THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

MEETING MINUTES

MARCH 24, 2016

The Regular Meeting of The Southeast Morris County Municipal Utilities Authority (the "Authority") was held on Thursday, March 24, 2016, at 7:00 PM prevailing time in the board room at the offices of the Authority at 19 Saddle Road, Cedar Knolls, New Jersey.

The Acting Chairman called the meeting to order at 7:00 PM and read the attached statement of Public Notice (Sunshine Law) and caused same to be entered into the minutes of the meeting.

ROLL CALL

PRESENT: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone* and Johnson

ABSENT: Member Schimpf

* Member participated in the meeting via telephone and acknowledged that he could hear the Vice Chairman and other participants.

Mr. Weiss noted that Michael Broderick of Teamsters Local Union No. 469 and several Authority Union-represented employees were in attendance. He suggested that the Board change the order of the agenda to permit Mr. Broderick to make a statement. The Vice Chairman agreed and Mr. Broderick made his statement.

MOTION APPROVING MINUTES OF FEBRUARY 18, 2016

Copies of the minutes of the meeting held on February 18, 2016, were distributed to the members prior to the meeting for review and comment. Member Dougherty moved that the minutes be adopted. Vice Chairman Kissil abstained. Member Conradi seconded the motion which was duly adopted by the following vote:

YEAS: Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

ABSTAINS: Vice Chairman Kissil

RESOLUTION APPROVING CLOSED SESSION MINUTES OF FEBRUARY 18, 2016

Copies of the closed session minutes of the meeting held on February 18, 2016, were distributed to the members prior to the meeting for review and comment. Member Dougherty moved to approve the list of bills and offered the following resolution:

RESOLUTION NO. 20-16

RESOLUTION APPROVING CLOSED SESSION MINUTES OF FEBRUARY 18, 2016

"COPY ANNEXED"

Member Conradi seconded the motion which was duly adopted by the following vote:

YEAS: Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

ABSTAINS: Vice Chairman Kissil

COMMUNICATIONS

1. February 19, 2016 – Copy of letter from the Borough of Morris Plains appointing Ralph Rotando as a Member of The Southeast Morris County Municipal Utilities Authority.

2. March 16, 2016 – Copy of resignation letter from Janice Congleton, Director of Finance/ Treasurer to be effective April 6, 2016.

3. February 12, 2016 – Copy of letter from the Township of Mendham the successful implementation of the annual controlled deer hunt on the Authority's Clyde Potts Reservoir property.

4. Copy of notice sent to all kindergarten through 12th grade schools within the Authority's service area regarding implementation of an outreach program as a result of rising public concern over health risks posed by elevated lead levels in drinking water.

5. March 19, 2016 – Copy of Daily Record article, "Volunteers help clean up Whippany River in Morristown".

RESOLUTION – APPROVAL OF MARCH 2016 LIST OF BILLS

Copies of the bill list for March 2016 were distributed to the members prior to the meeting for comment and approval. Member Dougherty moved to approve the list of bills and offered the following resolution:

RESOLUTION NO. 21-16

RESOLUTION AUTHORIZING PAYMENT OF LIST OF BILLS FOR MARCH 2016

"COPY ANNEXED"

Member Baldassari seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

OTHER BUSINESS

A. Public Hearing –

1. Connection Fee for the Year 2016

A public hearing was held to adopt the 2016 Connection Fee. A complete transcript was taken by a court reporter according to law and is made a part of these minutes.

B. Resolution Approving Adjustment of Connection Fee for 2016

Following the public rate hearing regarding the proposed adjusted connection fee, Member Dougherty offered the following resolution:

RESOLUTION NO. 22-16

RESOLUTION APPROVING ADJUSTMENT OF CONNECTION FEE FOR 2016

"COPY ANNEXED"

Member Baldassari seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

C. Resolution Amending Capital Budget

The Board reviewed a draft resolution where the Director of Finance/Treasurer has recommended that the 2016 Capital Budget be amended to provide for a capital project not previously reflected in the 2016 Capital Budget; to reflect the addition of a Capital Budget

Project entitled: Emergency Generator Project in the amount of $400,000; and that the funds for the Emergency Generator Project be transferred from the Capital Budget items Facility Upgrade Phased Construction: $300,000 and Transmission and Distribution: Storage Tank Rehabilitation: $100,000 resulting in no change to the total of the 2016 Capital Budget. After discussion, Member Dougherty offered the following resolution:

RESOLUTION NO. 23-16

RESOLUTION AMENDING THE CAPITAL BUDGET

"COPY ANNEXED"

