

**August 4, 2020**

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday, July 07, 2020 at 6:00 PM via teleconference due to coronavirus pandemic.

The meeting was called to order at 6:00 PM by Vice-Chairman Cardenas

Pledge of Allegiance/Salute to the Flag

The Open Public Meetings Act was read. Included in this statement was that this meeting was posted on the Authority website, the Authority bulletin board and a copy sent to Town Hall.

Roll Call:	Jorge Cardenas	Vice-Chairman
	George Schoenrock	Secretary
	Raymond Spellmeyer	Board Member
	Dominic Manderano	Board Member

Also Present: Brian Bigler, Executive Director; John Napolitano, Counsel; Glenn Beckmeyer, Engineer; William Katchen, Accountant; Rob McNisch, Auditor

A Motion was made by G. Schoenrock to approve the minutes of July 7, 2020 meeting second by J. Cardenas. All in favor 4-0-0.

A presentation was made by Mr. Katchen and Mr. McNisch regarding the 2019 Audit of the Authority.

**CONSENT AGENDA**

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY**

**RESOLUTION 2020-08A**

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, 2019 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, 2019, 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 AUGUST 04, 2020.

Recording Secretary

Brian Bigler

**RESOLUTION 2020-2020-08B**  
**SECAUCUS MUNICIPAL UTILITIES AUTHORITY**  
Hudson County, New Jersey

**Emergency Resolution**

**WHEREAS**, the Secaucus Municipal Utilities Authority (hereinafter "Authority") is a public body, duly formed under the Municipal and County 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**, on June 23, 2020, it came to the attention of Authority personnel that the Skimmer Arm, Rake Arm and Skimmer Assembly on Secondary Clarifier #3 was jammed, inoperable and structurally damaged; and

**WHEREAS**, Beckmeyer Engineering, P.C., visually assessed the issue and determined that structural members of the preceding mentioned Assembly were bent and twisted causing the Arm to jam into the "Beach" of the Scum Collector; and

**WHEREAS**, Beckmeyer Engineering, P.C., opined that there is a small window in which the unit may be repaired to keep the required sanitary flow and biological process of the facility intact and that the items listed in its July 27, 2020 correspondence require immediate repairs and

assert this repair an emergency to permit the facility to operate in a safe and satisfactory condition for the Health, Welfare and Safety of the Public serviced by the facility; and

**WHEREAS**, Authority staff, governing body and professionals must take immediate action to protect the health, safety and welfare of the employees, community & facility.

**NOW THEREFORE BE IT RESOLVED** by the Secaucus Municipal Utilities Authority that an emergency exists at the authority facilities, collection system and pump stations and invoke the emergency procurement sections of the local public contracts law at N.J.S.A 40A:11-6 as well as the Authority policy for purchasing.

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to take the necessary action to procure the services, materials, equipment and supplies, execute mutual aid agreements and manage the labor force as needed to protect the health, safety and welfare of the employees, community and facilities and to file this resolution and the Executive Director's Declaration of Emergency with the Authority Qualified Purchasing Agent.

**BE IT FURTHER RESOLVED** that the appropriate Authority officials are hereby authorized to pay all necessary and proper bills and claims which may be incurred by the Authority in the event that meetings may be cancelled.

**BE IT FURTHER RESOLVED** that any and all actions taken in furtherance of the emergency are hereby approved and ratified.

Date: August 4, 2020

The Consent Agenda was approved on a motion by G. Schoenrock; second by R. Spellmeyer. Roll Call vote: Manderano, Aye; Spellmeyer, Aye; Schoenrock, Aye; Cardenas, Aye. Consent agenda approved 4-0-0.

Chairman Vogel called into the meeting.

Voucher List was moved on a motion made by D. Manderano; second by G. Schoenrock As there was no discussion regarding the voucher list, roll call vote was made to approve the list as presented: D. Manderano: Aye; R. Spellmeyer: Aye; G. Schoenrock; Cardenas, Aye 4-0-0.

**Old Business:** None

**New Business:** None

**Report of the Executive Director  
July 2020 {submitted July 30, 2020}**

**OPERATIONS REPORT – July 2020**  
**Submitted June 30, 2020**

**KOELLE BOULEVARD FACILITY**

- 1) The estimated average daily flow for the month was 2.7410 MGD. The estimated total flow for the month was 70 MG.
- 2) Routine maintenance and grounds keeping were performed.
- 3) The East Secondary Clarifier collection arm has failed due to fatigue and will be repaired ASAP. See Emergency Resolution.
- 4) Performed maintenance on Stage I West Trickling Filter.
- 5) Passed the safety inspection from NJUAJIF They recommended that we keep all gas cans in a locked safety cabinet.

**PUMP STATION # 1 Village Place**

- 1) The estimated average daily flow was 1.091 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 43,66 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) Completed new clean-out vault to facilitate jetting this force main.
- 4) Experiencing an issue with pumps, at times, becoming air-bound. Investigating possible causes.

**PUMP STATION # 3 Henry Street**

- 1) The estimated average daily flow was 44,580 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) Station checked daily.

**PUMP STATION # 5 Wilroy – Secaucus Road**

- 1) This station is not in service.

**PUMP STATION # 6 Castle Road**

- 1) Routine Maintenance and grounds keeping were performed.

