

NOVEMBER 10, 2020

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday November 10, 2020 at 6:00 PM via teleconference due to coronavirus pandemic.

The meeting was called to order at 6:00 PM by

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
Raymond Spellmeyer	Board Member
Dominic Manderano	Board Member

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

A motion was made by R. Spellmeyer, second by D. Manderano to approve the minutes of October 6, 2020. All in favor 3-0-0.

Mr. Katchen presented the 2021 Budget for consideration of Introduction to DCA.

The consent agenda was moved on a motion by J. Cardenas, second by R. Spellmeyer. Roll call: R. Spellmeyer: Aye; J. Cardenas: Aye; D. Manderano: Aye. Approved 3-0-0.

RESOLUTION 11.10.20 A

**RESOLUTION OF THE COMMISSIONERS OF THE SECAUCUS
MUNICIPAL UTILITIES AUTHORITY APPROVING THE LATE FILING OF
THE 2021 BUDGET**

Whereas, the Secaucus Municipal Utilities Authority is required to submit their approved Budget 60 days prior to the start of their fiscal year to the State of New Jersey, and;

Whereas, the Budget preparation was delayed until the Authority was able to reasonably determine amounts of insurance and health benefit expense, and;

Whereas, the Authority has estimated the amounts of the insurance and health benefit expenses required to be included in the proposed budget.

Now Therefore Be It Resolved by the Commissioners of the Secaucus Municipal Utilities Authority approving the late filing of the 2021 Budget.

RESOLUTION 11.10.20 B
2021 (2021-2022) AUTHORITY BUDGET RESOLUTION
SECAUCUS MUNICIPAL UTILITIES AUTHORITY

(Name)

Important --The Amounts on this page need to agree with budget pages F-1 and CB-3. Fill these amounts in after you finalize the amounts on pages F-1 and CB-3. Re-check before this resolution is adopted

FISCAL YEAR: FROM:1/1/2021 TO:12/31/2021

WHEREAS, the Annual Budget and Capital Budget for the Secaucus Municipal Utilities Authority for the fiscal year beginning, January 1, 2021 and ending, December 31, 2021 has been presented before the governing body of the Secaucus Municipal Utilities Authority at its open public meeting of November 10, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 3,493,181 , Total Appropriations, including any Accumulated Deficit if any, of \$ 4,779,930 and Total Unrestricted Net Position utilized of \$1,286,749; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$800,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$800,000; and

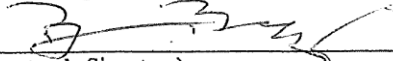
WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Municipal Utilities Authority, at an open public meeting held on November 10, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Municipal Utilities Authority for the fiscal year beginning, 1/1/2021 and ending, 12/31/2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Secaucus Municipal Utilities Authority will consider the Annual Budget and Capital Budget/Program for adoption on January 5, 2021.


(Secretary's Signature)

11/11/20
(Date)

Governing Body
Member:

Recorded Vote

Aye

Nay

Abstain

Absent

Note Fill in the name of Each Commissioner and indicate their recorded Vote

RESOLUTION NO. 11.10.20. C

**A RESOLUTION OF THESECAUCUS MUNICIPAL UTILITIES AUTHORITY OF THE TOWN OF
SECAUCUS**

AUTHORIZING THE ADOPTION OF THE

2020 HUDSON COUNTY, NEW JERSEY HAZARD MITIGATION PLAN UPDATE

WHEREAS, all jurisdictions within Hudson County have exposure to hazards that increase the risk to life, property, environment, and the County and local economy; and

WHEREAS; pro-active mitigation of known hazards before a disaster event can reduce or eliminate long-term risk to life and property; and

WHEREAS, the Disaster Mitigation Act of 2000 (Public Law 106-390) established new requirements for pre and post disaster hazard mitigation programs; and

WHEREAS; a coalition of Hudson County jurisdictions with like planning objectives has been formed to pool resources and create consistent mitigation strategies within Hudson County; and

WHEREAS, the coalition has completed a planning process that engages the public, assesses the risk and vulnerability to the impacts of natural hazards, develops a mitigation strategy consistent with a set of uniform goals and objectives, and creates a plan for implementing, evaluating and revising this strategy;

NOW, THEREFORE, BE IT RESOLVED that the SECAUCUS M.U.A.:

- 1) Adopts in its entirety, the 2020 Hudson County Hazard Mitigation Plan Update (the "Plan") as the jurisdiction's Hazard Mitigation Plan and resolves to execute the actions identified in the Plan that pertain to this jurisdiction.
- 2) Will use the adopted and approved portions of the Plan to guide pre- and post-disaster mitigation of the hazards identified.
- 3) Will coordinate the strategies identified in the Plan with other planning programs and mechanisms under its jurisdictional authority.
- 4) Will continue its support of the Mitigation Planning Committee as described within the Plan.
- 5) Will help to promote and support the mitigation successes of all participants in this Plan.
- 6) Will incorporate mitigation planning as an integral component of government and partner operations.
- 7) Will provide an update of the Plan in conjunction with the County no less than every five years.

