

April 2, 2019

Minutes of the scheduled meeting of the Secaucus Municipal Utilities Authority held on Tuesday, April 02, 2019 at 7:00 PM in Conference Room, 1100 Koelle Boulevard, Secaucus, New Jersey 07094. The meeting was called to order at 7:00 PM by Chairman Vogel.

Pledge of Allegiance/Salute to the Flag
The Open Public Meetings Act was read.

Roll Call:	Fred Vogel	Chairman
	George Schoenrock	Secretary
	Dominic Manderano	Board Member
	Raymond Spellmeyer	Board Member

Absent: Jorge Cardenas, Vice-Chairman (Excused)

Also Present: John Napolitano, Counsel; Glenn Beckmeyer, Engineer; Laurie Purcell, Administrative Assistant

The minutes of the March 05, 2019 meeting (including Public Hearing) were approved on a motion made by D. Manderano, second by R. Spellmeyer. All in favor: 4-0-0.

The Executive Director presented the following resolution regarding the updating the policy for approval and payment of bills. Moved on a motion by F. Vogel; seconded by R. Spellmeyer.

SECAUCUS MUNICIPAL UTILITIES AUTHORITY

**RESOLUTION #2019-04
APPROVING POLICY FOR APPROVAL AND PAYMENT OF CLAIMS**

WHEREAS, the Secaucus Municipal Utilities Authority (hereinafter the “Authority”) is a public body, duly formed under the Municipal and County Utilities Authority Law, constituting Chapter 183 of the Laws of 1957, as amended (Chapter 14B of Title 40 of the New Jersey Statutes Annotated) and possesses the powers set forth therein; and

WHEREAS, the Authority has found the need to update its Policy for Approval and Payment of Claims; and

WHEREAS, the Authority has prepared and reviewed a revised Policy for Approval and Payment of Claims.

NOW THEREFORE, BE IT RESOLVED, by the Members of the Secaucus Municipal Utilities Authority that the revised Policy for Approval and Payment of Claims, dated April 2, 2019, is hereby approved.

BE IT FURTHER RESOLVED that said Policy for Approval and Payment of Claims shall supersede all prior policies and understandings, whether written or oral, issued by the Authority.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized and empowered to take whatever action may be necessary on behalf of the Authority to effectuate the purpose of this Resolution.

Date: April 2, 2019

Chairman Vogel questioned if there would be any ramifications resulting from this addition to current purchasing policy. Mr. Napolitano explained the purchasing laws have addressed this issue and continued documentation (vouchers) are no longer required for certain charges.

This Resolution was approved by roll call vote F. Vogel, Aye; D. Manderano: Aye; G. Schoenrock: Aye; R. Spellmeyer, Aye. 4-0-0.

The Voucher List was moved on a motion made by D. Manderano, seconded by F. Vogel. All in Favor 4-0-0.

The Voucher List is as follows:



Voucher List for Meeting of April 02, 2019

Prepared: 03/25/19

NUMBER	COMPANY	MONEY	PO#	REASON
1	Action Rubber	103.76	2019-099	Hose Repair
2	American Aquatic Testing	1,350.00	2019-160	7 Day Chronic Toxicity Test
3	Beckmeyer Engineering	6,250.00	2019-153	Engineering Services: March 2019
4	Bellaqua	53.55	2019-141	Water
5	Cleary, Giacobbe, Alfieri	4,327.00	2019-152	Legal Services: 02/01/19 to 02/28/19
6	Comcast	187.97	2019-120	Internet Services: 03/02/19 to 04/01/19
7	Constellation NewEnergy	2,174.89	2019-137	Power: Sub Stations 01/30/19 to 02/28/19
8	Door Hardware Installation	790.00	2019-147	Service to Replace Unican Exit Device
9	ERA	410.82	2018-502	2019 P.T. Study For Laboratory
10	Emerald	258.95	2019-066	3 Boxes XL Grip Latex Gloves
11	Emerald	310.95	2019-103	3 Boxes XL Grip Latex Gloves, 1 BX Nitroma
12	Eurofins	290.00	2019-144	Analytical Services: Sludge Comp, Eff Grab 2/7/19
13	Eurofins	50.00	2019-145	Analytical Services: Turnpike Grab 2/19/19
14	Eurofins	25.00	2019-156	Analytical Services: Toscana 3/5/19
15	Eurofins	33.00	2019-157	Analytical Services: Toscana 3/6/19
16	Eurofins	33.00	2019-172	Analytical Services: Toscana 3/12/19
17	Eurofins	141.00	2019-173	Analytical Services: Distilled Water 3/7/19
18	Fisher Scientific	19.00	2019-129	Lab Supplies
19	Fisher Scientific	1,799.93	2019-117	Lab Supplies
20	Fisher Scientific	773.81	2019-135	Lab Supplies

