

July 09, 2019

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday, July 09, 2019 at 7:00 PM in Conference Room, 1100 Koelle Boulevard, Secaucus, New Jersey 07094. The meeting was called to order at 7:05 PM by Fred Vogel.

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

| | | |
|------------|-------------------|----------------|
| Roll Call: | Fred Vogel | Chairman |
| | Jorge Cardenas | Vice- Chairman |
| | George Schoenrock | Secretary |
| | Dominic Manderano | Commissioner |

Absent: Raymond Spellmeyer (Excused)

Also Present: John Napolitano, Counsel; Bill Katchen, Accountant; Paul Kokosinski, Beckmeyer Engineering; Katherine Acevedo QPA.

The minutes of the June 04, 2019 meeting were approved on a motion made by J. Cardenas, second by D. Manderano. All in favor: 4-0-0.

Bill Katchen provided an overview of the Annual Audit reviewing the funds returned to the Town of Secaucus and outstanding debt.

A motion was made to approve the Audit by G. Schoenrock, seconded by J. Cardenas.
Roll Call vote: G. Schoenrock, Aye; J. Cardenas, Aye; D. Manderano, Aye; F. Vogel, Aye. 4-0-0.

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
(A Component Unit of the Town of Secaucus)**

**2018 AUDIT RESOLUTION
2019-07-02**

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local Authority to cause an annual audit of its accounts to be made, and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2018 has been completed and filed with the Governing Body and the Director of the Division of Local Government Services pursuant to N.J.S.A. 40A:5A-15, and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of

the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board, and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17,

NOW, THEREFORE BE IT RESOLVED, that the governing body of the Secaucus Municipal Utilities Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2018, and specifically has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION PASSED AT THE MEETING HELD ON JULY 09, 2019

A motion was made to approve the Disposal of Surplus Property by F. Vogel, seconded by J. Cardenas. Roll Call vote: D. Manderano Aye; G. Schoenrock, Aye; J. Cardenas, Aye; F. Vogel, Aye. 4-0-0.

Resolution Authorizing Disposal of Surplus Property 2019-07-02 A

WHEREAS, the Secaucus Municipal Utilities Authority is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Secaucus Municipal Utilities Authority is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Secaucus Municipal Utilities Authority as follows:

(1) The sale of the surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available from the Purchasing Agent.

(2) The sale will be conducted online and the address of the auction site is govdeals.com

(3) The sale is being conducted pursuant to Local Finance Notice 2008-9.

(4) A list of surplus property to be sold is as follows: SEE APPENDIX A

(5) The surplus property as identified shall be sold in an “as is” condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

(6) The Purchasing Agent shall be authorized to execute any document related to this online auction.

(7) The Secaucus Municipal Utilities Authority reserves the right to accept or reject any bid submitted.

APPENDIX “A”

- 1) Ride on mower

A motion was made to approve the GLEC Agreement by D. Manderano, seconded by J. Cardenas. Roll Call vote: D. Manderano, Aye; G. Schoenrock, Aye; J. Cardenas, Aye; F. Vogel, Aye. 4-0-0.

RESOLUTION 2019-07-09 SECAUCUS MUNICIPAL UTILITIES AUTHORITY Hudson County, New Jersey

Resolution Authorizing Agreement for Professional Services with Great Lakes Environmental Center

WHEREAS, the Secaucus Municipal Utilities Authority (hereinafter “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, along with certain other municipal and county sewerage utility authorities, have formed a consortium known as the New Jersey Harbor Dischargers Group (hereinafter “NJHDG”) to address certain issues arising from various studies performed by the New York/New Jersey Harbor Estuary Program; and

WHEREAS, the NJHDG wishes to effectively address these issues and avoid the application of inappropriate effluent limitations for New Jersey dischargers by the Environmental Protection Agency (hereinafter “EPA”) and the New Jersey Department of Environmental Protection; and

WHEREAS, the NJHDG desires to enter into a contract with Great Lakes Environmental Center (hereinafter “GLEC”) to serve as Technical Advisor to the NJHDG; and

WHEREAS, the Authority agrees to be responsible for its pro-rata share of any work at an estimated amount not to exceed \$7,269.30; and

WHEREAS, the New Jersey Local Public Contracts Law (N.J.S.A. 40A:11-5) exempts the award of contracts for professional services from the requirements of public advertising and bidding; and

WHEREAS, the Authority, as a member of the NJHDG, agrees to execute an agreement with GLEC to perform said services in accordance with its proposal; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution.