PASSED AND ADOPTED on this TENTH day of NOVEMBER 2020 by the following vote:

RESOLUTION 11.10.20. D

SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey

**TO ESTABLISH REMOTE MEETING PROCEDURES AND REQUIREMENTS DURING
DECLARED STATES OF EMERGENCY**

MOTIONED BY:

SECONDED BY:

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 March 9, 2020, Governor Murphy issued Executive Order 103 declaring a state of emergency as a result of the coronavirus disease 2019 (“COVID-19”) pandemic; and

WHEREAS, on March 16, 2020, Governor Murphy issued Executive Order 104, which announced aggressive social distancing measures as a result of the COVID-19 pandemic, which included encouraging employees to tele-work if feasible and limiting large social gatherings and in-person meetings such as those conducted by local government entities; and

WHEREAS, local government entities such as the Authority have continued to conduct public meetings and hearings during the COVID-19 pandemic remotely so as to continue the effective administration of government and to enable the general public to continue to participate in government decision making without unduly compromising public health, safety, and welfare; and

WHEREAS, the New Jersey Department of Community Affairs, Division of Local Government Services (“DLGS”) issued remote meeting guidance in March 2020 to provide a list of possible solutions available for local government entities to host remote meetings in compliance with the Open Public Meetings Act, N.J.S.A. 10:4-6 to -21 (“OPMA”); and

WHEREAS, DLGS has promulgated emergency regulations, codified at N.J.A.C. 5:39-1.1 to -1.7 (the “DLGS Regulations”), which establish standard protocols for remote public meetings held by local government entities during a Governor-declared public health emergency, state of emergency or state of local disaster emergency, including minimum procedures to be followed to provide reasonable notice and to allow public input; and

WHEREAS, on September 24, 2020, DLGS issued Local Finance Notice 2020-21, expanding on the DLGS Regulations; and

WHEREAS, to allow the Authority to continue to conduct public business, and to allow the public to attend Authority public meetings remotely, consistent with and in compliance with Executive Order 104, the OPMA, and the DLGS Regulations, the Authority wishes to establish standard protocols for remote public meetings as set forth in this Resolution; and

WHEREAS, the Authority has decided to adopt the following standard protocols and procedures for conducting remote public meetings, including minimum procedures to be followed to provide reasonable notice and to allow public input:

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

1. The aforesaid recitals are incorporated herein as though fully set forth at length.
2. The following procedures and requirements are hereby adopted for the Authority's remote meetings:
 - (a) The Authority's public notice of each meeting conducted remotely shall contain the dial-in conference number and conference entry code necessary for members of the public to participate in and access the meeting remotely. The Authority presently uses audio-only teleconferencing to conduct its remote public meetings, which accommodates at least 50 public participants in addition to those required to conduct the meeting.
 - (b) Members of the public may submit written comments in advance of a meeting, which will be read during the public portion of the meeting. Written public comments submitted prior to the meeting must identify the name and address of the commenter. No anonymous comments will be accepted. Written comments may be submitted via e-mail with the subject line "Public Comment" to the Authority's Executive Director, Brian Bigler at bbigler@secaucus.net or by mail addressed to: Brian Bigler, Executive Director, Secaucus Municipal Utilities Authority, 1100 Koelle Boulevard, Secaucus, NJ 07094. E-mailed comments must be received at least eight (8) hours prior to the meeting. Mailed comments must be received by 4:00 p.m. the day before the meeting.
 - (c) Public comments submitted prior to the meeting shall be read aloud by an authorized representative of the Authority during the public meeting in a matter audible to all meeting participants. Written comments received prior to the meeting will be read after all those members of the public attending the meeting wishing to provide comment have had the opportunity to do so. The same time limit of three (3) minutes shall apply to each of the public comments received prior to the meeting. Each written comment shall be read from the beginning, until the time limit is reached. If duplicative written comments are received, the name of each commenter will be noted for the record, and the contents may be summarized.
 - (d) The agenda for the remote meeting will be available on the Authority's website, <https://secaucusmua.org/>, prior to the meeting.
 - (e) If any meeting includes a public hearing all material that will be considered by the Authority at the public hearing shall be posted on the Authority's website in a conspicuous location or as otherwise required by law. If sworn testimony is to be taken during the public hearing, it shall be broadcast by both video and audio.
 - (f) Immediately after calling the meeting to order, the Authority shall ensure that the dial-in number is working. If the dial-in number is not working, and cannot be returned to working order in a reasonable period of time, the meeting shall be adjourned to another time.