21	Fisher Scientific	953.29	2019-132	Lab Supplies
22	Flanagan DBA Gov Sites	100.00	2019-143	Monthly Maintenance Fee 3/2019
23	GLEC	579.67	2019-151	HDG Consulting
24	Keystone Engineering	39,045.00	2019-167	Scada Design Payment #1
25	Koester Assoc.	1,847.50	2019-149	Service & Repair to Bar Screen#1
26	Miracle Chemical	987.50	2019-097	Sodium Bisulfite
27	Miracle Chemical	1,185.00	2019-127	Sodium Bisulfite
28	Miracle Chemical	1,842.75	2019-133	Sodium Hypochlorite
29	Municipal Capital	150.00	2018-323	Copier Lease: Payment 1 of 60 2/28/19
30	Municipal Capital	150.00	2019-140	Copier Lease: Payment 2 of 60 3/28/19
31	NJDEP	1,915.00	2019-134	Annual Lab Certification
32	NJ Transit	806.00	2019-159	Annual Occupancy Permit: 3/21/19 to 3/30/2
33	One Call	6.80	2019-142	Mark outs (5)
34	PS&S	536.25	2019-170	Professional Services: 1/1 to 1/31/19 NJPDE Review
35	PS&S	3,378.34	2019-171	Professional Services: 1/1/19 to 1/31/19 Mis Admin
36	PSE&G	1,020.11	2019-138	Power: Sub Stations 01/29 to 02/28/19
37	PVSC	8,736.00	2019-150	Sludge Disposal: 01/16/19 to 02/15/19
38	Pitney Bowes	117.00	2019-158	Postage Meter Rental: 4/1/19 to 6/30/19
39	Purchase Power	320.99	2019-139	Postage
40	Regional Communications	44.00	2019-106	Clips & Antennas for Radios
41	Scott Environmental	150.00	2019-119	Backflow Preventer Test
42	SHI International Corp	31.50	2019-059	Service Agreement for HP Pro Desk (Office Computer)
43	Shred-it	30.00	2019-166	Destruction of Obsolete Documents
44	Spectraserv	3,900.00	2019-154	Monthly Container Charge: Grit/Screenings 02/19
45	Spectraserv	3,847.20	2019-164	Sludge Removal: 02/01/19 to 02/27/19
46	Staples	181.91	2019-116	Office Supplies
47	State of NJ	35,915.55	2019-163	Hospitalization: Active Employees:03/2019
48	Suez Water NJ	1,541.80	2019-121	Water 01/16/19 to 02/15/19
49	Town of Secaucus	1,667.09	2019-155	Dental Reimbursement: April 2019
50	USA Blue Book	2,471.55	2019-146	Liquid Strike
51	Verizon	279.98	2019-125	Telephones 02/19/19 to 03/18/19
52	Verizon Wireless	348.68	2019-161	Telephones: 02/13/18 to 03/12/19
53	WEX Bank (Sunoco)	540.92	2019-124	Fuel: Feb. 2019
	TOTAL:	134,010.01		

Chairman Vogel questioned some of the charges, and all were explained to satisfaction by the Executive Director.

The voucher list was then approved by Roll Call vote: F. Vogel, Aye; D. Manderano, Aye; R. Spellmeyer, Aye; G. Schoenrock, Aye: 4 -0-0.

