

November 6, 2017

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday, November 6, 2017 at 7:00 PM in Conference Room, 1100 Koelle Boulevard, Secaucus, New Jersey 07094.

The meeting was called to Order at 7:00 PM
Pledge of Allegiance/Salute to the Flag
The Open Public Meetings Act was read.

Roll Call:	Fred Vogel	Chairman
	Mark Moloughney	Treasurer
	George Schoenrock	Secretary
	Ray Spellmeyer	Board Member

*Note: Commissioners Cardenas - Excused

Also Present: John Napolitano; Glenn Beckmeyer; William Katchen; and Laurie Purcell (SMUA)

The Minutes of the October 10, 2017 regular meeting were approved on a motion made by F. Vogel, seconded by M. Moloughney. All in Favor Approved: 4-0-0.

A presentation of the proposed 2018 Introduced Budget was given by Authority Accountant William Katchen.

The following Resolution was moved on a motion by G. Schoenrock, second by F. Vogel:

**RESOLUTION 2017-11B OF THE COMMISSIONERS OF THE
SECAUCUS MUNICIPAL UTILITIES AUTHORITY APPROVING THE
LATE FILING OF THE 2018 BUDGET**

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

Whereas, the Budget preparation was delayed until insurance premiums and health benefit rates were estimated for 2018, and;

Whereas, the 2018 Budget has now been prepared.

Now Therefore Be It Resolved by the Commissioners of the Secaucus Municipal Utilities Authority approving the late filing of the 2018 Budget.

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

The following Resolution was moved on a motion by F. Vogel, second by M. Moloughney:

**2017 ADOPTED BUDGET RESOLUTION 2017-11A
SECAUCUS MUNICIPAL UTILITIES AUTHORITY
FISCAL YEAR: FROM: JANUARY 1, 2018 TO: December 31,
2018**

WHEREAS, the Annual Budget and Capital Budget/Program for the Secaucus Municipal Utilities Authority for the fiscal year beginning January 1, 2017 and ending December 31, 2017 has been presented for adoption before the governing body of the Secaucus Municipal Utilities Authority at its open public meeting of January 9, 2017; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as presented for adoption reflects Total Revenues of \$3,782,061, Total Appropriations, including any Accumulated Deficit, if any, of \$5,182,061 and Total Unrestricted Net Position utilized of \$1,400,000; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,100,000 and Unrestricted Net Position planned to be utilized of \$1,100,000.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Secaucus Municipal Utilities Authority, at an open public meeting held on January 9, 2017 that the Annual Budget and Capital Budget/Program of the Secaucus Municipal Utilities Authority for the fiscal year beginning 1/1/2017 and, ending 12/31/2017 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the Introduced and Approved Budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

01/09/2017
(Date)

Governing Body Member	Recorded Vote			Absent
	Aye	Nay	Abstain	
Fred Vogel	X			
George Schoenrock	X			
Jorge Cardenas		X		
Mark Moloughney	X			

The November voucher list was moved on a motion by F. Vogel, second by G. Schoenrock and is as follows:



Voucher List for Meeting of November 06, 2017

Prepared: 10/25/17

NUMBER2	COMPANY	MONEY	CK#	PO#	REASON
1	AWWA	90.00		2017-634	Annual Membership 1/1/18-12/31/18
2	Action Rubber	450.00		2017-607	Hoses for Jet Truck
3	Air Group	1,070.00		2017-653	Semi Annual HVAC Preventative Maintenance
4	Alpha Dog	150.00		2017-620	Monthly Maintenance & Hosting Fee:10/17
5	Apollo Flags	125.60		2017-651	Flags
6	Atlantic Tomorrow	618.78		2017-633	Copy Kit Fees 7/1/17 to 9/30/17
7	AT&T	100.00	1571	2017-626	Prepaid Phone Card for Xchange Pump Station
8	Beckmeyer Engineering	10,215.00		2017-663	Engineering Services:10/22/17 11/19/2017
9	Beckmeyer Engineering	17,065.00		2017-664	Approved Work Outside The Annual Contract
10	Bellaqua	191.30		2017-618	Water
11	Bio Traid Environmental	486.00		2017-563	Aquifog Wet Well Degreaser
12	C.F. Connolly Dist.	1,484.79		2017-589	Heat Exchange parts for HVAC Installed by Town
13	Care station	217.00		2017-619	Pre-Employment Physical
14	Chemsearch	1,540.45		2017-636	Plant Chemicals
15	Clean Waters, Inc.	1,521.00		2017-567	Polymer
16	Cleary, Giacobbe, Alfieri	3,877.00		2017-640	Legal Services:09/01/17 to 09/30/17
17	Cleary, Giacobbe, Alfieri	1,707.00		2017-641	Legal Services Outside Scope of Contract:9/6/17
18	Comcast	178.50	10818	2017-604	Internet Services: 10/02/17 to 11/01/17
19	Constellation Energy	1,140.65	10868	2017-671	Remote Stations Power: 8/29/17 to 9/27/17
20	Emerald Pro Stat	254.95		2017-575	3 Boxes X- Large Latex Gloves
21	Eurofins	693.35		2017-645	Analytical Services: Semi-Annual Effluent 4/6
22	Eurofins	28.00		2017-649	Analytical Services: Distilled Water 10/5/17
23	Eurofins	248.40		2017-650	Analytical Services: Sludge Composite 9/7/17
24	Fisher Scientific	221.97		2017-632	Lab Supplies
25	Florio Kenny Raval	85.00		2017-672	Special Legal Services: 8/30/17
26	GLEC	758.68		2017-669	HDG Consulting
27	Grainger	71.05		2017-579	Fire Hoses
28	Grainger	211.08		2017-587	Blower Belts
29	Grainger	318.60		2017-602	Tyvex Coverall

