

**OLD BRIDGE MUNICIPAL UTILITIES AUTHORITY
REGULAR MEETING
MAY 17, 2023**

Call to Order: The Regular Meeting of May 17, 2023, was called to order at 11:00 a.m. by Chairman Walker with the Pledge of Allegiance.

Announcement: Chairman Walker announced that this meeting is in conformance with the Open Public Meetings Act. Notice has been published in the Asbury Park Press on January 21, 2023 and in the Home News Tribune on January 22, 2023. Notice of the meeting has been posted at 15 Throckmorton Lane, Old Bridge, at 71 Boulevard West, Cliffwood Beach, and on the OBMUA Website at www.obmua.com.

Roll Call: This Public Meeting is being recorded.

Present:

Bruce Walker, Chairman
Anita Greenberg, Treasurer
Mark Razzoli, Secretary
James Blair, Commissioner
Edward Casserly, Second Alternate Commissioner

Absent:

Frank Weber, Vice Chairman
Thomas Galante, First Alternate Commissioner

Also Present:

Guy Donatelli, Executive Director
Michelle Smith, Comptroller
Michael Roy, P.E.
Mitchell B. Jacobs, Esq.

Executive Director's
Report:

Guy Donatelli, Executive Director

Mr. Donatelli said I need Resolutions for two contracts.

Mr. Donatelli said that the first one is for our Annual Contract for Lab Testing of Industrial Sewage, Contract No. W23-231. He said that the current contract is going to expire at the end of July and needs to be readvertised for public bids. Mr. Donatelli said that this contract has already been extended for an additional two years beyond the original

expiration in 2021 and can no longer be extended. Mr. Donatelli said that we are now required by law to again advertise this contract for public bids.

Mr. Donatelli said that we will prepare the Contract Documents in-house and submit them to Mr. Cleary's office for his review and approval to have a bid opening date scheduled for presentation to the Commissioners to award at a future Board Meeting.

Mr. Donatelli said that the other resolution that he needs is for the Annual Contract for Water Supply Materials, Contract No. W23-232. Mr. Donatelli said that this contract will also expire at the end of July, and the current vendors, Ferguson Water Works Supply and Core & Main, are not willing to extend the contract for another year at the current NJDCA Index Rate of 5.5% due to increases in their prices.

Mr. Donatelli said that we intend to prepare the Contract Documents in-house and submit them to Mr. Cleary's office for review and approval to have a bid opening date scheduled for presentation to the Commissioners to award at a future Board Meeting.

Mr. Donatelli asked if there were any questions on his monthly reports?

Dr. Greenberg said that she thinks that there is a mathematical error on the Monthly Water Distribution Report for April 2023 total pumping.

Mr. Donatelli said there is an extra 1, a typo error. It should be 166.478 MGD.

Attorney Jacobs said that we need a motion for a resolution to advertise for bids for the Annual Contract for Lab Testing of Industrial Sewage, Contract No. S23-231.

A motion was made by Mr. Razzoli and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

Attorney Jacobs said that a motion is needed for a resolution to advertise for the Annual Contract for Water Supply Materials, Contract No. W23-232.

A motion was made by Mr. Razzoli and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

A motion to approve the Executive Director's Report was made by Dr. Greenberg and seconded by Mr. Razzoli.

The voice vote was all in favor.

No Commissioners were opposed.

5 Ayes 0 Nays 2 Absent

Chairman's Report: Bruce Walker, Chairman

Mr. Walker said that he did not have a report.

Previous Minutes: **Budget Workshop – March 15, 2023**

A motion to approve the Minutes of the Budget Workshop of March 15, 2023, was made by Mr. Razzoli and seconded by Mr. Casserly.

The voice vote was that all Commissioners present were in favor.

No Commissioners were opposed.

5 Ayes 0 Nays 2 Absent

Superintendent's
Report:

Charles Winker, Superintendent

Mr. Ernie Gillins, Deputy Superintendent, said Mr. Winkler was not present. He said that the Superintendent's Report has been submitted. He said that he will answer any questions.

Dr. Greenberg said that she had a question on the manhole cover replacement at the Old Bridge Hospital.

Mr. Stefanelli said that we replaced the wrong cover with an OBMUA cover.

Dr. Greenberg asked if the place where PSE&G damaged a force main, did we repair it or PSE&G?

Mr. Gillins said that they repaired it.

Chairman Walker asked if anyone else had any questions?

There were none.

A motion to approve the Superintendent's Report was made by Mr. Razzoli and seconded by Mr. Casserly.

There was no discussion.

The voice vote was as follows:

All Commissioners that were present were in favor.

No Commissioners were opposed.