New Business: None

Old Business: None

Legal: None

Report of the Executive Director
March 2019 {submitted March 28, 2019}

- We continue to monitor the sewers in low lying areas for cleaning & inspection. There were ten different CCTV jobs performed.
- Met with Town Counsel & Administrator regarding the enforcement of grease traps. This enforcement would fall directly on the Health Department, but the Authority will assist in any way possible.
- The Final NJPDES Permit has been received. The Authority has formally requested an adjudicatory hearing. The SMUA has received a Stay on permit limitations for Chlorine Produced Oxidants (formerly chlorine residual) and Copper. Nothing further to report at this time.
- SCADA: Keystone onsite to establish what existing wiring is usable for the proposed SCADA system. Staff was here to visit all remote pumping stations.
- Harmon Cove Condos: As reported at the January 15th meeting, Harmon Cove has been issued a Notice of Violation from NJDEP for not having a Collection System Operator and for discharging sewerage to the surface waters of New Jersey. This Proves that this system is privately-owned and it is the responsibility of HCC to properly maintain this system.
- Toscana Cheese: Due to impending legal matters, I have ceased to communicate with Mr. Paparazzo. He is in the process of presenting plans for the renovation of his existing piping scheme. The Town has issued a stop work order for any other work that is being performed regarding expansion. The SMUA has monitored the discharge with a 24 hour composite sampler and initial results are that this discharge continues to fail for pH, CBOD5 and TSS. Authority Engineer has been issuing notice of violations which as of 3/22/19 total \$280,000. We may be willing to reduce the penalties provided that any reduction of fines would be put towards correcting the present discharge and nothing else. Staff will place the sampler once Toscana has completed all necessary repairs to ensure compliance.
- Had several meetings with Mayor, Town Administrator, Town Counsel, our Risk Manager and Authority Counsel. At the last meeting, it was decided to submit the claims to the Towns Insurance, due to mitigating facts that have arisen out of our investigations. Nothing further to report. However still getting calls from residents about claims.
- Met with NJ State Police to close out the FEMA grant for the installation of the retrofit for natural gas conversion.
- Conducted a facility tour for members of the Passaic Valley Sewerage Commission operators.
- Work has begun on the 2018 audit.

Chairman Vogel inquired about the issue above regarding Toscana Cheese. Counselor indicated that this matter should be discussed in Executive Session.

SECAUCUS MUNICIPAL UTILITIES AUTHORITY ENGINEERS REPORT MARCH 2019

The following is a list of the main activities as provided by this office to the Authority for the above-mentioned month:

- Dual Fuel Generator. (This project narrative has been reduced, reference prior months reports for information) The unit has been completed and the unit is operational utilizing 55% N.G., this should extend the generator run time from approximately 3.5 days to 8.8 days considering a full 2,500-gallon diesel tank. Payment is conditional on Centrica receiving a diagnosis program from the manufacturer. Information from the contractor on the program is being reviewed. Project has been completed. There has been a fault to two vibration sensors. Waiting for replacement of sensors, recalibration and location by the manufacturer. Reviewing a letter sent from the manufacturer concerning the quantity of the vibration sensors. Waiting on delivery of the 2 vibration sensors.
- The Sanitary Sewer Maps are being updated when new or revised information is received by this office. Produced copies of reduced sized map sets for use in the Sewer Video truck and the Jetvac truck. Constant updating. Calculating all the Sanitary Pipe lengths within the SMUA System and the lengths of all privately-owned Sanitary System, such as Hartz Mountain, etc.
- SCADA. In January 2018, the SMUA started negotiations with contractors. After lengthy negotiations with two contractors, a recommendation to enter into contract with Keystone Engineering Group in the amount of \$260,300.00 for the WWTP and \$233,000.00 for the Satellite Pumping Stations for the coordination, design, and installation of the SCADA System for the SMUA. The total amount, \$493,300.00 is less than the requested ceiling of \$575,000 as approved by the commissioners during the January 2018 commissioners meeting, therefore the Executive Director has authority to award the project. The project has been awarded to Keystone Engineering Group. A status email has been sent to the contractor for an update. Contractor's electricians have been to the site two times to trace existing wiring of the controls. Contractor's electricians have been to the site at least two more times to trace existing wiring of the controls. Work is ongoing with the Contractor starting to build the cabinets.
- Reviewed Koelle Blvd. Pump Station Panel "Motor Saver Module" for the possible replacement, upgrade or removal of same. Checking for redundancies within the systems. A proposal to add a bypass switch/key to allow the pumps to operate during a motor saver malfunction or trip is being reviewed for practicality. Additional information has been requested by the panel supplier on

the logic and engineering of the panel. Additional information on the ATS was submitted for comparison.