Voucher List was moved on a motion made by G. Schoenrock, seconded by F. Vogel.

Voucher List as follows:



Voucher List for Meeting of July 02, 2019

Prepared: 06/25/19

| NUMBER | COMPANY | MONEY | PO# | REASON |
|--------|---------------------------|-----------|----------|--|
| 1 | Accurate Door | 1,431.14 | 2019-148 | Replacement Doors PS# 2 & 3 |
| 2 | Beckmeyer Engineering | 6,250.00 | 2019-308 | Engineering Services: June 2019 |
| 3 | Bellaqua | 149.35 | 2019-301 | Water |
| 4 | Carfi Electric | 2,880.00 | 2019-352 | Electrical Services: 1/9/19 to 5/8/19 |
| 5 | Cleary, Giacobbe, Alfieri | 4,382.75 | 2019-328 | Legal Services: 05/01/19 to 05/31/19 |
| 6 | Comcast | 188.03 | 2019-309 | Internet Services: 06/02/19 to 07/01/19 |
| 7 | Constellation NewEnergy | 20,830.69 | 2019-335 | Power: Main Plant 3/30/19 to 5/30/19 |
| 8 | Constellation NewEnergy | 1,375.58 | 2019-330 | Power: Sub Stations 05/01/19 to 05/30/19 |
| 9 | Divita Balance | 265.00 | 2019-312 | Annual Calibration of Lab Scale |
| 10 | Emerald | 258.95 | 2019-329 | 3 Boxes XL Grip Latex Gloves |
| 11 | Ener-G Rudox | 565.20 | 2019-288 | Parts & Service to Replace Engine Block |
| 12 | Eurofins | 290.00 | 2019-303 | Analytical Services: Sludge Comp/Eff Grab 5/9/19 |
| 13 | Eurofins | 33.00 | 2019-304 | Analytical Services: Toscana 5/12/19 |
| 14 | Eurofins | 33.00 | 2019-305 | Analytical Services: Toscana 5/15/19 |
| 15 | Eurofins | 114.00 | 2019-306 | Analytical Services: Toscana PH test 5/15/19 |
| 16 | Eurofins | 33.00 | 2019-307 | Analytical Services: Toscana 5/15/19 |

| | | | | |
|----|-----------------------------|-----------|----------|--|
| 17 | Eurofins | 33.00 | 2019-350 | Analytical Services: Toscana 5/29/19 |
| 18 | Eurofins | 33.00 | 2019-351 | Analytical Services: Toscana 5/31/19 |
| 19 | F.W. Webb Co. | 121.71 | 2019-316 | Gaskets for CL2 Tanks PS 2&3 |
| 20 | Fisher Scientific | 1,623.18 | 2019-317 | Lab Supplies |
| 21 | Flanagan DBA Gov Sites | 100.00 | 2019-353 | Monthly Maintenance Fee 6/2019 |
| 22 | Grainger | 402.48 | 2019-297 | Maintenance Supplies |
| 23 | Home Depot | 380.53 | 2019-296 | Maintenance Supplies |
| 24 | Miracle Chemical | 691.25 | 2019-263 | Sodium Bisulfite |
| 25 | Miracle Chemical | 1,580.00 | 2019-302 | Sodium Bisulfite |
| 26 | Miracle Chemical | 1,890.00 | 2019-300 | Sodium Hypochlorite |
| 27 | Municipal Capital | 150.00 | 2019-318 | Copier Lease: Payment 6 of 60 7/28/19 |
| 28 | National Water Main | 2,759.51 | 2019-242 | Service Clean Wet Well at PS# 2 |
| 29 | One Call | 4.08 | 2019-319 | Mark outs (3) |
| 30 | Olympic Glove | 79.95 | 2019-315 | Service To Calibrate Meter |
| 31 | PS&S | 350.00 | 2019-320 | Professional Services: 5/1/19 to 5/31/19 |
| 32 | PSE&G | 6,996.97 | 2019-338 | Power: Sub Stations 04/28 to 05/29/19 |
| 33 | PVSC | 14,112.00 | 2019-325 | Sludge Disposal: 05/01/19 to 05/31/19 |
| 34 | Persistent Construction Co. | 7,640.00 | 2019-349 | Emergency Street Repair 4th st. |
| 35 | Pitney Bowes | 117.00 | 2019-345 | Meter Rental Fee: 7/1/19-9/30/19 |
| 36 | Sage Software | 1,706.95 | 2019-332 | Sage 50C Annual Subscription (8/1/19 to 7/31/20) |
| 37 | Scott Environmental | 150.00 | 2019-299 | Qrty Backflow Prevention Testing |
| 38 | Spectraserv | 3,900.00 | 2019-327 | Monthly Container Charge: Grit/Screenings 05/19 |
| 39 | Spectraserv | 6,732.60 | 2019-326 | Sludge Removal: 05/01/19 to 05/31/19 |
| 40 | Staples | 102.48 | 2019-334 | Office Supplies |
| 41 | State of NJ | 37,718.38 | 2019-333 | Hospitalization: Active Employees:06/2019 |

