

**DECEMBER 01, 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 Chairman Vogel

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:	Fred Vogel	Chairman
	Jorge Cardenas	Vice-Chairman
	Raymond Spellmeyer	Board Member
	Dominic Manderano	Board Member
	Tim Stamm	Board Member

Also Present: Brian Bigler, Executive Director; John Napolitano, Counsel; Glenn Beckmeyer, Engineer.

A motion was made by J Cardenas, second by D. Manderano to approve the minutes of November 10, 2020. Roll Call: T. Stamm (abstain); D. Manderano, Aye; R. Spellmeyer, Aye; J. Cardenas, Aye; F. Vogel, Aye. Approved: 4-0-1.

The consent agenda was moved on a motion by J. Cardenas, second by D. Manderano. Resolutions are as follows:

**RESOLUTION 2020-12A**  
**Authorizing Agreement for Accounting Services**  
**To William Katchen, CPA**

**WHEREAS**, the Secaucus Municipal Utilities Authority (“Authority”) has a need for professional accounting services; and

**WHEREAS**, the Authority had advertised for, and accepted proposals for accounting services; and

**WHEREAS**, a contract has been negotiated by the Authority with the firm of William Katchen, to provide professional accounting services; and

**WHEREAS**, said contract may be awarded without public bidding, as professional services in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1); and

**WHEREAS**, there is sufficient funding for this purpose.

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

1. That the contract with William Katchen be and is hereby approved from January 01, 2021 commencing and continuing until December 31, 2021.

2. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law because the services are to be performed by persons authorized to practice the recognized profession of accounting.
3. Amount of contract not to exceed \$25,000.00.
4. That notice of this contract award be published by the Authority in accordance with the provisions of N.J.S.A. 40A:11-5(1).
5. That one (1) certified copy of this resolution and a fully executed contract be forwarded to William Katchen.

**BE IT FURTHER RESOLVED** that this contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5

**RESOLUTION 2020-12B**  
**Authorizing Agreement for Auditing Services**  
**To Ferrailoli, Weilkotz, Cerullo & Cuva, LLC**

**WHEREAS**, the Secaucus Municipal Utilities Authority (“Authority”) has a need for professional auditing services; and

**WHEREAS**, the Authority had advertised for, and accepted proposals for Auditing Services; and

**WHEREAS**, a contract has been negotiated by the Authority with the firm of Ferrailoli, Weilkotz, Cerullo & Cuva to provide professional auditing services; and

**WHEREAS**, said contract may be awarded without public bidding, as professional services in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1); and

**WHEREAS**, there is sufficient funding for this purpose.

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

1. That the contract with Ferrailoli, Weilkotz, Cerullo & Cuva be and is hereby approved this December 01, 2020 meeting of the Authority, to audit calendar year 2020.
2. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law because the services are to be performed by persons authorized to practice the recognized profession of auditor.
3. Amount of contract not to exceed \$17,950.00.
4. That notice of this contract award be published by the Authority in accordance with the provisions of N.J.S.A. 40A:11-5(1).
5. That one (1) certified copy of this resolution and a fully executed contract be forwarded to Ferrailoli, Weilkotz, Cerullo & Cuva.

**BE IT FURTHER RESOLVED** that this contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5.

**RESOLUTION 2020-12C**  
**Authorizing Agreement for Bond Counsel**  
**To McManimon, Scotland & Baumann, LLC**

**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 had advertised for, and accepted proposals for Bond Counsel; and

**WHEREAS**, N.J.S.A. 40:14B-18 empowers the Authority to appoint professional employees, including bond counsel; and

**WHEREAS**, the Authority wishes to appoint bond counsel from January 01, 2021 commencing and continuing until December 31, 2021.

**NOW THEREFORE BE IT RESOLVED** that the Authority hereby appoints the firm of McManimon, Scotland & Baumann as its Bond Counsel for a term commencing forthwith and terminating December 31, 2021. Fees and reimbursement to the Bond Counsel shall be in the amount of \$45,000.00 plus \$1.10/\$1,000.00 of bond issue. Additional bonds pursuant to a supplemental bond resolution \$35,000.00 plus \$1.10/\$1,000.00 of issue. Letters of credit additional \$25,000.00.

**BE IT FURTHER RESOLVED** that the Authority and Special Counsel shall enter into a contract for legal services as provided by the Local Public Contracts Law, that Notice thereof be published pursuant to N.J.S.A. 40A:11-5(1)(a)(1) and that a copy of this Resolution and such contract be on file and available for public inspection at the offices of the Authority.

