

**OLD BRIDGE MUNICIPAL UTILITIES AUTHORITY  
REGULAR MEETING  
FEBRUARY 21, 2024**

Call to Order: The Regular Meeting of February 21, 2024, was called to order at 11:00 a.m. by Chairman Walker with the Pledge of Allegiance.

Announcement: Chairman Razzoli announced that this meeting is in conformance with the Open Public Meetings Act. Notice has been published in the Asbury Park Press on December 21, 2023, and in the Home News Tribune on December 21, 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](http://www.obmua.com).

This Public Meeting is being recorded.

Roll Call:

Present:

Mark Razzoli, Chairman  
James Blair, Vice Chairman  
Anita Greenberg, Treasurer  
Edward Casserly, Secretary  
Bruce Walker, Commissioner  
Frank Weber, Commissioner  
Perry Simone, Second Alt. Commissioner

Also Present:

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

Previous Minutes: **Regular Meeting – September 20, 2023**

A motion to approve the Regular Meeting Minutes of September 20, 2023, was made by Dr. Greenberg and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes          0 Nays          0 Absent

**Regular Meeting – October 18, 2023**

A motion to approve the Regular Meeting Minutes of October 18, 2023, was made by Mr. Walker and seconded by Dr. Greenberg.

There was no discussion.

The roll call vote was as follows:

Ayes:            Greenberg, Blair, Weber, Walker, Razzoli

Nays:            None

Absent:          None

5 Ayes          0 Nays          0 Absent

**Executive Session – October 18, 2023**

A motion to approve the Executive Session Minutes of October 18, 2023, was made by Dr. Greenberg and seconded by Mr. Walker.

There was no discussion.

The roll call vote was as follows:

Ayes:            Greenberg, Blair, Weber, Walker, Razzoli

Nays:            None

Absent:          None

5 Ayes          0 Nays          0 Absent

**Regular Meeting – November 13, 2023**

A motion to approve the Regular Meeting Minutes of November 13, 2023, was made by Dr. Greenberg and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes:            Greenberg, Blair, Weber, Walker, Razzoli

Nays: None  
Absent: None  
5 Ayes 0 Nays 0 Absent

Chairman's Report: Mark Razzoli, Chairman

Chairman Razzoli thanked Mr. Casserly for nominating him for Chairman at the last meeting, and Anita Greenberg for seconding the nomination.

Dr. Greenberg said that she did not second the nomination.

Chairman Razzoli said sorry, he thought that she did.

Executive Director's Report:

Michael Roy, P.E., Executive Director

Mr. Roy said that we must follow certain bid laws and there is a threshold of the amount of money that we must stay under \$17,500 or else we must go out to bid. He said that the alternative to the bidding process is to buy and purchase equipment that has already been put out to bid through either a cooperative or State Contracts that are issued by the NJDCA. We are allowed to use those State Contracts because we are a local government.

Mr. Roy said that the three new vehicles that we are looking to purchase for the Sewer Division total \$179,359, and they will replace three existing vehicles in the Sewer Division that are seven to ten years old, in poor condition and need a lot of repairs or we just do not need them. Mr. Roy said that those vehicles will be put up for auction, and we can get some salvage value from them. Mr. Roy said that the purchase of the three (3) vehicles will be from the General Funds.

Mr. Roy said that we prefer to go with the State Contracts because they are State-wide and there is a larger group of local governments involved in them, and we get a good discount. He said that of the three vehicles, we found one vehicle that was available from Nielsen Ford. Mr. Roy said that we tried to find vehicles that were on their lot because of the long manufacturing time for new vehicles. There was one vehicle at Nielsen Ford that would suit the Authority's needs and that is covered under the State Contract. It is going to replace a 2013 Ford F-350 4WD Pick-up Truck with a snowplow that has approximately 83,208 miles and which

is at its useful life. He said that he recommends that the Authority purchase a 2023 Ford F-250 (X2B) XL-4WD Super Cab Pick-up Truck with a snowplow for \$63,347.00 through the State Contract.

