

October 04, 2022

Minutes of a meeting of the Secaucus Municipal Utilities Authority held on Tuesday, October 04, 2022 at 6:00 PM in Conference Room, 1100 Koelle Boulevard, Secaucus, New Jersey 07094. The meeting was called to order at 6:00 PM by Jorge Cardenas.

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

Roll Call: Jorge Cardenas Vice-Chairman
 Domenic Manderano Treasurer
 Timothy Stamm Board Member

 Fred Vogel; Chairman – Excused
 Ray Spellmeyer; Secretary - Excused

Also Present: John Napolitano, Counsel; B. Katchen, Accountant; G. Beckmeyer, Engineer; Brian Bigler, Executive Director; Laurie Purcell, Admin. Assistant.

A motion was made by D. Manderano; second by J. Cardenas, to approve the minutes of the September 13, 2022 meeting of the Authority. This was approved 3-0-0

A presentation giving a brief summary of the SMUA 2023 Budget was made by Bill Katchen.

The following resolution was moved on a motion by J. Cardenas, second by T. Stamm.

2023-10-4A
2023 AUTHORITY BUDGET RESOLUTION

Secaucus Municipal Utilities Authority

FISCAL YEAR: January 01, 2023 to December 31, 2023

WHEREAS, the Annual Budget for Secaucus Municipal Utilities Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023 has been presented before the governing body of the Secaucus Municipal Utilities Authority at its open public meeting of October 4, 2022; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$3,922,280.00, Total Appropriations including any Accumulated Deficit, if any, of \$5,072,280.00, and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,150,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$450,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$450,000.00; and

WHEREAS, the schedule of rents, 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 October 4, 2022 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Secaucus Municipal Utilities Authority for the fiscal year beginning January 01, 2023 and ending December 31, 2023, is hereby approved;

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 Housing 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 December 13, 2022.

(Secretary's Signature) _____

(Date) _____

Governing Body Recorded Vote	Aye	Nay	Abstain	Absent
Member				
Fred Vogel, Chairperson				
Jorge Cardenas, Vice Chairperson				
Raymond Spellmeyer				
Domenic Manderano				
Timothy Stamm				

Roll call vote: T. Stamm, Aye; D. Manderano, Aye; J. Cardenas, Aye; Aye. Resolution carried 3-0-0.

The Consent Agenda was presented with the following Resolutions:

RESOLUTION 2022-10-4B
SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey

Authorizing Hiring of Wastewater Treatment Plant Operator(s)

MOTIONED BY:

SECONDED BY:

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, due to the shortage of manpower, the Authority has a need to hire new employees for the position of Wastewater Treatment Plant Operator; and

WHEREAS, pursuant to its Agreement with Local 11 of the International Brotherhood of Teamsters, said position was duly posted; and

NOW, THEREFORE BE IT RESOLVED, that Michael Altamura (7/29/2022) and Henry Brunert (8/29/2022) has met the minimum requirements for the position and is hereby offered the position of Wastewater Treatment Plant Operator, commencing on , October 4, 2022, at a salary of \$37,131.50 per year with the following provisions:

1. Both employees have been employed a s a Wastewater Treatment Plant Operator in a full-time capacity. As such, the Authority shall reduce the prescribed sixty (60) working day probationary period to period of thirty (30) working days.
2. Both employees shall become members of Teamsters Local 11.

RESOLUTION 2022-10-4C

SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey

**AUTHORIZING AMENDMENT AND MODIFICATION TO CONTRACT(S) WITH
MIRACLE CHEMICAL COMPANY FOR WASTEWATER TREATMENT PLANT
CHEMICALS**

MOTIONED BY:

SECONDED BY:

WHEREAS, the Secaucus Municipal Utilities Authority (the “Authority”) is a public body, duly formed under the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., and possesses the powers set forth therein; and

WHEREAS, the Authority advertised for bids for the purchase of chemicals for the wastewater treatment plant; and

WHEREAS, the Authority entered into contracts with Miracle Chemical Company (“Miracle”), for the furnishing and delivering of Sodium Hypochlorite not to exceed \$89,640.00 and for the furnishing and delivering of Sodium Bisulfite not to exceed \$82,950.00; and

WHEREAS, the term of the contracts was for a two (2) year period from January 1, 2022 through December 31, 2023; and

WHEREAS, Miracle requested relief from the contracts due to unforeseen and protracted current market conditions for Sodium Hypochlorite and Sodium Bisulfite, including increased in chemical costs from suppliers and increased transportation fuel costs; and

WHEREAS, Miracle requested the following amendments to the contracts:

1. Adjustment of the contract term from two (2) years to one (1) year, ending on December 31, 2022; and

WHEREAS, the Board wishes to accept Miracle’s contract amendments as stated above.