**BE IT FURTHER RESOLVED** that this contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5.

**RESOLUTION 2020-12D**  
**SECAUCUS MUNICIPAL UTILITIES AUTHORITY**  
**Hudson County, New Jersey**  
**Authorizing Agreement for Engineering Services**  
**To Beckmeyer Engineering**

**AUTHORIZING CONTRACT FOR ENGINEERING SERVICES**

**WHEREAS**, the Secaucus Municipal Utilities Authority (“Authority”) has a need for professional engineering services; and

**WHEREAS**, The Authority had advertised for and accepted proposals for engineering services; and

**WHEREAS**, a contract has been negotiated by the Authority with the firm of Beckmeyer Engineering, to provide professional engineering services; and

**WHEREAS**, said contract may be awarded without public bidding, as professional services in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1); and

**WHEREAS**, there is sufficient funding for this purpose.

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

1. That the contract with Beckmeyer Engineering be and is hereby approved from January 01, 2021 and continuing until December 31, 2021.
2. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law because the services are to be performed by persons authorized to practice the recognized profession of engineering.
3. The amount of this contract shall not exceed \$75,000.00
4. That notice of this contract award be published by the Authority in accordance with the provisions of N.J.S.A. 40A:11-5(1).
5. That one (1) certified copy of this resolution and a fully executed contract be forwarded to Beckmeyer Engineering.

**BE IT FURTHER RESOLVED** that this contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5

December 01, 2020

**RESOLUTION 2020-12E**  
**Authorizing Agreement for Environmental Services**  
**To Paulus Sokolowski and Sartor, LLC**

**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 wishes to retain a firm to provide environmental engineering services; and

**WHEREAS**, Paulus Sokolowski and Sartor, LLC (“PS&S”) is willing to provide these services set forth in its proposal in an amount not to exceed \$21,950.00; and

**WHEREAS**, the Authority wishes to retain PS&S to perform these services; 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 wishes to ratify any actions taken in furtherance of this resolution; and

**NOW THEREFORE BE IT RESOLVED BY THE MEMBERS OF THE BOARD**

**OF THE SECAUCUS MUNICIPAL UTILITIES AUTHORITY, as follows:**

1. That the contract with Paulus, Sokolowski and Sartor, LLC Engineering be and is hereby approved from January 01, 2021 and continuing until December 31, 2021.
2. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contracts Law because the services are to be performed by persons authorized to practice the recognized profession of engineering.
3. The amount of this contract shall not exceed \$21,950.00.
4. That notice of this contract award be published by the Authority in accordance with the provisions of N.J.S.A. 40A:11-5(1).
5. That one (1) certified copy of this resolution and a fully executed contract be forwarded to Paulus, Sokolowski and Sartor, LLC.

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and empowered to take whatever action is reasonably necessary and to execute any documents that may be required on behalf of the Authority, to effectuate the purposes of this Resolution.

**RESOLUTION 2020-12F**  
**Authorizing Agreement for General Counsel Services**  
**To Cleary, Giacobbe, Alfieri, and Jacobs, LLC**

**WHEREAS**, the Secaucus Municipal Utilities Authority (“Authority”) has to retain a general counsel; and

**WHEREAS**, the Authority had advertised for and accepted proposals for the services of General Counsel; and

**WHEREAS**, a contract has been negotiated by the Authority with John Napolitano of the firm Cleary, Giacobbe, Alfieri, and Jacobs, to provide general counsel services; and

**WHEREAS**, said contract may be awarded without public bidding, as professional services in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-5(1); and

**WHEREAS**, there is sufficient funding for this purpose.

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

1. That the contract with John Napolitano of the firm Cleary, Giacobbe, Alfieri, and Jacobs be and is hereby approved from January 01, 2021 commencing and continuing until December 31, 2021.
2. This contract is awarded without competitive bidding as “Professional Services” under the provisions of the Local Public Contract Law because the services are to be performed by persons authorized to practice the recognized profession of law.
3. Amount of contract not to exceed \$ 54,000.00. {Plus \$185/hour for work outside of scope}
4. That notice of this contract award be published by the Authority in accordance with the provisions of N.J.S.A. 40A:11-5(1).

5. That one (1) certified copy of this resolution and a fully executed contract be forwarded to John Napolitano of the firm Cleary, Giacobbe, Alfieri, and Jacobs.

**BE IT FURTHER RESOLVED** that this contract is awarded pursuant to a Fair and Open Process in accordance with N.J.S.A. 19:44A-20.5

**RESOLUTION 2020-12G**  
**Authorizing Agreement for Risk Management Consultant**  
**To Alamo Insurance Group., Inc.**

**January 1, 2021 to December 31, 2021**

**WHEREAS**, the Secaucus Municipal Utilities Authority, hereinafter "SMUA", has resolved to join the New Jersey Utility Authorities Joint Insurance Fund; and

**WHEREAS**, the bylaws of said Funds require that each Authority appoint a RISK MANAGEMENT CONSULTANT to perform various professional services as detailed in the bylaws; and

**WHEREAS**, the bylaws indicate a maximum fee equal to six percent (6%) of the Authority's assessment which expenditure represents reasonable compensation for the services required and was included in the cost considered by the Authority; and

**WHEREAS**, The Authority advertised on October 23, 2020 and received proposals on November 20<sup>th</sup>, 2020; and

**WHEREAS**, a single proposal was received from Alamo Insurance at a rate of six (6%) percent of the Authority's assessment

**WHEREAS**, the judgmental nature of the Risk Management Consultant's duties renders comparative bidding impractical;

**NOW THEREFORE**, be it resolved that the SMUA does hereby appoint Alamo Insurance as its Risk Management Consultant in accordance with the Fund's bylaws; and

**BE IT FURTHER RESOLVED**, that the Governing Body are hereby authorized and directed to execute the Risk Management Consultant's Agreement annexed hereto and to cause a notice of this decision to be published according to NJSA 40A:11-5 (1) (a) (i).