Mr. Roy said that he also wants authorization to auction off the 2013 Ford F-350 4 WD Pick-up Truck and snowplow as Surplus Equipment on the website [www.gov.deals](http://www.gov.deals).

Attorney Jacobs said a motion is needed for a resolution in accordance with Mr. Roy's report for the purchase of a 2023 Ford F-250 Super Cab Pick-up Truck with a Snowplow for \$63,347.00 from Nielsen Ford through State Contract No. 23-Fleet-34922.

The motion was made by Mr. Walker and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Attorney Jacobs said that we will come back and do one resolution for the auction on gov.deals.

Mr. Roy said that the other two vehicles are from the NJ Cooperative EDCNJ. It is a Middlesex County Co-op. He said the vendor is All American Ford of Paramus, NJ. It is a Middlesex County co-op. He said that there are two vehicles that will suit our needs that are on their lot. One is a 2023 Ford D-250 SR W 4 WD Crew Cab XL Pick-up for \$57,076.00 and the other one is a 2024 Ford F-250 SR WD Super Cab Pick-up Truck at a price of \$58,636.40 from All American Ford of Paramus through the NJ Cooperative EDCNJ for the Sewer Division. He said that he recommends this purchase.

Attorney Jacobs said that a motion is needed for resolution for the purchase of the 2023 Ford F-250 and the 2024 Ford F-250 through the NJ Cooperative EDCNJ Co-op No. 65MCESCCPS.

A motion was made by Mr. Weber and seconded by Mr. Blair.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mr. Roy said these vehicles will replace a 2017 Ford F-250 Pick-up Truck with approximately 145,000 miles on it, and a 2014 Ford Expedition with low mileage but ten years old. Mr. Roy said that these vehicles along with the 2013 Ford F-350 4WD Pick-up Truck and Snowplow should be auctioned off as surplus equipment on the website [www.gov.deals](http://www.gov.deals).

Attorney Jacobs said that a motion for resolution authorizing the 2017 Ford F-250 Pick-up Truck, the 2014 Ford Expedition, and the 2013 Ford F-350 Pick-up Truck with Snowplow for auction on [www.gov.deals](http://www.gov.deals).

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

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mr. Roy said that Middlesex Water Company increased their rates, and we received the rates that are effective March 1, 2024, which is 4.7 %. Mr. Roy said that for the sake of everyone's recollection and the new Commissioner, he wanted to explain what efforts were put into this.

Mr. Roy said that Middlesex Water Company notified us in May 2023 of a New Base Rate Increase Petition of 36.5% rate increase that they were making to the Board of Public Utilities (BPU). The OBMUA along with Marlboro Township jointly filed to intervene that allowed us to enter into the negotiations of a settlement agreement between Middlesex Water Company and the BPU and the Rate Payer Advocate. We jointly hired the firm of Raftelis as a Rate Expert, and the firm of Rainone, Coughlin, Minchello as a Rate Counsel to help us with the negotiations process.

The Rate Payer Advocate and their Rate Expert initially brought the rate down to approximately 23%. During the negotiations, the Rate Payer Advocate realized that MWC was not including a large payment from 3M that they won in a Court Settlement, which was worth about another 10% reduction in the rates. MWC said we are not putting it in since it is not in hand yet, but the Rate Payer Advocate insisted that they include it in the calculations which brought the rate down to 13.7%.

At that point, the Rate Payer Advocate was happy, and was ready to move onto the next case. However, the Old Bridge/Marlboro Township team still wanted to pursue further reductions in the rates. Along with our Rate Expert, Raftelis, we proposed a 3% rate increase because of the way that they were capping the cost of service of fire hydrants in the various Towns north of the Raritan River. After a separate virtual meeting with the Rate Payer Advocate, he agreed with a rate increase for the OBMUA of 4.7% based on some movement of the cost-of-service cap on fire hydrant charges. Mr. Roy said that the Rate Payer Advocate saw that we were being treated unfairly with this fire protection cost of service cap.

