complete the project which began at the "Notice of Award." After much discussion as to whether or not there have been circumstances to warrant a time extension, the PMUA, Mr. Schreiber and Mrs. McGuckin-Anthony were all in agreement not to issue a time extension. Attorney McGuckin-Anthony will draft a letter to Tomar Construction stating strict compliance of the contract.

Mr. Bronson requested an updated construction schedule from P&A Construction. Mr. Schreiber responded that once NJAW meets the obligations of their schedule, P&A will be able to provide a revision of their schedule.

Executive Director's Report

Mr. Ylvisaker stated the PMUA has two vacant Alternate Member positions open. The Township will fill those positions. Mr. Ylvisaker included a resume of a candidate for the upcoming Executive Director position. The candidate was unable to attend tonight's meeting but will arrange to meet at a further date. Regarding the 2019-2020 Budget, in June a budget adjustment increase will be necessary to increase costs for copying, etc. and the new part-time administrative assistant position. Mr. Ylvisaker stated he has prepared the first draft of the 2020-2021 Budget. This will include two part-time assistants, one for Solid Waste and one for the Wastewater Treatment System. Also, there will be increased costs in other categories given the construction of the Lennar Project has begun. Mr. Ylvisaker noted the budget includes a cost estimate to fund the MUA's initial operation. The Township has allocated \$750,000 in their Capital Budget that the MUA can utilize for approximately 2-3 years until the MUA is able to sustain itself.

Solid Waste

Mr. Ylvisaker met with the Solid Waste Sub Committee. The current Waste Management contract is up at the end of 2020. Mr. Ylvisaker will start preparing a "bid document" to re-bid this service. Once the MUA receives bids for Solid Waste, the Sub Committee will be able to determine if a rate increase is necessary. If so, the rate increase would likely take effect for the 1st Quarter of 2021.

Energy

Mr. Ylvisaker stated that the Township went out to bid for their municipal accounts. The deadline for these bids is February 27, 2020. In regards to the Residential Energy Aggregation Program, Mr. Ylvisaker commented that the program appears to be working smoothly. There have not been any questions or concerns with the public recently.

Redevelopment

Mr. Ylvisaker stated that Ray Ferrara from Kleinfelder had met with the DEP and is formulating a plan to move forward regarding possible changes to certain effluent

limitations. Mr. Ferrara was unable to attend tonight's meeting. He will reschedule a meeting with the Sub Committee.

In regards to NJAW's water main relocation and extension project, the water main relocation should be completed by March 20, 2020. The extension project should be completed March 6, 2020.

Resolutions

Resolution 2020-17

Mr. Bronson asked if there were any questions or comments about Resolution 2020-17 authorizing T & M Associates to prepare a survey for a sewer easement for (Tootie's) Block 38, Lots 5 and 6.

ON A MOTION OF MR. MINTER, SECONDED BY MR. WEIRSKY, RESOLUTION 2020-17 WAS MEMORIALIZED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-18

Mr. Bronson asked if there were any questions or comments about Resolution 2020-18 providing meeting dates for the year 2020/2021. There were none.

ON A MOTION OF MR. WEIRSKY, SECONDED BY MR. MINTER, RESOLUTION 2020-18 PROVIDING DATES OF AUTHORITY MEETINGS FOR THE YEAR 2020/2021 AND DESIGNATING THE OFFICIAL NEWSPAPERS OF THE AUTHORITY WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-19

Mr. Bronson asked if there were any questions or comments about Resolution 2020-19 appointing Mr. Ylvisaker as Board Secretary. There were no questions or comments.

ON A MOTION OF MR. WEIRSKY, SECONDED BY MR. BROWN, RESOLUTION 2020-19 APPOINTING MR. YLVISAKER AS BOARD SECRETARY WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-20

Mr. Minter and Mr. Brown served as members of the Professional Services Review Sub Committee. The Authority received twelve (12) proposals in response to its advertisement.

The Sub Committee recommends that: Holman, Frenia and Allison, PC, be appointed as Auditor; Dasti, Murphy, McGuckin, et al. be appointed as General Counsel; McManimon, Scotland & Baumann be appointed as Bond Counsel; GB Associates LLC be appointed as Financial Advisor; and McManimon, Scotland & Baumann be appointed as Redevelopment Counsel. These are the existing appointments.

Mr. Bronson asked if there were any questions or comments about Resolution 2020-20. Mr. Weirsky asked if the reappointed firms were appointed at their previous rates from last year. Mr. Ylvisaker responded that all the firms were appointed at the same rates of service as last year with the exception of HFA where there was a slight increase in their rate to prepare the annual audit and budget which is normal for them as the MUA continues to grow.

ON A MOTION OF MR. MINTER, SECONDED BY MR. WEIRSKY, RESOLUTION 2020-20: AWARDING PROFESSIONAL SERVICES AGREEMENTS FOR THE PLUMSTED MUNICIPAL UTILITIES AUTHORITY FOR THE YEAR 2020 WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-21

Mr. Bronson asked if there were any questions or comments about Resolution 2020-21: adopting a Cash Management Plan and designating Investors Bank as the depository of funds for the Authority for 2020. There were none.

ON A MOTION OF MR. MINTER, SECONDED BY MR. WEIRSKY, RESOLUTION 2020-21: ADOPTING A CASH MANAGEMENT PLAN WAS ADOPTED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-22

Mr. Bronson asked if there were any questions or comments about Resolution 2020-22: for the part-time employment of Michelle Forino to assist the Authority. There were none.

ON A MOTION OF MR. WEIRSKY, SECONDED BY MR. BROWN, RESOLUTION 2020-22: PART-TIME EMPLOYMENT OF MICHELLE FORINO TO ASSIST THE AUTHORITY IN THE ADMINISTRATION OF THE SOLID WASTE PROGRAM WAS APPROVED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-23

Mr. Bronson asked if there were any questions or comments about Resolution 2020-23: Utility Easement for Block 40 Lot 1. Mr. Ylvisaker explained this property is owned by the Catholic Diocese of Trenton. The easement will allow construction of the sewer force main and water main to extend across their property from Evergreen Road to the PRRC, as well as potential development on their property. There were no questions or comments.

ON A MOTION OF MR. MINTER, SECONDED BY MR. WEIRSKY, RESOLUTION 2020-23:
UTILITY EASEMENT FOR BLOCK 40 LOT 1 WAS APPROVED. ROLL CALL VOTE: ALL AYES.

Resolution 2020-24

Mr. Bronson asked if there were any questions or comments about Resolution 2020-24:
Utility Easement for Block 38 Lot 5 (Tootie's). There were none.

ON A MOTION OF MR. WEIRSKY, SECONDED BY MR. BROWN, RESOLUTION 2020-24:
UTILITY EASEMENT FOR BLOCK 38, LOT 5 WAS APPROVED. ROLL CALL VOTE: ALL AYES.

Public Comments

Mr. Bronson asked if there were any questions or comments from the public. It was asked if an updated construction schedule could be posted on the Municipal website. Both Mr. Bronson and Mr. Weirsky responded that the Authority is waiting for NJAW to begin the water main relocation and extension. Then, a more accurate construction schedule would be available to post. Also, it was asked if the construction would be complete before the July 4, 2020 holiday. Mr. Bronson responded that the Authority is hopeful that construction will be completed in June 2020.

Adjournment

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 March 17, 2020 at 6:30PM

Respectively submitted by:

Peter Ylvisaker, Board Secretary