| | | | | |
|---------------|-------------------|------------|----------|----------------------------------|
| 42 | Steven Bronowich | 49.99 | 2019-323 | Telephone Reimbursement: 6/2019 |
| 43 | Suez Water NJ | 3,844.86 | 2019-293 | Water 04/17/19 to 05/20/19 |
| 44 | Town of Secaucus | 1,621.66 | 2019-311 | Dental Reimbursement: July 2019 |
| 45 | USA Blue Book | 1,068.26 | 2019-321 | Odor Control |
| 46 | Verizon | 243.38 | 2019-298 | Telephones 05/19/19 to 06/18/19 |
| 47 | Verizon Wireless | 216.33 | 2019-346 | Telephones: 05/13/18 to 06/12/19 |
| 48 | WEF | 321.00 | 2019-347 | Annual Membership: B.B, J.P, J.M |
| 49 | WEX Bank (Sunoco) | 899.19 | 2019-310 | Fuel: May 2019 |
| TOTAL: | | 136,719.43 | | |

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

New Business: None

Old Business: None

Report of the Executive Director
June 2019 {submitted June 27, 2019}

- We continue to monitor the sewers in low lying areas for cleaning & inspection. There were several CCTV jobs performed. The crew has cleaned approximately 1 third of the Authority collection system.
- Due to continued problems with the current Authority's contracted lab, we will end this contract and send samples to another laboratory. We will revisit contracted services near the end of 2019.
- SCADA: Keystone continued working on SCADA system.
- Harmon Cove Condos: It appears that only the "Keys" have retained a Licensed Operator for this collection system. Working with NJDEP to assess the rest of this area. Mr. Beckmeyer dispatched the SMUA jet truck to assist in relieving a sewer back-up at the "Keys".
- Toscana Cheese: Due to impending legal matters, I have ceased to communicate with Mr. Paparazzo. The Chairman and Authority Engineer visited the site and samples were taken for analysis. Staff continues to sample and will notify of any notices of violation.
- Nothing further to report on flooding issue of 9/25/18.
- Met with NJ State Police to close out the FEMA grant for the installation of the retrofit for natural gas conversion. Still awaiting final close-out.

- Work has finished on the 2018 audit, waiting on GASB 75 figures from the State regarding pension & hospitalization. This draft will be on the agenda for July's meeting.
- The replacement pumps for the interim pump station have arrived & we are currently scheduling install & modification. Most of the preparation work has been completed. Pumps are scheduled for install the second week of July.

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
ENGINEERS REPORT JUNE 2019**

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

- 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. Finalizing the I/O list with Chuck Cuyulis.
- 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. The Engineer responded that he will speak to owner. The engineer submitted a revised report. We calculated flows for all additional housing units compared to the amount of flow as reported on the NJDEP TWA.
- 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 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. We have been shooting Elevations for the design calculations for the proposed pumps and force main. Elevation have been taken and proposed pumps and force main review has started. Two site visits to determine size of a new ladder and basket.

- Continuing to receive discharge Violations from Toscana Cheese, therefore, this office had issued the following "Notice of Violations":

| Date |
|-----------|
| 5/30/2019 |
| 6/06/2019 |
| 6/17/2019 |
| 6/17/2019 |
| 6/17/2019 |
| 6/17/2019 |
| 6/25/2019 |
| 6/25/2019 |
| 6/26/2019 |
| 6/26/2019 |

Visited the site to review the progress of the facility's upgrades. 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. Also spoke with design engineer on my concerns and observations. Visited site with SMUA chairman. Met with owner and building department. The owner now proposes to separate the domestic bathroom flow from all other flows. Only domestic flow will go to sewer. All other flows will go directly to the frac tank.

- 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
- Started scheduling process with the Contractors on the Interim Pump Station upgrade. Approved shop drawing for the structural aspect of the Pump Station. Met with contractor at site for construction logistics. The structural part of the contact is 98% completed. The pumps will start being installed July 9th.
- Started roof inspection for the futures 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 submitted scope of work to SMUA for proposals.
- Exchange Place Pump Station reviewing drainage issues and shooting elevations for the design for the Proposed Stormwater Inlet. Received elevations and laying out proposed

drainage structures. A preliminary design was completed for SMUA comments, will finish construction plan.