Mr. Roy also said that MWC did not require us, with this settlement, to stop our lawsuit from 2023 about the Purchase Water Adjustment Clause. He said that the acronym for that is PWAC. He said that the reason that MWC can charge a Purchase Water Adjustment is that there is State Legislation that they lobbied for that in the event they purchase more expensive finished water from a separate company that has raised their rates, they can charge all their customers the additional cost to them.

However, the PWAC increase was for a specific problem. South Plainfield had a contamination of PFAS which is that forever chemical. They had to shut down wells and buy additional water from New Jersey American in the Menlo Park area until they could construct treatment facilities to remove the PFAS. He said we never got any of that water because the interconnection is in Menlo Park. The water went mostly to South Plainfield, but some of it also went to Edison and anyone in that general area. Mr. Roy said that we thought it was unfair for us to have to

pay for this water, so we tried to sue them. The lower court judge threw out the case because of the State Statute that allows MWC to charge all of their customers. The lawsuit is currently being appealed. If successful in appeal, we will then be able to present our case and see if we can win or lose based on the merits.

He said that if we lose the appeal, then we will have to pay this PWAC charge which is over \$100,000. He said that the legislation isn't in our favor, but we did it on principle, since we don't think we should be paying for water and services we do not get.

He said that the rate goes into effect March 1<sup>st</sup>.

Dr. Greenberg asked how long we were subsidizing this fire protection for the Towns north of the Raritan River.

Mr. Roy said that it goes back to Governor Christie's Legislation about not raising Municipal Budgets more than 4%.

Mr. Roy said that the New Jersey American Water Works Association Conference is March 19, 20, and 21<sup>st</sup>. He said that is why we moved our meeting date to Monday, March 18<sup>th</sup>. He said that employees will get Continuing Education Credits for their State Operating Licensing.

He said that the Commissioners are encouraged to attend to become better familiar with the issues facing the drinking water industry. He said that rooms have been booked for the Commissioners because that is easy to cancel. He said that the conference registration cost includes classes and entrance into the Exhibit Hall. He said that the conference registration is a \$400 cost, that we will not get back if it is not used.

Mr. Roy said that if the Commissioners would like to attend, and we encourage it, please call Ronnie and she will register you when you opt in to do that.

Dr. Greenberg made a motion to accept the Executive Director's Report. It was seconded by Mr. Casserly.

All Commissioners were in favor.

No Commissioners were opposed.

Engineering Reports: Michael Roy, P.E.

**REPORT UPON DEVELOPER' APPLICATIONS FOR APPROVAL**

**Woodhaven Village OC-2 Buildings/Woodhaven Village, Inc.  
W23-717, Tentative Water – 10 Domestic + 2 Fire = 12 EDCUs**

Mr. Roy said that this applicant is located on the south side of Texas Road between McLean Street and Woodhaven Boulevard.

Mr. Roy said that the application consists of the construction of twelve-inch (12") off-site and eight-inch (8") on-site DIP to be connected into the existing 12" water main in McLean Street and looped through to the existing 8" water main in Woodhaven Village Section 2 Phase 3 to service the proposed two 36,000 SF buildings of light industrial flex space.

Mr. Roy said that the balance of Tentative Review fees is due.

Mr. Roy said that Preliminary Approval was granted pursuant to the "Agreement Regarding Regional Water System Improvements between Woodhaven Village, Matchaponix Estates, and the OBMUA" dated December 2, 1998, and confirmed by the "Settlement Agreement between Woodhaven Village, Matchaponix Estates, and the OBMUA" dated August 20, 2008. Township Preliminary & Final Planning Board Approval was granted on March 23, 2023.

Mr. Roy said the Applicant is to indicate if lawn irrigation is proposed for this site to adjust the E.D.C.U. demand and number of approved units.