5 Ayes 0 Nays 2 Absent

Engineering Reports: Michael Roy, P.E.

REPORT UPON DEVELOPER'S APPLICATIONS FOR APPROVAL

Mr. Roy said that there are no Developer Applications this month.

OTHER ENGINEERING REPORTS

1. Angela Drive Office – Water & Sewer Bond Releases, W207-586A, S207-459A, Release of Performance Guarantees

The status of the water and sewer utility improvements for this project is as follows:

1. Installation and testing of water and sewer utilities are complete and satisfactory.
2. As-built drawings are approved, mylars and electronic copies have been received.
3. A water meter has been installed in the office building.
4. The on-site eight-inch (8") water main, water service line and fire hydrant, and the on-site four-inch (4") sewer lateral will remain privately owned and not maintained by the Authority.
5. There is currently approximately \$205 remaining in the water escrow account as of March 31, 2023. This water escrow account will be drawn upon during the closeout of the project, with any balance returned to the Applicant. Any shortfall in water escrow during the closeout of this project can be paid for from the performance guarantee upon permission from the Applicant to "zero" out the water escrow account.
6. There is currently approximately \$1,450 remaining in the sewer escrow account as of March 31, 2023. This sewer escrow account will be drawn upon during the closeout of the project, with any balance returned to the Applicant. Any shortfall in sewer escrow during the closeout of this project can be paid for from the performance guarantee upon permission from the Applicant to "zero" out the sewer escrow account.

This project included the installation of approximately 115 LF of eight-inch (8") DIP water main connecting into an existing private eight-inch (8") water main on the adjacent lot and approximately 30 LF of four-inch (4") sewer lateral connecting into an existing ten-inch (10") sewer main within an easement adjacent to the property to service a 11,844-office building behind the Plaza 516 Commercial property, on Angela Drive off of Rt. 516.

Based on the status of this application, Mr. Roy recommends a Conditional Release of the Water Performance Guarantee. The resolution to release the water performance guarantee should be conditioned upon

payment of any shortfall in the water escrow account and should state that the on-site eight-inch (8") water main, water service line and fire hydrant, will remain privately owned and not maintained by the Authority.

In addition, Mr. Roy recommended Conditional Release of the Sewer Performance Guarantee. The resolution to release the sewer performance guarantee should be conditioned upon payment of any shortfall in the sewer escrow account and should state that the on-site four-inch (4") sewer lateral will remain privately owned and not maintained by the Authority.

Attorney Jacobs said that a motion is needed for Angela Drive Office – Conditional Release for Water Performance Guarantee – W207-586A.

The motion was made by Dr. Greenberg and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

Mr. Roy said that he also recommends Conditional Release of the Sewer Performance Guarantee conditioned upon payment of any shortfall in the sewer escrow account, and that the four-inch sewer lateral will remain privately owned and not maintained by the Authority.

A motion to approve a resolution for Angela Drive Office – Conditional Release of the Sewer Performance Guarantee was made by Mr. Casserly and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

2. Rt. 34 Pump Station Force Main Replacement – Engineering Services to Alaimo Associates

Mr. Roy reported that the Authority previously authorized Alaimo Associates to perform a Study and prepare a Preliminary Design Report for the rehabilitation of the Rt. 34 Sewage Pump Station and Force Main with the attached Resolution No. M-26-22. The Study and Report was reviewed by staff and was previously provided to the Commissioners for review. The Report called for a three (3) step approach to addressing the rehabilitation and needed upgrading of the capacity of the Rt. 34 Sewage Pump Station and Force Main.

He also stated that at the December Board Meeting, the Authority authorized the Engineering Design Services in the proposal from Alaimo Associates dated December 13, 2022, to replace the thirty (30) year old pumping system within the Rt. 34 Sewage Pump Station as the first in the series of projects to rehabilitate the pumping facility. That Design work is well underway, and we will request authorization to advertise for Public Bids when the contract is ready in the future. The authorization requested at this time concerns the replacement of the force main.

Mr. Roy reported that we received a proposal from Alaimo Associates dated April 28, 2023, to address the second project in the Preliminary Design Report of replacing a portion of the force main that crosses a ravine between the Rt. 34 Pump Station and Balmoral Avenue.

The cost estimates of Alaimo's engineering fees are shown on the attached "Man-Hours" and Cost Breakdown Summary by labor category as follows:

1. Design and Bid Services \$120,000.
2. Geotechnical Services \$10,000.

The dollar amounts of these estimated fees appear to be reasonable. The fees are based upon an estimate of the number of hours required for the level of effort anticipated for each of the engineering tasks in accordance with their Consulting Engineering Agreement dated February 1, 2023.