- Zoning Certificate Notices for required SMUA sewer connection application:

| Address | Zoning Certificate | Request Dates | | Engineers Report |
|-----------------------------------|--------------------|-----------------|-----------------|------------------|
| | | 1 st | 2 nd | |
| 100 Dorigo Lane | #18-365 | 3/26/19 | 5/7/19 | |
| 1250 Paterson Plank Rd | #19-095 | 4/1/19 | 5/6/19 | |
| 655 Plaza Drive | #18-332 | 4/29/19 | 5/7/19 | |
| Alexander Hamilton Service/Sunoco | N/A | N/A | N/A | 2/5/19 |
| Poke Bros | #19-043 | - | - | 6/24/19 |
| 10 Meadowlands Pkwy | #19-219 | 6/27/19 | | |
| 25 Enterprise | #19-064 | 6/27/19 | | |

Beckmeyer Engineering, P.C.
Glenn M. Beckmeyer, P.E.,P.P.,CME
Authority Engineer
June 27, 2019

OPERATIONS REPORT – June 2019
Submitted July 2, 2019

KOELLE BOULEVARD FACILITY

- 1) The average estimated daily flow for the month was 3.2719 MGD. Maximum daily flow was 4.4163 M.G.; the estimated total flow for the month was 98.1574 MG.
- 2) The wood fence located on the south side of the Plant was repaired.
- 3) The Plants Backflow preventer was serviced.
- 4) Stage One Trickling Filter (east tank) needs new vent piping on the distribution arms. Rapid Pump and Meter provided a quote for repair. The quote is under review.
- 5) New caps were installed on the air intake vents for the Pipe Gallery. The Caps were fabricated by K&H machine shop.
- 6) The Interim Pump Station is being upgraded. New access hatches have been installed. New pumps are scheduled to be installed.
- 7) Routine maintenance and grounds keeping were performed.
- 8) The Serpentine tank was drained and cleaned.
- 9) Gaskets located on the Odor Control Sodium Hypochlorite tank were replaced.
- 10) The Plants lawn sprinkler system has been activated.
- 11) The Plants Emergency Generator was tested on load.
- 12) Seven new L.E.D. lamps for site lighting were installed on the east wall of the Administration Building.
- 13) Two new L.E.D. lamps for site were installed on the west wall of the Generator Building.
- 14) One new L.E.D. lamp was installed of the North wall of the Grit Building.

PUMP STATION # 1 Village Place

- 1) The estimated average daily flow was 1.136 MGD.
- 2) All pumps cleaned and maintained on a regular basis.
- 3) Routine maintenance and grounds keeping were performed.
- 4) A new relay was installed for pump number two starter.
- 5) A new Block Heater was installed on the Emergency Generator.

PUMP STATION # 2 Paterson Plank Road and Turnpike Exit

- 1) The estimated average daily flow was 79,523 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) National Water Main Cleaning cleaned grease from the Wet Well.

PUMP STATION # 3 Henry Street

- 1) The estimated average daily flow was 53,660 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) The rag basket located in the Wet Well was refurbished.

PUMP STATION # 4 New County Road and Seaview Drive

- 1) Routine maintenance was performed.
- 2) The Wet Well was cleaned out utilizing the Jet Truck.
- 3) A new Block Heater was installed for the Emergency Generator.

PUMP STATION # 5 Wilroy – Secaucus Road

- 1) This station is not in service.

PUMP STATION # 6 Castle Road

- 1) The Flow Meter has malfunctioned. The Authorities Electrician will investigate the malfunction.
- 2) Routine Maintenance and grounds keeping were performed.
- 3) The Level Transducer was cleaned.
- 4) Both pumps were pulled and cleaned.

PUMP STATION #7 - Exchange Junction

- 1) Routine maintenance was performed.
- 2) The Authority Engineer is designing new stormwater drainage.
- 3) The Wet Well was cleaned utilizing the Jet Truck.

COLLECTION SYSTEM: The Authority jetted and cleaned approximately 9774 feet 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 7:25 p.m., seconded by J. Cardenas 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.

After some discussion, the Executive Director was asked to leave. A motion was made at 8:20 PM by G. Schoenrock, seconded F. Vogel 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 8.20 by G. Schoenrock; seconded by F. Vogel. All in Favor: 4-0-0.