Mr. Roy said that the Applicant is to provide peak water demand in gallons per minute (gpm) and a listing of the number of fixture types for the purpose of sizing the water meter and prior to making an application for the meter in each building. He said that the Applicant is to revise the Consulting Engineer Design Report for the proposed water system to include the required fire flow demand in gallons per minute (gpm) and pressure (psi) for the proposed building's fire suppression system.

Mr. Roy said that a hydrant flow test must be performed to determine if the Authority can provide the required fire flow demand and pressure for the proposed building. He said that the Applicant has indicated that the proposed off-site water mains and fire hydrants within the proposed easement and right-of-way of Texas Road will be dedicated to the Authority.



Mr. Roy said that the Applicant has acknowledged that all proposed on-site water mains and fire hydrants will remain privately owned and maintained by the Applicant. A written private utility maintenance plan must be submitted for review in accordance with the Authority's Rules and Regulations. The Applicant is to submit metes and bounds description of all utility easements for review.

Mr. Roy said that they are to provide an updated construction cost quantity estimate in accordance with the Authority's Construction Cost Estimate form. Each building's water service line must be sized in accordance with the hydraulic calculation demand by a professional engineer who specializes in fire suppression and approved by the Fire Sub-Code Official at the time of Building Permit Application.

Mr. Roy said that they must submit proof of the Fire Official's Approval of hydrant locations. The Applicant must provide proof of title showing that it is the owner of the property, and a list of outside agency permits required for this project including County Opening Permits. He reported that it appears that the work under this Application will not require a NJDEP Safe Drinking Water Permit. Drawings must be revised as per the marked-up drawing set sent to the Applicant's Consulting Engineer with the cover letter dated February 5, 2024.

Submission deadlines for a Final Water Application package are as follows:

- A. February 28, 2024
- B. March 27, 2024
- C. April 24, 2024

Mr. Roy said that a copy of his report has been supplied to the Contact Person of the Applicant as listed on the application form.

Mr. Roy said that he recommends Tentative Water Approval subject to the four conditions in his report.

Applicant shall pay all applicable fees.

The Applicant shall comply with and address all comments in the Engineer's Report dated February 16, 2024.

Mr. Roy said that the Applicant must fully comply with the Rules and Regulations of the Authority and any Agency having jurisdiction.

Mr. Roy said that this Tentative Water Approval shall expire one year from the date of the resolution or as otherwise extended by law. Submission of a Final application will extend this approval by another year.

Attorney Jacobs said that a motion is needed for a resolution for Tentative Water Approval for Woodhaven Village OC-2 Buildings/Woodhaven Village, W23-717, Tentative Water – 10 Domestic + 2 Fire = 12 EDCUs. conditioned on the four conditions set forth in Mr. Roy’s February 16, 2024, Engineer’s Report.

A motion was made by Mr. Casserly and seconded y Mr. Walker.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes            0 Nays            0 Absent

**Woodhaven Village OC-2 Buildings/Woodhaven Village, Inc.  
S23-601, Tentative Sewer – 10 EDCUs**

Mr. Roy said that the sewer application consists of the construction of a 1,000 LF eight-inch PVC sewer main and on-site pump station with a two-inch HDPE force main connecting into the existing manhole in Woodhaven Village Section 2 Phase 3 to service the proposed two 36,000 SF buildings of light industrial flex space.

Mr. Roy said that fees sufficient for Final Sewer Approval have been paid. Sewer connection fee credits are owed to Woodhaven Village in accordance with the 1984 Woodhaven Agreement for Regional Sewer Facilities.