Member Baldassari seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

D. Resolution to Amend Adopted Budget to Include Statewide Insurance Fund Grant

The Board reviewed a draft resolution where on December 15, 2015 the Authority was awarded a Statewide Insurance Fund Risk Control Grant in the amount not to exceed $1,389.88; after approval of the Authority's 2016 Budget. The Director of Finance/Treasurer advised that the Authority may approve the insertion of an item of revenue and appropriation not determined at the time of the adoption of the budget subject to approval of the Director of the Division of Local Governmental Services. The Authority has received notice of the final award in the amount of $1,389.88; and wishes to amend its 2016 Budget to include this amount as a revenue and appropriation. Member Baldassari offered the following resolution:

RESOLUTION NO. 24-15

RESOLUTION TO AMEND ADOPTED BUDGET TO INCLUDE STATEWIDE INSURANCE FUND GRANT

"COPY ANNEXED"

Member Dougherty seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

E. Resolution to Amend Adopted Budget to Include the Federal Emergency Management Agency Grant

The Board reviewed a draft resolution where the Authority was awarded a Federal Emergency Management Agency Hazard Mitigation Grant in the amount of $321,500 with an Authority match of $49,943; after approval of the Authority's 2016 Budget. The Director of Finance/Treasurer advised that the Authority may approve the insertion of an item of revenue and appropriation not determined at the time of the adoption of the budget subject to approval of the Director of the Division of Local Governmental Services. The Authority has received notice of the final award in the amount of $321,500; and wishes to amend its 2016 Budget to include this amount as a revenue and appropriation. Member Baldassari offered the following resolution:

RESOLUTION NO. 25-15

RESOLUTION TO AMEND ADOPTED BUDGET TO INCLUDE FEDERAL EMERGENCY MANAGEMENT AGENCY GRANT

"COPY ANNEXED"

Member Dougherty seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

F. Resolution Awarding Contract for Water Works Materials

The Board reviewed a memorandum dated March 14, 2016, from the Superintendent outlining the bids received for the Water Works Materials Contract. Eight companies picked up bid specifications and five submitted bids for this contract. It was recommended that the contracts be awarded to the lowest responsive bidders, Kennedy Culvert Supply in the total maximum amount of $20,672.60; Water Works Supply Company in the total maximum amount of $86,150.35; Capitol Supply Construction Products in the total maximum amount of $8,926.00; and HD Supply Waterworks in the total maximum amount of $15,084.27. Mr. Weiss stated that the Treasurer has certified that there are sufficient funds available in the 2016 Budget for the portion to be expended in 2016; and that portions to be expended in 2017 are subject to funds being available in the 2017 Budget. Member Iannaccone offered the following resolution:

RESOLUTION NO. 26-16

RESOLUTION AWARDING CONTRACT FOR WATER WORKS MATERIALS

"COPY ANNEXED"

Member Baldassari seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

G. Resolution Authorizing Contract Extension for Permanent Pavement Replacements

The Authority entered into a contract dated April 25, 2015 with Crossroads Pavement Maintenance LLC for Permanent Pavement Replacements, which was duly awarded and approved by resolution dated April 23, 2015 ("Contract"). The Contract was for an initial term of one year with an option to renew by the Authority under certain conditions as permitted by N.J.S.A. 40A:11-15 of the Local Public Contracts Law. The Board reviewed a memorandum from the Superintendent dated March 14, 2016 where he recommended that the Contract be extended for a period of one year on the same terms and conditions, including price, set forth in the existing Contract. The maximum cost to the Authority is $267,800 covering a one year period. The Treasurer certified that there are sufficient funds available in the 2016 Budget for the portion to be expended in 2016; and that the portion to be expended in 2017 will be available subject to approval of the 2017 Budget. Member Dougherty offered the following resolution:

RESOLUTION NO. 27-16

RESOLUTION AUTHORIZING CONTRACT EXTENSION FOR PERMANENT PAVEMENT REPLACEMENTS

"COPY ANNEXED"

Member Conradi seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

H. Resolution Awarding Professional Services Contract for Engineering Services in connection to Emergency Power and Related Matters

The Board reviewed a memorandum from the Executive Director/Chief Engineer dated March 22, 2016. The Authority received a grant award from the New Jersey State Police Office of Emergency Management ("NJOEM") for an amount up to $371,443 for Emergency