30	Grainger	45.60		2017-581	Air Filters
31	Grainger	112.53		2017-621	Drill Bit Sets
32	Hach	544.88		2017-648	Lab Supplies
33	JCI Chemical	1,720.00		2017-576	Sodium Hypochlorite
34	JCI Chemical	1,677.00		2017-624	Sodium Hypochlorite
35	Miracle Chemical	1,181.25		2017-577	Sodium Bisulfite
36	Miracle Chemical	1,275.00		2017-627	Sodium Bisulfite
37	Municipal Capital Finance	164.77	10819	2017-605	Copier Lease: Payment# 52
38	NACWA	1,710.00	10854	2017-613	Membership Dues FY 2018
39	National Water Main	1,890.00		2017-661	Sewer Cleaning Riverside Dr. to be reimburs
40	Olympic Glove	79.95		2017-611	Service to Calibrate Gas Meter
41	One Call Concepts	1.25		2017-617	Markouts:(1)
42	PCS Pump & Process	727.05		2017-612	Relays for Flygt Pumps
43	PSEG	14,227.12	10856	2017-629	Power: Sept.2017
44	PSEG	1,151.80	"	2017-630	Power to Remote Stations: Sept. 2017
45	PVSC	9,600.00		2017-668	Sludge Disposal: 09/16/17 to 10/15/17
46	Power Place	42.90		2017-599	Mulching Attachment
47	Praxair	35.95		2017-609	Replacement Oxygen Tank for Cutting Torch
48	Precision Electric	650.92		2017-494	Motor, Variable Speed Pulley
49	R&D Trucking	6,655.00		2017-639	Sludge Removal: 09/01/17 to 10/20/17
50	Reuther Material	259.00		2017-596	20 Bags of Lime for Grit Building
51	Spectraserv	3,956.00		2017-638	Monthly Container Charge: Sept.2017
52	Staples Business	64.59		2017-601	Office Supplies
53	Star Ledger	1,557.35		2017-665	Legal Ads: Bid Averts
54	State of NJ	35,712.12	TEPS	2017-652	Hospitalization: Active Employees:10/17
55	State of NJ	1,394.46	TEPS	2017-622	Hospitalization: Retiree Employees: 11/17
56	Sterling Testing	108.01		2017-616	Background Check
57	Suez Water NJ	1,121.15	10820	2017-603	Water 08/18/17 to 09/13/17
58	Town of Secaucus	1,675.91		2017-623	Dental Reimbursement: Nov. 2017
59	USA Blue Book	1,087.12		2017-628	Odor Blocks Sludge Building
60	VZ Auto	571.80		2017-608	Front End AlignmentRepair to Ford 350
61	Verizon	254.48	10857	2017-631	Telephones
62	Verizon Wireless	222.50	10861	2017-644	Telephones: 09/13/17 to 10/12/17
63	WB Mason	36.84		2017-600	Office Supplies
64	WEX Bank (Sunoco)	687.86	10821	2017-606	Fuel:Sept. 2017
65	William Katchen	12,500.00		2017-660	Accounting Services: 1/17 to 6/17 1st & 2nd QT
TOTAL:		149,821.31			

The voucher list was approved by roll call vote: R. Spellmeyer: Aye; M. Moloughney: Aye; G. Schoenrock: Aye; F. Vogel: Aye. 4-0-0.

Old Business: None

New Business: The Executive Director asked the Board about the scheduling of the 2018 meetings of the Authority. It was decided that the regular monthly meetings would occur on the 1st Tuesday of each month (barring holidays). He will propose a formal resolution for the December meeting. Another item was the changing of the appointment of professional(s) to coincide with the Authority fiscal year. To facilitate this change, the 2018 appointment(s) will be for a period of ten (10) months, ending December 31, 2018. Henceforth all professional appointments will be from January 1st to December 31st of upcoming years.