Mr. Roy said that 1,552 Sewer Connection fees were credited to Woodhaven Village in 1999 as a result of the construction of the “Regional Sewer Facilities to the South Old Bridge Area” in accordance

with the 1984 Woodhaven Sewer Agreement. An additional 967 Sewer Connection Fees were credited because of regional sewer facilities constructed during 1999 to 2011 bringing the total credit to 2,519. 1,589 Sewer Connection fee credits were then used with the approval of Woodhaven Section 1 (325) , Matchaponix Estates a/k/a Rocky Creek (117) , Woodhaven Estates 1 a/k/a Winding Brook (73), Woodhaven Plaza (31), Woodhaven Village, Section 2, Phases 1 & 2 (286), Woodhaven Village, Section 2, Phase 3 (129), Woodhaven Village, Section 2, Phase 4 (88), Woodhaven Village, Section 2, Phase 7 (32), Woodhaven Village Section 2, Phase 5 (186), Texas Road Plaza III (246), and Woodhaven Village Section 2, Phase 6 (66). There are 10 units in this application (Woodhaven Village OC2 Buildings) and the remaining credit of Sewer Connection fee is 930.

Mr. Roy said that Preliminary Sewer Approval was granted pursuant to the Agreement Regarding Regional System Improvements between Woodhaven Village, Matchaponix Estates and the OBMUA dated December 2, 1998, and confirmed by the “Settlement Agreement between Woodhaven Village, Matchaponix Estates, and the OBMUA” dated August 20, 2008. Township Preliminary & Final Planning Board Approval was granted on March 23, 2023.

Mr. Roy said that the Applicant has acknowledged that all of the proposed on-site sewer system including the pump station will remain privately owned and maintained by the Applicant. A written private utility maintenance plan must be submitted for review which includes periodic sewer main cleaning, in accordance with the Authority's Rules and Regulations. The Applicant must provide an updated construction cost quantity estimate in accordance with the Authority’s Construction Cost Estimate form.

Mr. Roy said that the size, slope and installation of the on-site sewer laterals and private pump station are subject to approval by the Township Plumbing Sub-Code Official. The Applicant shall provide proof of title showing that it is the owner of the property, and a list of outside agency permits required for this project including County Road Opening Permits. He reported that it appears that the work under this application will not require NJDEP Treatment Works Approval.

Drawings must be revised as per marked-up drawing set sent to the Applicant's Consulting Engineer with the cover letter dated February 5, 2024.

Mr. Roy said that the Applicant shall pay all applicable fees. The

Applicant shall comply with and address all comments in the Engineer's Report dated February 16, 2024. He said the Applicant must fully comply with the Rules and Regulations of the Authority and any Agency having jurisdiction.

Mr. Roy said that this Tentative Sewer Approval shall expire one year from the date of the resolution or as otherwise extended by law. Submission of a Final application shall extend this approval. He said that drawings must be revised as per the marked-up drawing set sent to the Applicant's Consulting Engineer with the cover letter dated February 5, 2024.

Mr. Roy said that the submission deadlines for a Final Sewer Application package are as follows:

February 28, 2024

March 27, 2024

April 24, 2024

A copy of the report has been supplied to the Contact Person of the Applicant as listed on the application form.

Mr. Roy said that he recommends Tentative Sewer Approval subject to the four conditions in his report.

Attorney Jacobs said that a motion is needed for a resolution for Tentative Sewer Approval for Woodhaven Village OC-2 Buildings/Woodhaven Village, Inc., S23-601 subject to the conditions set forth in Mike Roy's February 16, 2024, Report.

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

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

## **OTHER ENGINEERING REPORTS**

### **Old Bridge – Matawan Road (County Route 516) Sewer Replacement Authorization to Advertise for a Construction Contract and Engineering Services**

Mr. Roy said that a gravity sewer that was built forty years ago in 1983 to service a portion of the Merritt Estates Development of approximately 35 homes in the Rt. 34 Sewer Pump Station Drainage Area has several sags in the eight-inch pipe that crosses Old Bridge – Matawan Road (County Route 516) near the Historical Society between Trevor Place and the Old Bridge High School driveway that results in a continuous maintenance headache. The sewer must be cleaned out almost once a week to allow it to freely flow. The defects in this run of sewer main should be corrected for better operation in future years.