Power and Related Matter (the "NJOEM Grant"). The grant funds are awarded through the Federal Emergency Management Association Hazard Mitigation Grant Program where the Authority will be reimbursed for approved expenses after project completion. The Authority has a need for design, permitting, bid phase, and construction phase engineering services for Emergency Power and Related Matters including new generator and other upgrades at the Picatinny Booster Station and manual transfer switches at nine (9) booster stations, well houses and treatment facilities (the "Project"); which Project qualifies for reimbursement under the NJOEM Grant. Hatch Mott MacDonald has submitted a proposal dated March 11, 2016 for the providing of such services at an estimated maximum amount of $212,370. The Contract would be awarded without public bidding as a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and in compliance with N.J.S.A. 19:44A-20.5 (Pay-to-Play Law). The Treasurer certified the availability of funds. After discussion, Member Dougherty offered the following resolution:

RESOLUTION NO. 28-16

RESOLUTION AWARDING PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING SERVICES IN CONNECTION TO EMERGENCY POWER AND RELATED MATTERS

"COPY ANNEXED"

Member Iannaccone seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

I. Report of the Personnel Committee

The Personnel Committee met on March 21, 2016. The portion of the Committee's discussion on collective bargaining agreement negotiations and the Step 3 grievances of certain employees will be discussed in Closed Session.

The resignation of Janice Congleton, Chief Municipal Finance Officer (CMFO), Director of Finance, was also discussed along with a brief discussion on a transition plan for Charles Maggio, Supervisor of Finance. Mr. Maggio has completed a sufficient number of courses to serve as Acting CMFO for the Authority. A transition plan is being developed that includes hiring a replacement for Mr. Maggio, developing an agreement with Ms. Congleton to serve (temporarily) as the Authority's Qualified Purchasing Agent and to provide consultation services for Mr. Maggio. Additional measures to ensure a proper transition will be implemented.

J. Resolution Authorizing Closed Session Discussion

Vice Chairman Kissil stated that the following Agenda items may be held in closed session pursuant to subsections 4, 7 and 8 of Section 12b of the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.):

1. Collective bargaining agreement negotiations

2. Step 3 Grievances of certain employees

The Vice Chairman then moved the following resolution:

RESOLUTION NO. 29-16

RESOLUTION AUTHORIZING CLOSED SESSION DISCUSSION

"COPY ANNEXED"

Member Baldassari seconded the motion which was duly adopted by the following vote:

YEAS: Vice Chairman Kissil; Members Baldassari, Conradi, Dougherty, Iannaccone and Johnson

NOES: None

[CLOSED SESSION MEETING FOLLOWED]

[RESUMPTION OF PUBLIC MEETING]

REPORTS

Copies of the following reports were distributed to the Members for review and comment and a discussion ensued as to each item:

A. Executive Director/Chief Engineer – February 2016

B. Superintendent – February 2016

C. Information Technology – February 2016

D. Finance – February 2016

PUBLIC DISCUSSION

Vice Chairman Kissil stated the next portion of the meeting was set aside for public discussion. No one from the public was present. The Vice Chairman then closed the public portion of the meeting.

ADJOURNMENT

There being no further business, Member Dougherty moved that the meeting be adjourned. Member Baldassari seconded the motion. The meeting adjourned at 8:36 PM.

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS
Assistant Secretary

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973-326-6880 • Fax 973-326-9521

Resolution No. 20-16

RESOLUTION APPROVING CLOSED SESSION MINUTES

RESOLVED that the attached minutes of the Closed Session Meeting held on February 18, 2016, be and the same are hereby approved but withheld from public inspection and insertion in the regular Minute Book pending release for public disclosure pursuant to the provisions of the Open Public Meetings Act; and

BE IT FURTHER RESOLVED that the minutes be inserted in the Closed Session Minute Book of the Authority pending such disclosure.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Board Members

Morristown:
Mary Dougherty
Donald Kissil

Morris Township:
Dennis Baldassari
Alan Johnson

Morris Plains:
Robert Carroll
William Conradi

Hanover Township:
Saverio C. Iannaccone
Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.

Superintendent: Paul A. Kozakiewicz

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
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Resolution No. 21-16

RESOLUTION AUTHORIZING PAYMENT OF MARCH 2016 LIST OF BILLS

BE IT RESOLVED that authorization is hereby granted to make payment of the following list of bills:

OPERATING FUND

Total Salary and Wages	$	423,482.17
Total Operating Fund Checks and Wire Transfers	$	915,444.94
GENERAL FUND/SPECIAL ACCOUNT	$	238,089.26
TOTAL OF MARCH 2016 LIST OF BILLS	$	1,577,016.37

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Board Members

Morristown: Mary Dougherty, Donald Kissil
Morris Township: Dennis Baldassari, Alan Johnson
Morris Plains: Robert Carroll, William Conradi
Hanover Township: Saverio C. Iannaccone, Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.
Superintendent: Paul A. Kozakiewicz

TREASURER'S CERTIFICATION

I hereby certify that there are sufficient funds available ($1,577,016.37) for payment of the resolution entitled Resolution Authorizing Payment of March 2016 List of Bills in the Authority's 2016 Operating Budget.