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 Authority’s Executive Director, Authority Attorney or any other official, officer or employee of the Authority be and they are hereby authorized to execute any and all documents, and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.

Date: _____, 2022

RESOLUTION 2022-10-4D
SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey

Resolution adopting the Town of Secaucus Cyber Security Policy

WHEREAS, the Secaucus Municipal Utilities Authority (the “Authority”) is a public body, duly formed under the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., and possesses the powers set forth therein; and

WHEREAS, the Authority is a member of the New Jersey Utilities Authority Joint Insurance Fund (NJUAJIF); and

WHEREAS, as a member of the NJUAJIF, there is a deductible for instances of corruption of internet data; and

WHEREAS, said deductible shall be reduced from \$50,000.00 to \$10,000.00 if the Authority complies with the standards of NJUAJIF cyber security policy; and

WHEREAS, the Town of Secaucus IT Department is the Authority’s IT Department; and,

WHEREAS, the Town has Adopted a “Cybersecurity Incident Response Plan” and “Master Technology Practice’s Policy”,

NOW, BE IT RESOLVED, that the Board of the Authority adopts the same policies as the Town.

BE IT FURTHER RESOLVED, that the Authority reserves the right to update, modify or amend the above plans as deemed necessary in the interest of safety, or in response to technology changes, cyber threats, changes in law, or other public considerations with such changes to be kept updated.

RESOLUTION 2022-10-4E

SECAUCUS MUNICIPAL UTILITIES AUTHORITY
Hudson County, New Jersey

AUTHORIZING A PROPERTY VALUATION FOR INSURANCE PURPOSES

MOTIONED BY:

SECONDED BY:

WHEREAS, the Secaucus Municipal Utilities Authority (the “Authority”) is a public body, duly formed under the Municipal and County Utilities Authorities Law, N.J.S.A. 40:14B-1 et seq., and possesses the powers set forth therein; and

WHEREAS, the Authority from time to time needs to have a valuation performed on all Authority owned properties; and

WHEREAS, the Authority received two (2) quotes from firm(s) to perform this assessment

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

3. The Authority hires the firm that submitted the lowest proposal “AssetWorks”, in the amount of \$4,500.00. This is the firm that performed the last property assessment in 10/2013.
4. The Executive Director has contacted AssetWorks and a meeting is scheduled for Wednesday 10/5/2022 to discuss this proposal and valuations. And award could take place after this meeting.
5. The Authority’s Executive Director, Authority Attorney or any other official, officer or employee of the Authority be and they are hereby authorized to execute any and all documents, and to take any and all actions necessary to complete and realize the intent and purpose of this Resolution.

Date: October 4, 2022

The Consent Agenda was approved on a motion by J. Cardenas, seconded by D. Manderano. This was approved on a roll call vote: J. Cardenas, Aye; D. Manderano, Aye; T. Stamm, Aye. Approved: 3-0-0.

The voucher list was moved on a motion by D. Manderano, second by J. Cardenas. The total amount of this voucher list is \$233,444.03.50. This was approved by roll call vote: D. Manderano, Aye; J. Cardenas, Aye; T. Stamm, Aye. Voucher list approved 3-0-0.

The following reports were accepted as presented:

**Report of the Executive Director
September 2022 {submitted September 29, 2022}**

Due to the COVID-19 virus crisis, while restrictions have been relaxed staff is being diligent in maintaining a safe work site. All non-vaccinated personnel are now required to wear a face covering while at SMUA facilities or vehicles.

- We continue to monitor the sewers in low lying areas for cleaning & inspection. Staff will perform any assistance, required by DPW & continued working with them on storm sewer issues.
- SCADA: work has progressed and is operational. There have been some minor issues that Keystone has been addressing.
- Moving forward with the purchase/install of the emergency generators for PS#2 and PS#3. As decided upon at the May meeting.
- Met Authority Regulatory Engineers to prepare for the application of a permit renewal. That is the permitted effluent discharge to Mill Creek and permit cycle is every five (5) years.
- Met with the Authority Engineer to discuss dewatering needs for the 600 Jefferson Ave. Project.
- Began working on the Introduced 2023 Budget. I have a meeting with the Authority Accountant and document may be available for Introduction at the 10/4/2022 meeting.
- Met at Harmon Cove Towers to discuss situation there. It appears that the internal piping is in poor shape. The system is privately-owned until flow enters the SMUA collection system on the corner of Secaucus Road & Meadowlands Parkway.

CONNECTIONS:

ALL ITEMS REMAIN OPEN.