Mr. Roy said that at the September 5, 2023, Board of Commissioners Meeting, Alaimo Associates was authorized to perform Engineering Services for an Evaluation Study to evaluate the alternatives and perform a design to rehabilitate this gravity sewer main that crosses Rt. 516.

Mr. Roy said that now that the evaluation and design has been completed and has been reviewed by Staff, he requests that the Commissioners authorize the advertisement of a construction contract of the reference project for public bids and requests authorization of Alaimo Associates attached proposal dated February 6, 2024, in the amount of \$15,000 for Engineering Services During Construction.

Mr. Roy said that the dollar amount of these estimated engineering fees appears to be reasonable, based on the estimated construction cost of \$92,000. The financing for this project will be from the General Funds. The engineering fees are based upon an estimate of the number of hours required for the level of effort anticipated for each of the engineering tasks shown in their “Man Hours” table, all in accordance with their Consulting Engineering Agreement dated February 1, 2024.

Mr. Roy said that the scope of this project consists of open cutting Route 516 and replacing approximately 75 LF of eight-inch ACP with new eight-inch PVC pipe. The work will involve a detour plan that will be approved by the County through their Road Opening Permit process.

Mr. Roy said that he recommends that a construction contract entitled “Old Bridge-Matawan Road Sewer Replacement, Contract No. 2023-3” be advertised for public bids. He also recommends that Alaimo Associates be authorized to proceed with the engineering services for the referenced project in accordance with their February 6, 2024, proposal and their February 1, 2024, Consulting Engineering Contract.

Mr. Roy said that after the bids have been received, a recommendation to award this construction contract will be made to the Commissioners at a future Board Meeting.

Attorney Jacobs said that a motion is needed for a resolution authorizing advertising for a construction contract for Old Bridge- Matawan Road (County Road 516) Sewer Replacement, Contract No. 2023-3 and authorizing Alaimo Associates to proceed with the engineering services for the referenced project in accordance with their February 6, 2024 Proposal and their February 1, 2024, Consulting Engineering Contract.

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

Mr. Weber said since this is across from the High School, it will have an impact on traffic, maybe you can delay the start of construction in the morning.

Mr. Roy said that is a good point. He said that we will have to get the cooperation of the County and the Township Engineering Department in terms of what the traffic flow will be. Mr. Roy said that we may end up doing this work at night or in the summer.

Mr. Roy said if we get authorization for this tonight, we can hold the bids so that the work falls in the summer. He said that we can put into the specs to tell the Contractor to hold the start of the job until school is out and put that start date into the contract now.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

**Route 34 Force Main, Phase 1 – Authorization to Advertise for a Construction Contract and Engineering Services During Construction to Alaimo Associates**

Mr. Roy said that the Route 34 Sewage Pump Station located near the Canyon Woods Development that was built in the 1960's when the Township was first being sewerred, has reached its design capacity. The Developments over the past sixty (60) years have all contributed to the sewage flow into the Route 34 Sewage Pump Station that now needs to be upgraded.

Mr. Roy said that the Authority previously authorized Alaimo Associates to perform a Study and prepare a Preliminary Design Report to upgrade the Rt. 34 Sewage Pump Station and Force Main. The Study and Report was reviewed by staff. The Report called for a three-step approach to addressing the rehabilitation and needed upgrading of the capacity of the Rt. 34 Sewage Pump Station.

Mr. Roy said that one of the steps was to replace the force main pipe under the ravine from the pump station to Balmoral Avenue with a new larger diameter plastic force main pipe, and another separate step was to upgrade the size of the sewage pumps within the pump station structure itself. Once those two steps were accomplished, the third step was to determine the excess capacity that these two projects produce and then evaluate if the remaining force main pipe along Balmoral Avenue to Cheesequake Road needed to also be replaced or if it could be prioritized as a future project.

Mr. Roy said that first at the December 2022 Board Meeting, the Authority authorized the Engineering Design Services to replace the pumping system within the Rt. 34 Sewage Pump Station structure. That Design work is well underway, and we will request authorization to advertise for a construction contract for public bids when the contract has been reviewed by Staff and is ready sometime in the future.