Janice A Congleton

JANICE A. CONGLETON, Treasurer

Dated: March 24, 2016

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

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Resolution No. 22-16

RESOLUTION APPROVING ADJUSTMENT OF CONNECTION FEE

WHEREAS, the Authority's enabling legislation requires annual adjustment of the connection fee permitted pursuant to N.J.S.A. 40:14B-21; and

WHEREAS, the Authority published notice of the proposed adjusted connection fee in the Daily Record on February 15, 2016 and in the Star Ledger on February 17, 2016 and

WHEREAS, notice of the proposed adjusted connection fee was served upon each municipality serviced by the Authority within the time permitted by law; and

WHEREAS, a public hearing on the proposed adjustment was held on March 24, 2016, as required by law; and

WHEREAS, the proposed adjusted connection fee complies with the provisions of N.J.S.A. 40:14B-21 and was recomputed as therein provided.

NOW THEREFORE BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority that the revised connection fee, as set forth in the revised schedule annexed hereto, be and is hereby approved effective for connection fees paid on and after March 24, 2016.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

DATED: March 24, 2016

Board Members

Morristown: Mary Dougherty, Donald Kissil
Morris Township: Dennis Baldassari, Alan Johnson
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Hanover Township: Saverio C. Iannaccone, Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.
Superintendent: Paul A. Kozakiewicz

EXHIBIT A

Schedule No. 13 (Revised)
Effective March 24, 2016

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

SCHEDULE NO. 13
CONNECTION FEE

Any applicant for potable water supplied through an Authority Line shall be required to pay a connection fee pursuant to Section 18 of the Authority's Rules and Regulations for Water Service as follows:

Connection Fee (Per Equivalent Dwelling Unit)	$ 4,426.00

An equivalent dwelling unit is defined as usage of 214.492 gallons per day.

Reduced Rate/Credit for Public Housing Authorities and Non-profit Organizations Building Affordable Housing

A. Effective January 26, 2005, public housing authorities and non-profit organizations building affordable housing shall be allowed a fifty percent (50%) reduction in the Connection Fee for new connections to the Water System.

B. For units previously connected to the Water System that were demolished or refurbished to allow for new affordable housing units for which a Connection Fee was previously paid, public housing authorities and non-profit organizations shall be entitled to a credit against the Connection Fee equal to the Connection Fee previously assessed and paid for connection to the Water System for units previously connected to the Water System.

C. The Connection Fee assessable against a public housing authority or non-profit organization for units previously connected to the Water System that were demolished or refurbished to allow for new affordable housing units shall be the lesser of the reduced rate provided for in Paragraph A above; or the current Connection Fee applicable to other types of housing developments minus the credit provided under Paragraph B above provided that the public housing authority or non-profit organization can establish that a Connection Fee was previously assessed and paid for connecting to the Water System. If the public housing authority or non-profit organization cannot establish that a Connection Fee was previously assessed and paid for connection to the Water System, the reduced rate provided for in Paragraph A above (i.e. fifty percent (50%) of the regular Connection Fee) shall be assessed.

The reductions set forth in Paragraphs A, B and C above are provided pursuant to the provisions of P.L. 2005, Chapter 29 of the Laws of the State of New Jersey (N.J.S.A. 40:14B-23) adopted and effective on January 26, 2005.

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973-326-6880 • Fax 973-326-9521

Resolution No. 23-16

RESOLUTION TO AMEND THE CAPITAL BUDGET

WHEREAS, the Director of Finance/Treasurer has recommended that the 2016 Capital Budget be amended to provide for a capital project not previously reflected in the 2016 Capital Budget; and

WHEREAS, the Director of Finance/Treasurer has advised that the Authority may approve an amendment to reflect any changes in the Capital Budget, the need for which arises after approval of the Budget; and

WHEREAS, the Authority finds that there is need to amend the 2016 Capital Budget as recommended by the Director of Finance/Treasurer,

NOW, THEREFORE, BE IT RESOLVED, that the 2016 Capital Budget be amended to reflect the addition of a Capital Budget Project entitled: Emergency Generator Project in the amount of $400,000; and