- Received preliminary information from a contractor working for NJDOT about demolishing the existing building at 25 Meadowland Parkway and constructing a new facility. Nothing further to report.
- Received preliminary information for 25 Enterprise Avenue change in use. Sent information about the cost associated with this change in use.
- Authority Counsel has been in contact with the attorney for 246-248 County Ave. The property owner upgraded the existing site to include a restaurant and does not agree with the connection fee assessed. No further action to report.
- Received an application for a proposed hotel at 655 Plaza Drive. This is currently under review. No further action to report.
- Received preliminary information about the conversion of a warehouse at 600 Jefferson Ave, to another data recovery center. Note, while discussions have been preliminary, they anticipate a daily flow of almost 250,000 gallons. Discussions include collection system capacity and a connection fee based on their flow calculations.

- Had another meeting with representative from Rent the Runway (RTR). As previously reported, RTR has far exceeded the amount of flow they were permitted for. This flow was based on the water consumption records from SUEZ. RTR now indicates that meters will be installed to monitor the flow that is discharged since they contend that not all water consumption is discharged, some is recycled, and some is evaporated via dryers. Awaiting further information from them.

**SECAUCUS MUNICIPAL UTILITIES AUTHORITY
ENGINEERS REPORT FOR THE MONTH OF SEPTEMBER 2022**

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 (abridged). Keystone has started addressing the punch list. Keystone has been onsite addressing the punch list. The punch list is complete per Charles Cuyulis. Staff have been trained. Project will be removed from monthly report.
- 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. Exchange Engineer submitted letter on Pump Station capacity and new proposed units. Analyzing proposed flows for proposed high rise to flows submitted on the TWA to NJDEP. Also analyzing future flows beyond the proposed high rise for probably pump/force-main upgrades at the Exchange Place Pump Station and down-stream at the Seaview Avenue Pump Station and the North End Pump Stations. Reviewing plans received on 25 story housing structure. Reviewing tower connection and existing system.
- I will be meeting with the Facility manager for 600 Meadowlands Parkway (Harmony) on Friday 1/2/2021 to review the Suez water meters and to follow a domestic water supply line that does not follow the new water meter installed by

the facility’s management. The SMUA also requested additional Suez water bills for the facility as well as another visit to an adjoining unit to check the water supply piping. Continuing to email Facility Manager for information from their plumber and also requested further water bills and meter readings. Resent last request to facility manager.

- Specifications and Plans for the rehabilitation of Primary Clarifier Tanks 1 & 2 were completed. There is a memorandum to the SMUA from my office requesting that the equipment to be specified be from a “Proprietary Source”. The reasons for utilizing a “Proprietary Source” are explanatory in the memorandum. This will need approval from the SMUA Commissioners. Project approved and awarded. Following a review of equipment submittals from the Contractor, the equipment was released for fabrication. Equipment expected to be delivered in two weeks. Equipment has been delayed at the port. Waiting for new schedule. Demolition on Primary Clarifiers # 1 & 2 has begun. Demo is complete and the new equipment is being installed within the tanks. New equipment is almost installed. Primary is up and running. Primary tank # 2, the contractor is waiting on a replacement part that was broken during installation, the manufacturer shipped the wrong replacement and is sending the right part. Should be completed in 2 weeks. Contractor still waiting on replacement parts. New brackets were installed on Clarifiers to convert flight elevation additional issues arose. Project is complete. Project will be removed from monthly report.
- Reviewing flows generated by “Rent the Runway” 100 Metro Way. The facility is replacing wash machines and appears to be discharging more than previously approved by SMUA. Reviewing supplemental information submitted.
- The emergency generator at the Turnpike Pump Station has failed. Researching a replacement. Also, researching a generator for the Henry Street Pump Station, which is of the same age. The Board will receive an engineer’s recommendation on this matter for review and approval. Emergency Generators have been ordered. Site work investigation has started and request for survey issued.

Zoning Certificate Notices for required SMUA Sewer Connection Application:

Address	Zoning Certificate	Request Dates		SMUA App.	SMUA Fee	Engineers Report
		1 st	2 nd			
600 Jefferson Ave	-	3/16/22	N/A	Yes	No	
25 Enterprise	#20-375	N/A	N/A	No	No	
25 Meadowlands Parkway	-	N/A	N/A	Yes	No	
Brianna Lane- Bl 5.02, Lot 3.04 Building G, XChange	-	N/A	N/A			Under review
2 Emerson- Coresite	-	N/A	N/A			

NY3						
100 Metro Way- Rent the Runway	-	N/A	N/A			

Beckmeyer Engineering, P.C.
Glenn M. Beckmeyer, P.E.,P.P.,CME,CFM
Authority Engineer September 28, 2022

Legal: We have received the final settlement from Toscana.

Public Comments: None

A motion was made at 6:33 p.m. by J. Cardenas second by D. Manderano to adjourn the meeting,
All in Favor: 3-0-0.