Mr. Roy said that then at the May 2023 Board Meeting, the Authority authorized the Engineering Design Services to replace a portion of the force main that crosses the ravine between the Route 34 Sewage Pump Station and Balmoral Avenue.

Mr. Roy said that design work for this portion of the force main project has been completed and has been reviewed by Staff, and he requests that the Commissioners authorize the advertisement of a construction contract for public bids of this force main project and requests authorization of the Alaimo Associate's proposal dated February 6, 2024, in the amount of \$120,000 for Engineering Services During Construction.

Mr. Roy said that the dollar amounts of these engineering estimated fees appear to be reasonable, based on the estimated construction cost of approximately one million dollars. The financing for this project will be from the General Funds. The engineering 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, 2024.

Mr. Roy said that the scope of this project consists of the installation of approximately 1,130 LF of fourteen-inch 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 said that he recommends that a construction contract entitled “Route 34 Force Main, Phase 1, Contract No. 2023-2” be advertised for public bids. He also recommends that Alaimo Associates be authorized to proceed with the engineering services for the referenced project in accordance with their February 6, 2024, proposal and their February 1, 2024, Consulting Engineer Agreement.

Attorney Jacobs said that a motion is needed for a resolution for Authorization to Advertise for a Construction Contract for the Route 34 Force Main, Phase 1, Contract No. 2023-2 and Engineering Services During Construction to Alaimo Associates.

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

There was no discussion.

The roll call vote was as follows:

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

A motion to accept Mr. Roy’s Engineering Report was made by Dr. Greenberg and seconded by Mr. Walker.

The voice vote as follows:

All Commissioners were in favor.

No Commissioners were opposed.

Superintendent’s  
Report:

Wally Tier, Superintendent – Distribution – Water Division

Mr. Tier said that he submitted his report and would be glad to answer any questions.

There were none.

A motion to accept Mr. Tier’s report was made by Dr. Greenberg and seconded by Mr. Blair.



The voice vote was as follows:

All Commissioners were in favor.

No Commissioners were opposed.

Superintendent's  
Report:

Ray Totten, Superintendent – Treatment – Water Division

Mr. Totten said that he submitted his report, and asked if anyone had questions.

There were none.

A motion to accept Mr. Totten's report was made by Mr. Walker and seconded by Dr. Greenberg.

All Commissioners were in favor.

No Commissioners were opposed.

Superintendent's  
Report:

Walter E. Gillins, Superintendent – Sewer Division

Mr. Gillins said that he submitted his report and asked if anyone had questions.

There were none.

A motion to accept Mr. Gillins' report was made by Dr. Greenberg and seconded by Mr. Blair.

All Commissioners were in favor.

No Commissioners were opposed.

Financial Report:

Michelle Smith, CPA, Comptroller

Mrs. Smith said that her first item is the Renewal of the Maintenance Contract with Harris Computer Systems. She said that they provide our computer software support for our billing, payroll, and accounting

programs. The contract price is \$30,184.47 which is an increase of \$2,236 over the current contract.

A motion to adopt a resolution for the Renewal of the Maintenance Contract with Harris Computer Systems for \$3,184.47 was made by Dr. Greenberg and seconded by Mr. Blair.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mrs. Smith said that her next item is to authorize the Executive Director to be able to Use a Signature Stamp since the Division of Local Government Services require Board approval to use one. She said that only the Executive Director will be permitted to use it; and it will be safeguarded from unauthorized use per the DLGS guidelines.

A motion authorizing the Executive Director to be able to Use a Signature Stamp was made by Dr. Greenberg and seconded by Mr. Blair.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mrs. Smith said that her next item is a resolution changing the Petty Cash Custodian from Guy Donatelli to herself per N.J.S.A. 40:5-21. She said that this has to be done any time there is a personnel change in the Custodian.