BE IT FURTHER RESOLVED, that the funds for the Emergency Generator Project be transferred from the Capital Budget items Facility Upgrade Phased Construction: $300,000 and Transmission and Distribution: Storage Tank Rehabilitation: $100,000 resulting in no change to the total of the 2016 Capital Budget; and

BE IT FURTHER RESOLVED that the Director of Finance/Treasurer be and is hereby authorized and directed to provide notice to and request approval of, to the extent required by law, the Director of the Division of Local Government Services to the foregoing addition and appropriation; and

BE IT FURTHER RESOLVED that two certified copies of this Resolution be forwarded to the Director of Local Government Services for such notification and approval together with a request for such approval to the extent required by law.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Board Members

Morristown: Mary Dougherty, Donald Kissil
Morris Township: Dennis Baldassari, Alan Johnson
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Executive Director/Chief Engineer: Laura Cummings, P.E.
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SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

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Resolution No. 24-16

RESOLUTION TO AMEND ADOPTED BUDGET TO INCLUDE THE STATEWIDE INSURANCE FUND GRANT

WHEREAS, on December 15, 2015, after approval of The Southeast Morris County Municipal Utilities Authority's (Authority's) 2016 Budget, the Authority was awarded a Statewide Insurance Fund Risk Control Grant in the amount not to exceed $1,389.88, and

WHEREAS, the Director of Finance/Treasurer has advised that the Authority may approve the insertion of an item of revenue and appropriation not determined at the time of the adoption of the budget subject to approval of the Director of the Division of Local Governmental Services, and

WHEREAS, the Authority has received notice of the final award in the amount of $1,389.88; and wishes to amend its 2016 Budget to include this amount as a revenue and appropriation.

NOW, THEREFORE, BE IT RESOLVED that the following insertion of an item of revenue and appropriation item in the Authority's 2016 Budget be and is hereby approved:

Revenue: Statewide Insurance Fund Risk Control Grant	$1,389.88
Appropriation: Security and Alarm System	$1,389.88

AND BE IT FURTHER RESOLVED that the Director of Finance/Treasurer be and is hereby authorized and directed to provide notice to and request approval of, to the extent required by law, the Director of the Division of Local Government Services to the foregoing addition and appropriation; and

BE IT FURTHER RESOLVED that two certified copies of this Resolution be forwarded to the Director of Local Government Services for such notification and approval together with a request for such approval to the extent required by law.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Board Members

Morristown: Mary Dougherty, Donald Kissil
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Dated: March 24, 2016

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Resolution No. 25-16

RESOLUTION TO AMEND ADOPTED BUDGET TO INCLUDE
THE FEDERAL EMERGENCY MANAGEMENT AGENCY GRANT

WHEREAS, after approval of The Southeast Morris County Municipal Utilities Authority's (Authority's) 2016 Budget, the Authority was awarded a Federal Emergency Management Agency (FEMA) Hazard Mitigation Grant in the amount of $321,500 with the Authority match of $49,943; and

WHEREAS, the Director of Finance/Treasurer has advised that the Authority may approve the insertion of an item of revenue and appropriation not determined at the time of the adoption of the budget subject to approval of the Director of the Division of Local Governmental Services, and

WHEREAS, the Authority has received notice of the final award in the amount of $321,500; and wishes to amend its 2016 Budget to include this amount as a revenue and appropriation.

NOW, THEREFORE, BE IT RESOLVED that the following insertion of an item of revenue and appropriation item in the Authority's 2016 Budget be and is hereby approved:

Revenue:	Federal Emergency Management Agency Grant	$321,500
	Unrestricted Net Assets	$ 49,943
Appropriation:	Hazard Mitigation - Generators	$371,443

AND BE IT FURTHER RESOLVED that the Director of Finance/Treasurer be and is hereby authorized and directed to provide notice to and request approval of, to the extent required by law, the Director of the Division of Local Government Services to the foregoing addition and appropriation; and

BE IT FURTHER RESOLVED that two certified copies of this Resolution be forwarded to the Director of Local Government Services for such notification and approval together with a request for such approval to the extent required by law.

ATTEST:

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Board Members

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Executive Director/Chief Engineer: Laura Cummings, P.E.