The financing for this project will be from the General Funds. The preliminary construction cost estimate of this project is approximately \$1,000,000 dollars.

The scope of the engineering design work for this project consists of the design analysis and the preparation of the plans and specifications for the installation of approximately 1,125 LF of fourteen-inch (14") force main pipe by the "directionally drilled" method, and a new by-pass vault for

connecting the new force main pipe back into the existing force main on Balmoral Avenue.

Mr. Roy recommended that Alaimo Associates be authorized to proceed with the Engineering Design and Bid Services of the Rt. 34 Sewage Pump Station Rehabilitation in accordance with their April 28, 2023, proposal and their February 1, 2023, Consulting Engineer Agreement.

A motion to approve a resolution for the Route 34 Sewer Pump Station Force Main Replacement – Engineering Services to Alaimo Associates was made by Dr. Greenberg and seconded by Mr. Razzoli.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

3. GIS work for the Water Division

Authorize Engineering Services to CME Associates

Mr. Roy reported that there is a need for Engineering Services to continue to expand the GIS Asset Mapping and Database computer program for the Authority's Water Distribution System.

He stated that CME Associates has provided a cost proposal to perform these GIS Engineering Services for the Water Division in their attached proposal dated May 11, 2023, for the Fiscal Year Ending May 2024 at a total estimated cost of \$71,480. This expense is in the Budget under line item #01-003-9141.

Mr. Roy recommended that CME Associates be authorized to proceed with the GIS Engineering Services in accordance with their May 11, 2023, proposal and their February 1, 2023, Consulting Engineering Contract.

A motion was made by Dr. Greenberg to adopt a resolution for GIS Mapping for the Water Division – Engineering Services to CME Associates. It was seconded by Mr. Razzoli.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

4. **GIS work for the Sewer Division**

Authorize Engineering Services to R3M Engineering

Mr. Roy reported that there is a need for Engineering Services to continue to expand the GIS Asset Mapping and Database computer program for the Authority's Sewer Collection System.

He stated that R3M Engineering has provided a cost proposal to perform these GIS Engineering Services for the Sewer Division in their attached proposal dated May 3, 2023, for the Fiscal Year Ending May 2024 at a total estimated cost of \$74,950. This expense is in the Budget under line item #11-103-9141.

Mr. Roy recommended that R3M Engineering be authorized to proceed with the GIS Engineering Services in accordance with their May 3, 2023, proposal and their February 1, 2023, Consulting Engineering Contract.

A motion to adopt a resolution for GIS Mapping for the Sewer Division – Engineering Services to R3M was made by Mr. Razzoli and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

Mr. Donatelli said that for the record this GIS is the best money spent in my 40 years here. He said that it is capturing all the institutional knowledge we have here today and going on perpetually. He said that as myself, Mike Roy and others leave the knowledge will be documented. Mr. Donatelli said that this will be a yearly expense; but it is the best dollar we spent on anything. He said that it is a small amount by

comparison, but a major impact, and just wanted to make sure the Commissioners understood.

Mr. Roy said that it is a big database, but it is something that we build each year. He said we put the maps in the flat file where the Water Division must keep coming back from the field and looking at. He said now you can have it all on a tablet with you.

Dr. Greenberg said how far along are we on this? What percentage?

Mr. Traina, CME Associates, said about 80% to 90% on water.

Mr. Donatelli said that we located the valves, and now what you can do when the overlay is put in, it can be aligned properly.

Mr. Roy said that on the sewer side, it looks like they are about 75% done. He said that a little more work is required on the sewer side, because you must pull the manhole covers off and go down and measure the depths.

Mr. Donatelli said that this is history to look at and see what area has a lot of problems.

There was already a motion and a second.

There was no further discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

5. Cedar Ridge Force Main Relocation

Contract No. 2021-1

Change Order No. 2, Final Quantities Change Order

Mr. Roy reported that the attached Change Order No. 2 to Underground Utilities Corp. represents the Final Quantities Change Order for the referenced project and describes the increases and decreases in cost and the reason for the changes to the Contract Documents.

He stated that this Final Quantities Change Order consists of the cost for additional 6" PVC Force Main Pipe and for additional Uniformed Officers for traffic control, and for the deletion of a tapping sleeve and valve and

concrete cradles that were in the Contract Documents due to the field change to revise the design of the new force main connection to the Cedar Ridge Sewage Pump Station on-site by-pass manhole instead of making the connection to the existing force main in the street. This Final Quantities Change Order also includes the additional cost to replace the white stripping along the shoulder of Morganville Road.