- Received and started a review on a pump station flow meter report for the Exchange Place Pump Station. This report is supposed to analyze the existing flows of the pump station and the amount of unused capacity with regards to the remaining build out of the project. Analyzing data. Submitted new pump data and force main drawings to engineer to re-analyze flow and pump data. A response has not yet been received by the engineer. Another request has been sent. A fourth request has been sent. A request to the Owner will also be emailed.
- Received and started a review raw pump station flow meter data for a report for the Turnpike Pump Station. This report is supposed to analyze the existing flows of the pump station and the amount of capacity with regards to existing pumps and the areas where the flow has increased drastically. Analyzing data. Different scenarios on the type of force mains sizes and quantities are being analyzed. Additional inquiries to Flow Assessment on their report data and interpretation of such. Also, the use of VFD's are being reviewed for pump sizing and future flow expansion.
- Continuing to receive discharge violations from Toscana Cheese, notices of violation have been issued. Waiting for a "Change of Use" application which is to be submitted to the NJSEA. Met with the Secaucus Construction Code and Plumbing Code Officials to discuss the Violations and Toscana's proposed expansion plans.
- Sam's Club is planning to repair underground utility lines and has requested to pump encountered ground water into the sanitary system. We have reviewed the design on the screening and filtering system and find no issues with such. We have also been to the site to inspect the installation, but as of now, the installation is not complete. They will be paying a fee for this operation to the SMUA. The installation was completed and the acceptance of groundwater was initiated. This process is on-going and will be monitored
- Sanitary Sewer Connection reviews and reports for 100 Dorigo Lane, Hamilton Rest Stop on NJTA, Cumin'n Eat- 700 Plaza Drive, and 77 Metro Way.
- Started scheduling process with the Contractors on the Interim Pump Station upgrade.
- Started roof inspection for the future replacement of Pump Station #2&3 building at the Koelle Blvd. Facility. Produced a Scope of Work for the roof replacement of PS 2& 3. In the process of determining the Scope of Work for the Administration Building.

Beckmeyer Engineering, P.C.
Glenn M. Beckmeyer, P.E., P.P., CME
Authority Engineer

March 27, 2019

A discussion was had regarding the cap for spending on the SCADA project. Also, the Engineer added that there were (7) seven new Zoning Certificates for review.

OPERATIONS REPORT – March 2019
Submitted April 2, 2019

KOELLE BOULEVARD FACILITY

- 1) The average estimated daily flow for the month was 3.3893 MGD. Maximum daily flow was 6.5358 M.G.; the estimated total flow for the month was 105.0683 MG.
- 2) The distribution arms on the Stage One Trickling Filters were cleaned.
- 3) The Heating Unit located on the Executive Directors office was repaired with the help of the Building and Grounds Department.
- 4) A new Variable Frequency Drive (V.F.D.) was installed in the panel of Bar Screen number three.
- 5) New storage shelving was installed in the Jet Truck Garage.
- 6) The handrail located on the east side of the Administration Building is being painted.
- 7) Routine maintenance and grounds keeping were performed.
- 8) The Serpentine tank was drained and cleaned.
- 9) The Plant Emergency Generator was tested.

PUMP STATION # 1 Village Place

- 1) The estimated average daily flow was 1.178 MGD.
- 2) All pumps cleaned and maintained on a regular basis.
- 3) Routine maintenance and grounds keeping were performed.

PUMP STATION # 2 Paterson Plank Road and Turnpike Exit

- 1) The estimated average daily flow was 82,265 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) The Rag Basket located at the Station Influent was repaired.
- 4) Pump number two was clogged. The pump was pulled and cleaned.

PUMP STATION # 3 Henry Street

- 1) The estimated average daily flow was 56,941 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.

PUMP STATION # 4 New County Road and Seaview Drive

- 1) Routine maintenance was performed.
- 2) The Level Control Transducer failed. A replacement has been ordered.

PUMP STATION # 5 Wilroy – Secaucus Road

- 1) This station is not in service. Grounds keeping were performed.

PUMP STATION # 6 Castle Road

- 1) The estimated average daily flow was 25,194 gallons per day.
- 2) Routine Maintenance and grounds keeping were performed.

PUMP STATION #7 - Exchange Junction

- 1) Routine maintenance was performed.
- 2) A new chain link gate was installed.

COLLECTION SYSTEM: The Authority jetted and cleaned approximately 6,110feet of sanitary sewer, also assisted the Secaucus Department of Public Works in cleaning various catch basins.

Respectfully Submitted
Brian A. Beckmeyer Sr.
Superintendent

A motion was made by F. Vogel at 7:27 p.m., seconded by R. Spellmeyer to close the public portion of the meeting and enter into Executive Session. All in Favor: 4-0-0.

RESOLUTION TO ENTER INTO EXECUTIVE SESSION

BE IT RESOLVED by the Board of Commissioners of the Secaucus Municipal Utilities Authority that the Board shall immediately hereinafter continue its meeting in executive session in accordance with the New Jersey Sunshine Law.

The purpose of this Executive Session is

- 1) Personnel and Legal

The matters discussed in Executive session will be disclosed to the Public at such time as action is taken by the Authority or if possible, prior to action being taken if the Authority feels that disclosure can be made without affecting the public interests of the individuals affected.

A motion was made at 8:21 PM by F. Vogel, seconded R. Spellmeyer to close the executive session and re-open the public portion of the meeting. All in favor: 4-0-0.

A motion was made to adjourn the meeting at 8:22 PM by F. Vogel, seconded by D. Manderano. All in favor 4-0-0.