**Report of the Executive Director  
November 2020 {submitted November 25, 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 progressed with programming the system.
- 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 5<sup>th</sup> & 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. Additionally, due to the condition of the chimney of this man-hole, the SMUA hired a contractor to clean & coat this.
- 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. Final payment has been received.
- Aloft Hotel has paid the remaining balance of their connection fee.
- Submitted 2021 Budget to DCA for review/approval.
- Met with representatives that supply peracetic acid. This compound might be used instead of sodium hypochlorite and sodium bisulfite for coliform destruction and neutralization. This is a much easier chemical to handle, but we'll need to perform some modeling and get approval from NJDEP for application.

**OPERATIONS REPORT – November 2020**  
**Submitted November 25, 2020**

**KOELLE BOULEVARD FACILITY**

- 1) The estimated average daily flow for the month was 2.4 MGD. The estimated total flow for the month was 70 MG.
- 2) Routine maintenance and grounds keeping were performed.
- 3) Continued maintenance of Stage I Trickling Filters. We realized a savings of over \$16,000 by having staff perform this work.
- 4) Two pumps are currently out for repair.

**PUMP STATION # 1 Village Place**

- 1) The estimated average daily flow was 1.01 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 37,395 gallons per day.
- 2) Routine maintenance and grounds keeping were performed.
- 3) Completed new clean-out vault to facilitate jetting this force main. Trying to schedule an outside firm to clean the force main.

**PUMP STATION # 3 Henry Street**

- 1) The estimated average daily flow was 29,259 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) Average daily flow: 31,496 gpd.



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

1) Routine maintenance was performed.

**COLLECTION SYSTEM:** The Authority jetted and cleaned approximately 2,000+ feet of sanitary sewer. Assisted DPW cleaning catch basins for a total of 28 man-hours.

Respectfully Submitted,  
Brian Bigler, Executive Director

### **ENGINEER'S REPORT MONTH OF NOVEMBER 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. Information was submitted to the SMUA concerning existing and proposed units.
- 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. 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.
- During the observation/repair for a sinkhole adjacent to a manhole located at Center Ave and 5<sup>th</sup> 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. The manhole has been coated.
- 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>			
101 Plaza Center Unit 101 New Construction	#20-109	N/A	N/A	No	No	
50 Fairview Ave	-	N/A	N/A	No	No	Emailed Architect for updated plans.

**Beckmeyer Engineering, P.C.**

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

**Authority Engineer November 23, 2020**

Item #3 regarding a settlement was tabled.

Roll Call: T. Stamm (abstain); D. Manderano, Aye; R. Spellmeyer, Aye; J. Cardenas, Aye; F. Vogel, Aye. Motion carries 4-0-1.

Voucher List was moved on a motion made by F. Vogel; second by J. Cardenas. Roll call vote was made to approve the list as presented: T. Stamm (abstain) D. Manderano: Aye; R. Spellmeyer: Aye; J. Cardenas, Aye; F. Vogel, Aye Motion carries 4-0-1.3-0-0. Total \$123,461.29.

**Old Business:** None

**New Business:** The executive Director presented a brief overview of hospitalization costs and that initial labor negotiations were scheduled for 12/14/20.

The Executive Director reported that the Authority needs to replace a former Part-Time employee and a Part-Time electrician. These positions will be posted as soon as possible. This action was approved on a motion by: D. Manderano; seconded by J. Cardenas. Roll Call vote: T. Stamm (abstain); D. Manderano, Aye; R. Spellmeyer, Aye; J. Cardenas, Aye; F. Vogel, Aye. Approved 4-0-1.

The Executive Director reported that due to the COVID-19 pandemic, some non-union staff members were not able to utilize accumulated vacation time in 2020. A precedent had been set in 2013 allowing for the buy-back of up to two (2) weeks of accumulated vacation time. This action was approved on a motion by R. Spellmeyer; second by J. Cardenas. Roll Call vote: T. Stamm

(abstain); D. Manderano, Aye; R. Spellmeyer, Aye; J. Cardenas, Aye; F. Vogel, Aye. Approved 4-0-1.

**Legal:** A brief discussion was held regarding item #3 on the consent agenda. It was determined that a conference call between Counsel, the Executive Director and the Authority Personnel ad hoc committee (2 members).