- (g) The Authority shall announce at the beginning of the remote public meeting the procedures and requirements for making public comment. The Authority will also explain that members of the public who are not speaking must mute their line by pressing *6 on the telephone keypad and may un-mute their line by pressing *6 a second time.
- (h) In the event the meeting is being recorded, the Authority will advise the public at the beginning of the meeting.
- (i) If any member of the public is attending remotely, he or she will be provided an opportunity to provide public comment. The Authority will ask whether any member of the public has a comment. If a member of the public wishes to speak, the commenter must un-mute their line by pressing *6 on the telephone keypad. The commenter must state their name and address for the record. At the conclusion of the comments, the commenter will be asked to mute their line by pressing *6 on the telephone keypad. Once all members of the public who wish to make comment have been heard and all written comments have been read, any Authority Member or the Executive Director may address any comments made.
- (j) If any member of the public is attending remotely, and a closed session is called by the Authority as permitted by the OPMA, a separate call-in number shall be available so only the Authority and other persons needed for the closed session may participate. The Authority shall clearly state at what point in the agenda the closed session will occur, the reasons for the closed session, the projected length of the closed session, whether formal action will be taken on any matter after the closed session, and that the public will not be able to hear the Authority or provide comment during the closed session. The Authority shall return to the public meeting following closed session to adjourn the meeting or take other action as necessary.
- (k) Any member of the public who is attending remotely must participate in the meeting with appropriate decorum and act in a civil manner. Disruptive behavior will not be tolerated. The Authority reserves the right to exclude those members of the public who display conduct or make comments that are disruptive, which includes but is not limited to sustained inappropriate behaviors such as, shouting, interruption, or the use of profanity. Members of the public engaged in such conduct will receive a warning, and if the conduct continues, the person will be muted and his or her comments deemed concluded. If time permits, and after all other members have been given the opportunity to make comment and all comments submitted in writing before the meeting have been read, the disruptive speaker shall be given the opportunity to continue to comment and be permitted to utilize the unused three (3) minutes of time originally allotted to him or her. Should the commenter remain disruptive, he or she shall be placed on mute or in the discretion of the Chairman, removed altogether from the meeting.
- (l) Members of the public may also be immediately, and without warning, removed from the meeting for conduct or comments that are harassing, demeaning, threatening, and/or offensive to any person's race, gender, color, age, national origin, religion, sexual orientation, gender identity or expression, and disability (list is representative, not exclusive).
- (m) The Authority, in its discretion, may change the technology for conducting remote public meetings from audio-only teleconferencing to an alternate acceptable form of audio/video-

conferencing technology, which accommodates at least 50 public participants in addition to those required to conduct the meeting.

3. Any prior ordinance or resolution controlling the decorum of the Authority's meetings continue to be in effect unless directly contradictory to the provisions in this Resolution.
4. A copy of this Resolution shall be prominently posted on the Authority's website and posted on the front door of the Secaucus Municipal Utilities Authority Administration Building.

BE IT FURTHER RESOLVED that the procedures and requirements for making public comment, along with an explanation of the audio muting function of the remote technology, shall be announced at the beginning of each remote public meeting and will be placed on the Authority's website.

Voucher List was moved on a motion made by R. Spellmeyer; second by D. Manderano. Roll call vote was made to approve the list as presented: D. Manderano: Aye; R. Spellmeyer: Aye; J. Cardenas, Aye. 3-0-0. Total \$160,405.29.

Old Business: None

New Business: None

Legal: Counsel reported that there are new regulations regarding meetings held telephonically. He will have a resolution regarding this for the next meeting. Counsel also reported on an issue regarding a business in Town.

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

Due to the COVID-19 virus crisis, staff is performing basic maintenance, lab & operations. We have taken numerous steps to help curtail the spread of this virus.