Mr. Roy stated that the total cost of Change Order No. 2 is a MINUS \$6,692.81 which is a one-point seven percent (1.7%) reduction in the amended Contract Amount of \$395,391.51 from Change Order No. 1 previously approved at the December 21, 2022, meeting to a new contract amount of \$388,698.70. This final overall contract price together with Change Order No. 1 is sixteen point eight (16.8%) over the original contract amount of \$332,750.00.

The Change Order is ready to be considered for approval by the Authority.

Mr. Roy said that he recommends approving this as the Final Change Order.

A motion to adopt a resolution approving Cedar Ridge Force Main Relocation – Contract No. 2021-1, Change Order No. 2, Final Quantities Change Order was made by Mr. Razzoli and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

A motion to approve Mr. Roy's Engineering Report was made by Dr. Greenberg and seconded by Mr. Razzoli.

The voice vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

**ADOPTED BUDGET FOR FISCAL YEAR ENDING
MAY 31, 2024 – WATER DIVISION**

Mrs. Smith said that the State has approved our Budget, and now it needs to be adopted.

Mrs. Smith said that her first resolution is for the Adopted Budget for Fiscal Year Ending May 31, 2024 – Water Division.

A motion for a resolution for adoption of the Fiscal Year Ending May 31, 2024, for the Water Division was made by Mr. Razzoli and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

**ADOPTED BUDGET FOR FISCAL YEAR ENDING
MAY 31, 2024 – SEWER DIVISION**

Mrs. Smith said that the second resolution is for the Adopted Budget for Fiscal Year Ending May 31, 2024 – Sewer Division.

A motion for a resolution for adoption of the Fiscal Year Ending May 31, 2024, for the Sewer Division was made by Mr. Razzoli and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes:	Greenberg, Razzoli, Blair, Casserly, Walker		
Nays:	None		
Absent:	Weber, Galante		
5 Ayes	0 Nays	2 Absent	

TO FUND THE OPEB LIABILITY FOR THE CURRENT YEAR IN ACCORDANCE WITH GASB45

Mrs. Smith said that the next resolution is to Fund the OPEB Liability for the Current Fiscal Year in accordance with GASB45, by transferring \$199,989 to the Trust for Post-Employment Benefits. She said that this expense has been budgeted for, and by fully funding our Net OPEB Liability for the current year, our liability will remain steady. Mrs. Smith said that this will give us a favorable accounting impact and increase our ability to meet our future obligations.

A motion to adopt this resolution was made by Mr. Razzoli and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

APPOINTING A FUND COMMISSIONER AND AN ALTERNATE TO THE STATEWIDE INSURANCE FUND AS REQUIRED BY THEIR BYLAWS

Mrs. Smith said that this next resolution is for the Workers' Compensation Policy.

A motion to adopt a resolution appointing Michelle Smith as the Fund Commissioner and Jessica Sangiorgio as an Alternate to the Statewide Insurance Fund as Required by the Bylaws was made by Mr. Razzoli and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

A motion to approve the Financial Report was made by Dr. Greenberg and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

Bills & Claims: Dr. Greenberg said the Bills & Claims are for a total of \$1,782,572.37.

A motion to approve the Bills & claims in the amount of \$1,782,572.37 was made by Mr. Razzoli and seconded by Mr. Casserly.

There was no discussion.

The voice vote was as follows:

All Commissioners that were present were in favor.

No Commissioners were opposed.

5 Ayes 0 Nays 2 Absent

Legal Report: Mitchell B. Jacobs, Esq.

Attorney Jacobs said that he did not have a report.

Old Business: None

New Business: None

Open to Public: Chairman Walker opened the meeting to the public at 11:23 a.m. He said that it is limited to a maximum period of three minutes per person.

Chairman Walker said seeing no hands, he will close the Public Portion.

Executive
Session:

Attorney Jacobs said that we have on item to discuss in the Executive Session, and that it should take about five minutes. He said that we do not expect to take any action at this time. Attorney Jacobs said that we expect to come out and close the meeting.

A motion to go into Executive Session was made by Mr. Razzoli and seconded by Mr. Casserly.

Attorney Jacobs said that the topic is possible litigation with Middlesex Water Company.

The Board went into Executive Session at 11:24 a.m.

Resumption of
Open Session:

The Board returned to public session at 11:36 a.m.

Adjournment:

A motion to adjourn the meeting was made by Mr. Razzoli and seconded by Dr. Greenberg.

The voice vote was as follows:

Ayes: Greenberg, Razzoli, Blair, Casserly, Walker

Nays: None

Absent: Weber, Galante

5 Ayes 0 Nays 2 Absent

The meeting was adjourned at 11:37 a.m.

Respectfully submitted,



Mark Razzoli, Secretary