- 2) Still experiencing high flow at this station. Counsel & Engineer have been in contact with property management regarding Harmony (medical marijuana grower). Met with owners & property management. Information on processes to be forwarded to SMUA. Flow meters have been installed to determine amount of water consumption.

#### **PUMP STATION #7 - Exchange Junction**

- 1) Routine maintenance was performed.

**COLLECTION SYSTEM:** The Authority jetted and cleaned approximately 2,300 feet of sanitary sewer. Assisted DPW cleaning catch basins for a total of 26 Man-hours.

Respectfully Submitted,

Brian Bigler, Executive Director

### **SECAUCUS MUNICIPAL UTILITIES AUTHORITY ENGINEER'S REPORT MONTH OF JULY 2020**

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.
- SCADA. (abridged) The project has been awarded to Keystone Engineering Group. Keystone is completing their panel fabrication and performing their shop testing. They will be ready to install in mid- September. Installation has started at the Koelle Blvd. facility. Installation has continued at the Koelle Blvd Facility. Installation of the panels has started at the remote pump stations. Work is continuing on a limited basis due to the shut down and lack of available workers for the contractor. Construction has been on hold due to the COVID-19 situations. Work at the Pump Stations is mostly complete. Once this is complete, the Pump Stations will be tied into the main system at the Treatment Plant. Keystone will check in with SMUA next week to determine when work can resume. No further information at this time.
- 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. Additional questions on the housing unit quantities are being confirmed. It now appears the NJSEA has received a zoning application for a 24-story residential structure. Spoke with Secaucus Plumbing Official concerning the addition of a 25-story housing unit. It appears major revisions will be required within the SMUA Sanitary Sewer System. The SMUA received a zoning approval for this project. No further information was submitted to the SMUA.

- Received and started a review raw pump station flow meter data for a report for the Turnpike Pump Station. (abridged) 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. The SMUA has partially video'd the force main. The video shows material build-up on the pipe walls and deformation of the pipe. The SMUA has requested a proposal from Persistent to install a 2-way cleanout on the force main to access the force main in two- directions for improved videos and maintenance. A test pit is schedule for January 2, 2020 to find exact location of force main with comparison to PSEG and Suez buried utilities. A cleanout was installed on the force main. Heavy built-up Milk Coatings narrowed the force main to about half the original diameter. A cleanout has been installed approximately in the middle of the force main. Another cleanout will be installed soon at the beginning of the force main. New Cleanout work is Scheduled for April 9 and April 10 due to the anticipated low flows at the Pump Station. All work has been postponed on the Cleanout due to the shut down and lack of available workers for the contractor. The work on the vault and cleanout have been completed, the only item yet to be delivered and installed is the metal hatch access. The hatch was delivered and installed. The contractor is working on the elimination of a small ground water leak into the vault wall.
- 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. Requested a pre-construction meeting with Persistent to review options. Persistent submitted shop drawings on the trench drain system for review. This project has been completed. Will inspect during next rain event for operation. Future re-paving of the pump station area should include re-grading in some areas to direct the storm runoff better to the new trenches as well as a built-up curb along the fence line to decrease storm runoff from the sidewalk areas into the pump station area. Quotes for repaving are being received.
- Reviewing Sewage Connection at 1631 Paterson Plank Road and the SMUA's request to increase the Sanitary Sewer Main from the terminus to the Village Court for the proposed demand. The developer will be installing 300 lf. of 10 inch PVC sewer main to replace an existing 8 inch sanitary sewer from the intersection of Paterson Plank Road and Village Place to a new manhole. This will compensate for the increase of sanitary

flow being developed from the new development and meet the conveyance criteria of NJDEP. A pre-construction meeting for the installation will be held on July 14,2020. Work to install new dog-house MH and 10” PVC pipe will begin on Monday, August 3, 2020.

- The skimmer rake, rake arm and skimmer assembly on Secondary Clarifier #3 (East) was jammed and damaged. Structure members were bent and twisted. The exact cause of damage is not known at this time. It is non-operational. The SMUA received a quote to repair from Rapid Pump & Meter. Only when the unit is disassembled will the exact cause of the failure can be determined and the final scope of work and costs can be determined. Therefore, due to the significance of this unit within the overall process and capacity capability of the facility. I have submitted to the Authority Board a letter for approval for Emergency Repair on this unit.

- Zoning Certificate Notices for required SMUA sewer connection application:

Address	Zoning Certificate	Request Dates		SMUA App.	SMUA Fee	Engineers Report
		1 <sup>st</sup>	2 <sup>nd</sup>			
275 Hartz Way Equinox 10 New Construction		N/A	N/A	No	No	
2000/5000 Brianna Lane/Fraternity Meadows/Building G/New Construction	#19-430	N/A	N/A	Yes	No	
901 Penhorn Suite 1 Use Change	#20-160	N/A	N/A	No	No	
101 Plaza Center, Unit 101	#20-109	N/A	N/A	No	No	

**Beckmeyer Engineering, P.C.**

**Glenn M. Beckmeyer, P.E.,P.P.,CME,CFM**

**Authority Engineer June 30, 202**

**Legal:** A brief discussion regarding a possible connection to the NBMUA system. Awaiting costs from the Authority to discuss settlement with a business in Town.

**Citizen’s Comments:** None

A motion was made at 6:15 p.m. by G. Schoenrock, seconded by J. Cardenas to adjourn the meeting. All in favor. 4-0-0.