Legal: No report

Report of the Executive Director

Report of the Executive Director

October 2017 {submitted November 1, 2017}

- Authority Engineer is working with the contractor on Change order #1 (issued at the July 10, meeting). Working with the Regulatory Engineers to prepare new permitting and air stack testing.
- No further action regarding the status of the possible connection of the USCG Auxiliary building to the SMUA sanitary on Meadowland Parkway.
- The grievance from April 3, 2017 is now before PERC. The other grievance regarding an employee abusing sick leave is still being addressed by Counsel.
- The Authority continues to monitor the sewers in low lying areas for cleaning & inspection.
- The Final NJPDES Permit has been received. The Authority is has formally requested an adjudicatory hearing.
- Still working on other projects for the OHSP grant. Some site lighting has been received and installation being scheduled.
- Work has progressed on several change-in-use requests for connection into the Authority collection system. Anytime that a variance in zoning is requested, the Authority is now notified by the Town Engineer.
- Xchange will hire the contractor and the Authority will be named as insured. The contractor set up a flow meter on 10/26.
- Prepared 2018 Budget with the Authority Accountant. This will be presented as “Introduced” at the 11/6/18 meeting.
- Filed an answer to the USEPA compliance inspection report.

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
ENGINEERS REPORT
FOR THE MONTH OF OCTOBER 2017**

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

- Dual Fuel Generator. (This project narrative has been reduced, reference prior months reports for information) The contractor has revised his CO#1 to \$5,370.50. After speaking with the Attorney, It is the opinion of the Engineer to approve this CO#1 and finish this project. Shop drawing for the regulators and piping were submitted and being reviewed. Shop drawings have been reviewed and submitted to PSEG for comments and have been returned to the contractor. Waiting on scheduling. The contractor has notified the SMUA that the regulators have arrived and the contractor will be onsite Thursday 11/2/2017 to access the situation and prepare to restart the work.
- We looked into two designs to supply sanitary services to the Coast Guard Building. A gravity System and a pumping system. We have compiled the costs of to bid out either installation. The cost information comparison was submitted to the Town for review and input. The Mayor had requested a meeting on this project. Waiting on his availability.
- Spoke to the applicant's engineer about a proposed connection at 1 County Avenue. A dual force main is to be installed across the environmentally sensitive area. This project is in construction. Waiting for completion to do final inspection.
- Contacted Tax Department to ascertain new tax maps for use by the Authority for facilities inventory. Meeting never occurred. Beckmeyer Engineer has submitted a proposal to the SMUA for re-creating the Sanitary Sewer Map with updated sewer serving areas. This office will purchase the required utility layers and produce required maps. Recently received information from NJSEA and currently piecing the files together. Requested NJSEA to reformat material sent for compatibility to our software. Putting the files together on the Service Maps. Checking on proper manhole and pipe run locations. Work is continuing on map preparation.
- Met with representatives for the proposed Hudson County Technical School to be located on New County Road. Produced estimated flow letter for the Authority and Applicant. Prepared technical review. Attended the force main pre-construction meeting. Went to site for connection into the SMUA system, however, the construction was postponed that day due to expectant inclement weather. The installation came upon an unknown water line. The engineer requested a change of their installation, the SMUA sent back an alternative that would put less burden on the SMUA. Went to site to observe installation, requesting as-built plans from contractor. As-built plans will be submitted by the contractor when surveyor performs final project as-built.
- PSEG has agreed to install a power monitoring device on our service connection before our transformer to record the power consistency from the utility. A new location was agreed upon and the SMUA is waiting on the installation and monitoring. PSEG was again requested information on July 6, 2017. The equipment was installed and removed, however, the data was

not analyzed as of July 7, 2017. PSEG does not know the where abouts of the meter results collected from the facility. PSEG is looking into it.