- We continue to monitor the sewers in low lying areas for cleaning & inspection. There were several CCTV jobs performed for the DPW regarding storm sewers. While staff will perform any assistance, these tasks are cutting into our routine maintenance plan for the sanitary collection system.
- SCADA: Keystone due to the current pandemic, work has not progressed.
- Toscana Cheese: Due to impending legal matters, I have ceased to communicate with Mr. Paparazzo. Staff continues to monitor and there have been no discharges noted. Authority Counsel in communication with Toscana counsel regarding the violations. We have scheduled cleaning of the force main from PS#2 (Toscana discharges to this station). This work will be performed by an outside contractor.
- Assisted the Town for a street issue on 5th & Centre. DPW had asked us if our contractor could look at an issue in the street. We excavated a 9' x 9' opening since there was a void under the asphalt & concrete that could have caused a major collapse. While excavating it was witnessed that the manhole chimney was operable, but not in good shape. Hiring a firm to come in & coat the entire inside with grout & sprayed on concrete. Note this is a brick sewer.
- Responding to a letter that the Town received regarding NJDOT responsibility for the storm vault/tide gate on the Route 3 West service road (next to the Royal Motel).
- Received an application for a proposed hotel at 655 Plaza Drive. This is currently under review. Nothing further to report.
- Rent the Runway has agreed to a settlement of \$350,000.00 to be paid over the course of 2020. Agreement has been executed. Final payment due November 15th.
- Aloft Hotel has been contacted to pay the remaining balance of their connection fee.
- Worked on 2021 Budget with the accountant. This will be scheduled for Introduction at the November 10th meeting.

OPERATIONS REPORT – October 2020
Submitted October 30, 2020

KOELLE BOULEVARD FACILITY

- 1) The estimated average daily flow for the month was 2.5068 MGD. The estimated total flow for the month was 74 MG.
- 2) Routine maintenance and grounds keeping were performed. DPW removed some dead trees.
- 3) Performed maintenance on all three Trickling Filters.
- 4) Passed the safety inspection from EJIF They recommended that we keep all gas cans in a locked safety cabinet.
- 5) Had UST tested as per NJDEP protocol.
- 6) Had PSI perform maintenance on all main pumps.

PUMP STATION # 1 Village Place

- 1) The estimated average daily flow was 1.035 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 36,175 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) Completed new clean-out vault to facilitate jetting this force main. We will contact National Water Main to clean this line.

PUMP STATION # 3 Henry Street

- 1) The estimated average daily flow was 31,831 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.
- 3) Removed all rags & debris from the wet well.

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 1,700 feet of sanitary sewer. Assisted DPW cleaning catch basins for a total of 26 Man-hours. Assisted Harmon Cove.

Respectfully Submitted,

Brian Bigler, Executive Director

ENGINEER'S REPORT MONTH OF OCTOBER 2020

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

- SCADA. (abridged) The project has been awarded to Keystone Engineering Group. Keystone is completing their panel fabrication and performing their shop testing. 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 (abridged). 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. 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 scheduled 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. Scheduling the jetting and cleaning of the remainder of the forcemain.

- 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 a new dog house manhole and 10" PVC Pipe will begin Monday, August 3, 2020. 10" main was installed with all laterals. 6" DIP lateral was installed, checking on the installation of concrete saddles around the water mains. Photos were submitted of the concrete saddles.
- The skimmer rake, rake arm and skimmer assembly on Secondary Clarifier # 3 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 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. Rapid Pump and Meter Services started the repair. Crane was utilized to remove the damaged skimmer rake, rake arm and skimmer assembly. Skimmer rake, rake arm and skimmer assembly have been repaired. Rapid is reviewing the "Limit Switches" for operational issues. To be removed from report next month.
- During the observation/repair for a sinkhole adjacent to a manhole located at Center Ave and 5th Street it was noticed the groundwater was infiltrating through the brick into the manhole. SMUA contacted National Water Main whom submitted a quote to grout the bricks where needed, and coat the entire interior surface with a water tight cementitious material. The manhole is an original brick manhole from when Secaucus had combined sewers.

○ Zoning Certificate Notices for required SMUA Sewer Connection Application:

Address	Zoning Certificate	Request Dates		SMUA App.	SMUA Fee	Engineers Report
		1 st	2nd			
101 Plaza Center Unit 101 New Construction	#20-109	N/A	N/A	No	No	
50 Hartz Way- LaserShip	#20-261	N/A	N/A	Yes	No	10/20/2020
50 Fairview Ave	-	N/A	N/A	No	No	Emailed Architect 10/20/2020

Beckmeyer Engineering, P.C.

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

Authority Engineer October 27, 2020

Citizen's Comments: None

A motion was made at 6:45 p.m. by F. Vogel, second by J. Cardenas to adjourn the meeting. All in favor. 5-0-0.