Superintendent: Paul A. Kozakiewicz

CERTIFICATION

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SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
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Resolution No. 26-15

RESOLUTION AWARDING CONTRACT FOR WATER WORKS MATERIALS

WHEREAS, The Southeast Morris County Municipal Utilities Authority (the "Authority") has advertised and received bids for Water Works Materials, consisting of eight (8) items described in the project specifications on February 11, 2016; and

WHEREAS, the Superintendent has reviewed the bids and set forth his recommendations in a report dated March 14, 2016, for the award of the various items, said report attached hereto and made a part hereof; and

WHEREAS, the Treasurer has certified that there are sufficient funds available in the 2016 Budget for the portion to be expended in 2016; portions to be expended in 2017 are subject to funds being available in the 2017 Budget; and

NOW, THEREFORE, BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority that contracts for Water Works Materials be awarded as follows:

Kennedy Culvert			
Bid No. 1	DICL Pipe and MJ Fittings	$	10,370.60
Bid No. 2	MJ Seat Gate Valves	$	10,302.00
Water Works Supply Company, Inc.			
Bid No. 3	Tapping Sleeves and Valves	$	7,971.49
Bid No. 4	Valve and Curb Boxes and Parts; MJ Restraints	$	10,142.50
Bid No. 6	Water Service Materials	$	22,022.16
Bid No. 8	Fire Hydrants and Repair Parts	$	46,014.20
Capitol Supply Construction Products, Inc.			
Bid No. 5	Copper Tubing	$	8,926.00
HD Supply Waterworks, Ltd.			
Bid No. 7	Repair Clamps and Sleeves	$	15,084.27
	Total:	$	130,833.22

in accordance with their bids submitted on February 11, 2016; and

Board Members

Morristown: Mary Dougherty, Donald Kissil
Morris Township: Dennis Baldassari, Alan Johnson
Morris Plains: Robert Carroll, William Conradi
Hanover Township: Saverio C. Iannaccone, Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.
Superintendent: Paul A. Kozakiewicz

BE IT FURTHER RESOLVED that the appropriate officers of the Authority be and they are hereby authorized and directed to execute appropriate contracts with regard to said project on behalf of the Authority in the manner prescribed by law.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973/326-6860 • Fax 973/326-9521

MEMORANDUM

TO: Laura Cummings, PE, Executive Director / Chief Engineer

FROM: Paul A. Kozakiewicz, Superintendent

RE: Contracts for Providing Water Works Materials

DATE: March 14, 2016

CC: Janice Congleton, CMFO, QPA, Treasurer

Sealed bids were received on February 11, 2016 at 2:00 PM for the procurement of Water Works Materials. The Specifications and Bid Proposals were organized in a manner that provided for the submission of bids in eight individual categories.

Specifications/Bid Packages were issued to eight (8) companies and five (5) submitted proposals. Table 1 provides a bid tabulation of all bids received where those items that are highlighted indicate the lowest bid for the referenced bid item. The following provides a summary of the actual bid awards, including breakdowns of the accounts to be charged for the bid items.

I recommend that the Authority **accept** the following bids:

Kennedy Culvert

Bid #1 DICL Pipe and Fittings for an amount not to exceed $10,370.60.
Bid #2 Gate Valves for an amount not to exceed $10,302.00.

The total contract amount is $20,672.60. From this $16,538.08 will be charged to the 2016 Budget and the remaining $4,134.52 will be included in the 2017 Budget. The following is a breakdown of the account charges:

02-00-500-377 Transmission System Improvements	$14,538.08
02-60-400-633 Transmission Mains & Valves Maint.	$2,000.00

Water Works Supply Co., Inc.

Bid #3 Tapping Sleeves & Valves for an amount not to exceed $7,971.49.
Bid #4 Valve Boxes and MJ Restraint for an amount not to exceed $10,142.50.
Bid #6 Water Service Materials for an amount not to exceed $22,022.16.
Bid #8 Fire Hydrants & Repair Parts for an amount not to exceed $46,014.20.

The total contract amount is $86,150.35. From this $68,920.28 will be charged to the 2016 Budget and the remaining $17,230.07 will be included in the 2017 Budget. The following is a breakdown of the account charges:

02-00-500-377 Transmission System Improvements	$54,420.28
02-60-400-632 Transmission Services Maintenance	$7,000.00
02-60-400-633 Transmission Mains & Valves Maint.	$3,500.00
02-60-400-634 Transmission Hydrant & Valve Maint.	$4,000.00

Capitol Supply Construction Products, Inc.

Bid #5 Copper Tubing for an amount not to exceed $8,926.00.

The total contract amount is $8,926.00. From this $7,140.80 will be charged to the 2016 Budget and the remaining $1,785.20 will be included in the 2017 Budget. The following is a breakdown of the account charges:

02-00-500-377 Transmission System Improvements	$3,640.80
02-60-400-632 Transmission Services Maintenance	$3,500.00

HD Supply Waterworks, LTD.