- 100 Park Plaza Drive is a new 469 residential development consisting of sixty (#60) studio, one hundred ninety-seven (#197) one bedroom, one hundred ninety-three (#193) two bedroom and nineteen (#19) three bedroom residential units. An Engineer Review letter approving the application contingent on the submittal of further requested information was sent to the applicant.
- Reviewed the Pump Station at Exchange Place for drainage issues. Designed a small drainage system to relieve the PS of flooding during rain events. Contractor visited site and is ordering the materials, work to start shortly. Waiting on Persistent Co. to start work.
- The SMUA has been contacted about a possible Change of Use at 1016 Aquarium Drive to a Commercial Hotel Laundromat. Information was supplied but no further contact was made by the owner.
- Started the SCADA project plans and specifications Continued the work on the specifications for this project. Bid documents will be ready for public advertisement and public pick-up on November 3, 2017 with a pre-bid meeting to be held on November 8, 2017. Bids will be publically opened on November 28, 2017.
- Preparation of the 5 bi-annual specifications (Misc. Sanitary Sewer Work, Grit and Screening Removal, Sludge Removal, Supplying of Sodium Hypochlorite, and Supplying of Sodium Bisulfite) were started and Bid documents will be ready for public advertisement and public pick-up on November 3, 2017. Bids will be publically opened on November 28, 2017.
- The SMUA has received a change of use at the old Cinelli recycling facility on Secaucus Rd. by Hudson County Motors. Requested additional drawings to review for change of flow charge. Site visit and spoke with an owner. The owner will be sending more information on oil/water separator and existing and proposed use areas.

Beckmeyer Engineering, P.C.
Glenn M. Beckmeyer, P.E., P.P., CME
Authority Engineer
October 31, 2017

OPERATIONS REPORT – October 2017
Submitted November 6, 2017

KOELLE BOULEVARD FACILITY

- 1) The average daily flow for the month was 2.6179 MGD. Maximum daily flow was 5.0121 M.G.; the total flow for the month was 80.1334 MG.
- 2) The portable Odor Control units were stored for the winter.
- 3) A new relay was installed for pump number one located in Pump Station number three.(over temperature sensor)
- 4) An air diffuser was repaired in the North Post Aeration Tank.
- 5) The baffles located in the North Post Aeration Tank were power washed.
- 6) The collector chain located in the center Grit Channel was repaired.
- 7) The Plant Water Probes were cleaned.
- 8) New wire was pulled from the Sludge Blowers to the Control Panel.
- 9) The Wet Well of Pump Station number one was drained to inspect levels of Grit in the tank.
- 10) The bleeder valve located on pump number four in Pump Station number one was replaced.
- 11) Routine maintenance and grounds keeping were performed.
- 12) The Serpentine tank was drained and cleaned.
- 13) The Heat Exchanger located on the roof of the Executive Directors office was replaced.
- 14) The pump rotation for Pump Station number one was changed.
- 15) The Polymer system was cleaned.
- 16) The Emergency Diesel Tank was checked for water. Less than one quarter of an inch was detected.
- 17) Ener-g/Rudox performed service on the Switch Gear for the Emergency generator. They also installed an oil water filter and site glass at the Emergency Generator.
- 18) Boilers and all Unit Heaters were activated.
- 19) The lawn sprinkler system was drained for the season.
- 20) The air line located on the backup bubbler system located in Pump Station number three was repaired.
- 21) Collector Chain located in the south Grit Channel was adjusted.
- 22) All Pumps were pulled and inspected in Pump Station number three to ensure the impellers were free.
- 23) A new peristaltic feed pump was installed for the Odor Control system.
- 24) A new valve numbering system is being implemented to ensure operational maintenance of all valves located in the Plant.

PUMP STATION # 1 Village Place

- 1) The average daily flow was 1.026 M.G.D.
- 2) All pumps cleaned and maintained on a regular basis.
- 3) Routine maintenance and grounds keeping were perform

PUMP STATION # 2 Paterson Plank Road and Turnpike Exit

- 1) The average daily flow was 76,545 G.P.D.
- 2) Routine maintenance and grounds keeping were performed.

PUMP STATION # 3 Henry Street

- 1) The average daily flow was 67,094 G.P.D.
- 2) Routine maintenance and grounds keeping were performed.

PUMP STATION # 4 New County Road and Seaview Drive

- 1) Routine maintenance was performed.
- 2) A new block heater was installed on the Emergency Generator.

PUMP STATION # 5 Wilroy – Secaucus Road

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

PUMP STATION # 6 Castle Road

- 1) The average flow was 19,657 G.P.D.
- 2) Routine Maintenance and grounds keeping were performed.

PUMP STATION #7 - Exchange Junction

- 1) Routine maintenance was performed.

COLLECTION SYSTEM: The Authority assisted the D.P.W. in cleaning various catch basins. Approximately 6,072 feet of Sanitary Sewer was cleaned.

Respectfully Submitted

Brian A. Beckmeyer Sr.
Superintendent

At 7:30 p.m. a motion was made by F. Vogel; second by M. Moloughney to close the Public Session 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) To discuss personnel.

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

A motion was made at 7:40 by G. Schoenrock, second by M. Moloughney to close the Executive Session and reopen the meeting to the public. All in favor 4-0-0.

A motion was made at 7:41p.m. by F. Vogel, second by R. Spellmeyer to adjourn the meeting. All in favor 4-0-0.