A motion to change the Petty Cash Custodian from Guy Donatelli to Michelle Smith was made by Dr. Greenberg and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mrs. Smith said that her last item is regarding our health insurance plan. She said that New Jersey recently extended coverage for infertility care. The New Jersey Administrative Code N.J.A.C. 11:4-54.4 lists the benefits that insurance companies are required to provide, of which she attached to her report. She said that the only benefits that that we do not currently cover are No. 6 and No. 8 on that list, and we also have a maximum benefit of \$25,000. She said that since we are self-insured, we are exempt from providing this additional coverage; however, she would like authorization to make an amendment to our insurance plan covering these additional benefits. This way the employees have the same coverage, as if we were not self-insured.

The motion to adopt a resolution for an amendment to the Health Insurance Plan Adopting the Plan Provisions per N.J.A.C. 11:4-54.4 was made by Dr. Greenberg and seconded by Mr. Blair.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Mrs. Smith said that concludes her report.

A motion to accept Mrs. Smith's Financial Report was made by Dr. Greenberg and seconded by Mr. Blair.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Bills & Claims: Dr. Greenberg said that the Bills and Claims for this month total \$3,005,516.60.

A motion to approve the Bills and Claims in the amount of \$3,005,516.60 was made by Mr. Blair and seconded by Mr. Casserly.

There was no discussion.

The roll call vote was as follows:

Ayes: Greenberg, Blair, Weber, Walker, Razzoli

Nays: None

Absent: None

5 Ayes      0 Nays      0 Absent

Legal Report: Mitchell B. Jacobs, Esq.

Attorney Jacobs said he does not have a Legal Report.

Old Business: Chairman Razzoli asked if anyone had any Old Business?

There was none.

New Business: Mr. Walker said that yesterday there was a water main break on Route 9. He said he received a call from our fire station that Route 34 had no water. Mr. Walker said that he immediately called Mike Roy, and Mike Roy notified me that Wally Tier and staff were working on it. He said that he went down to the site and met Wally Tier. He said that initially Wally Tier thought that Stratford Apartment would have no water or hydrants. Mr. Walker said that he notified OEM, Police Department, and met with Jim Erickson. He said that since we thought we had no water going there, we had to put a Fire Protection Plan together immediately. Mr. Walker said within thirty minutes, we had a Fire Protection Plan and a Fire Watch set up. He said that he met with the Police Department since Route 9 would have had to be shut down if we had to lay over a thousand feet of hose from Shop Rite all the way into Stratford should there have been a fire.

Mr. Walker said that the Fire Official was notified, the Fire Chief was notified, and our Mutual Aid Department was notified all within thirty minutes because of Wally Tier and his guys. He said that he gets phone calls whenever there is a water main break. We had our large diameter strike team ready and available if there should have been a fire to have large diameter hoses going up Route 9 should there have been a fire.

Mr. Walker said that the good and bad news is that after all that was done, Wally Tier said that Stratford Apartments is going to have water. Mr. Walker said that it was a very good exercise to get that done in thirty minutes, and everything worked out perfectly. He said that he would like to thank Wally and his crew for taking care of the water main break right away.

Mr. Blair asked if we could have an email sent to the Commissioners when a break happens, if possible.

There was no more New Business.

Public Portion: Chairman Razzoli opened the meeting to the public. He said that the public portion is limited to a maximum period of three minutes per person.

There was no one from the public wishing to speak.

Chairman Razzoli closed the public portion.

Chairman Razzoli asked if we can put the results of the savings of 4% from negotiations regarding Middlesex Water Company in a newsletter.

Mr. Roy said that we can have our IT person work on putting it onto our website news.

Executive Session: There was no Executive Session.

Adjournment: A motion to adjourn the meeting was made by Dr. Greenberg and seconded by Mr. Walker.

All Commissioners were in favor.

No Commissioners were opposed.

The Meeting was adjourned at 11:51 a.m.

Respectfully submitted,



Edward Casserly, Secretary