Bid #7 Repair Clamps & Sleeves for an amount not to exceed $15,084.27

The total contract amount is $15,084.27. From this $12,067.42 will be charged to the 2016 Budget and the remaining $3,016.85 will be included in the 2017 Budget. The following is a breakdown of the account charges:

02-00-500-377 Transmission System Improvements	$8,567.42
02-60-400-633 Transmission Mains & Valves Maint.	$3,500.00

Please note that these are annual contracts to supply the specified materials "as needed".

The total maximum annual amount for all eight contracts is One Hundred Thirty Thousand Eight Hundred Thirty Three Dollars and Twenty-two Cents ($130,833.22). Janice Congleton, CMFO, QPA, Treasurer has confirmed that One Hundred Six Thousand Dollars ($106,000.00) were included in the 2016 Capital Budget for Transmission System Improvements (Account #02-00-500-377). The remaining Twenty Four Thousand Eight Hundred Thirty Three Dollars and Twenty Two Cents ($24,833.22) will come from the Operating Budget accounts. The amount to be encumbered to 2016 Capital Budget is $81,166.58 and that to 2016 Operating Budget would be the sum of $23,500.

Therefore Ms. Congleton will certify that sufficient funds are available in the 2016 Budget for the portion of the contract to be expended in 2016; portions to be expended in 2017 will be subject to funds being allocated in the 2017 Budget.

TREASURER'S CERTIFICATION

I hereby certify funds for payment of contracts for Water Works Materials as follows:

1. To Kennedy Culvert, in the total maximum amount of $20,672.60:
   a. In 2016, funds are available in the amount of $16,538.08; and
   b. In 2017, funds will be available in the amount of $4,134.52 subject to the approval of the 2017 Budget.
2. To Water Works Supply Co., Inc. in the total maximum amount of $86,150.35:
   a. In 2016, funds are available in the amount of $68,920.28; and
   b. In 2017, funds will be available in the amount of $17,230.07 subject to the approval of the 2017 Budget.
3. To Capitol Supply Construction Products in the total maximum amount of $8,926.00:
   a. In 2016, funds are available in the amount of $7,140.80; and
   b. In 2017, funds will be available in the amount of $1,785.20 subject to the approval of the 2017 Budget.
4. To HD Supply Waterworks, Ltd. in the total maximum amount of $15,084.27:
   a. In 2016, funds are available in the amount of $12,067.42; and
   b. In 2017, funds will be available in the amount of $3,016.85 subject to the approval of the 2017 Budget.

The total maximum amount of these contracts will not exceed $130,833.22. This item will be charged to Account Nos.02-00-500-377, 02-60-400-632, 02-60-400-633 and 02-60-400-634.

Janice A Congleton

JANICE A. CONGLETON, Treasurer

Dated: March 26, 2015

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973-326-6880 • Fax 973-326-9521

Resolution No. 27-16

RESOLUTION AUTHORIZING EXTENSION OF CONTRACT FOR
PERMANENT PAVEMENT REPLACEMENTS

WHEREAS, The Southeast Morris County Municipal Utilities Authority (the "Authority") entered into a contract dated April 27, 2015, with Crossroads Pavement Maintenance, L.L.C. (the "Contractor"), for the contract entitled "Permanent Pavement Replacements", which was duly awarded and approved by resolution dated April 23, 2015 (the "Contract"); and

WHEREAS, the Contract was for an initial term of one year with an option to renew by the Authority for one or two additional years under certain conditions as permitted by N.J.S.A. 40A:11-15 of the Local Public Contracts Law; and

WHEREAS, the Superintendent of the Authority has recommended that the Contract be extended for a period of one year; and

WHEREAS, the Members of the Authority hereby find that the services are being performed by the Contractor under the Contract in an effective and efficient manner; and

WHEREAS, the extension will be on the same terms and conditions, including price, set forth in the existing Contract; and

WHEREAS, the maximum cost to the Authority is $267,800 per year for this extension.

WHEREAS, the Treasurer has certified that there are sufficient funds available in the 2016 Budget for the portion to be expended in 2016; portions to be expended in 2017 are subject to funds being available in the 2017 Budget; and

NOW THEREFORE BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority as follows:

1. The term of the Contract dated April 27, 2015, between the Authority and Crossroads Pavement Maintenance, L.L.C., be and the same is hereby extended for a period of one year at a contract price of $267,800 per year as provided in the Contract and permitted by the Local Public Contracts Law (N.J.S.A. 40A:11-15);

Board Members

Morristown:	**Morris Township:**	**Morris Plains:**	**Hanover Township:**
Mary Dougherty	Dennis Baldassari	Robert Carroll	Saverio C. Iannaccone
Donald Kissil	Alan Johnson	William Conradi	Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E. **Superintendent:** Paul A. Kozakiewicz

2. The extension shall be on the same terms and conditions, including price, set forth in the original Contract dated April 27, 2015, which Contract was awarded by the Authority by resolution duly adopted on April 23, 2015;

3. The Chairman or Vice Chairman and Secretary or Assistant Secretary be and they are hereby authorized and directed to execute and deliver an extension agreement or other document as may be required, and approved by the General Counsel, in order to effectuate the intent of this resolution.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

DATED: March 24, 2016

TREASURER'S CERTIFICATION

I hereby certify funds for payment of a contract with Crossroads Pavement Maintenance, LLC, for Permanent Pavement Replacements as follows:

1. In 2016, funds are available in the amount of $176,800.00; and

2. In 2017, funds will be available in the amount of $91,000.00 subject to the approval of the 2017 Budget.

The total maximum amount of this contract will not exceed $267,800.00. This item will be charged to Account No. 02-60-400-692.

Janice A Congleton

JANICE A. CONGLETON, Treasurer

Dated: March 24, 2016

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973-326-6880 • Fax 973-326-9521

Resolution No. 28-16

RESOLUTION AUTHORIZING EXECUTION OF A PROFESSIONAL SERVICE CONTRACT FOR ENGINEERING SERVICES IN CONNECTION WITH EMERGENCY POWER AND RELATED MATTERS

WHEREAS, The Southeast Morris County Municipal Utilities Authority ("Authority") has received a grant award from the New Jersey State Police Office of Emergency Management ("NJOEM") for an amount up to $371,443 for Emergency Power and Related Matter (the "NJOEM Grant"); and

WHEREAS, the grant funds are awarded through the Federal Emergency Management Assocation Hazard Mitigation Grant Program where the Authority will be reimbursed for approved expenses after project completion.

WHEREAS, the Authority has a need for design, permitting, bid phase, and construction phase engineering services for Emergency Power and Related Matters including new generator and other upgrades at the Picatinny Booster Station and manual transfer switches at nine (9) booster stations, well houses and treatment facilities (the "Project"); and

WHEREAS, the Project qualifies for reimbursement under the NJOEM Grant; and

WHEREAS, Hatch Mott MacDonald has submitted a proposal dated March 11, 2016 for the providing of such services at an estimated maximum amount of $212,370, a copy of which is annexed hereto as Exhibit "A"; and

WHEREAS, this Contract is being awarded without public bidding as a Professional Service Contract pursuant to the provisions of the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) and in compliance with N.J.S.A. 19:44A-20.5 (Pay-to-Play Law); and

WHEREAS, Hatch Mott MacDonald has completed and submitted Business Entity Disclosure Certifications which certify that they have not made any reportable contributions to any political or candidate committee in the Township of Hanover, Borough of Morris Plains, Town of Morristown and the Township of Morris in the previous one year, and that the contract will prohibit them from making any reportable contributions through the term of the contract; and

WHEREAS, funds are available and have been certified by the Treasurer of the Authority; and

Board Members

Morristown:
Mary Dougherty
Donald Kissil

Morris Township:
Dennis Baldassari
Alan Johnson

Morris Plains:
Robert Carroll
William Conradi

Hanover Township:
Saverio C. Iannaccone
Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.

Superintendent: Paul A. Kozakiewicz

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that notice of the awarding of professional service contracts be printed once in a newspaper authorized by law to publish the Authority's legal advertisement;

NOW THEREFORE BE IT RESOLVED by The Southeast Morris County Municipal Utilities Authority as follows:

1. That the proposal of Hatch Mott MacDonald dated March 11, 2016, be and the same is hereby accepted and approved; and

2. This contract is awarded without competitive bidding as a "Professional Service Contract" in accordance with the Local Public Contracts Law because the services to be rendered are professional services as therein defined; and

3. The Executive Director/Chief Engineer or her designee be and is hereby authorized and directed to seek reimbursement from the NJOEM upon completion of the Project.

4. Copies of this Resolution shall be filed in the office of the Secretary of the Authority and in the respective offices of the Clerks of the Township of Hanover, the Township of Morris, the Town of Morristown and the Borough of Morris Plains, and notice of the award shall be printed once in the Daily Record in accordance with the Local Public Contracts Law.

ATTEST:

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

DATED: March 24, 2016

Hatch Mott MacDonald
111 Wood Avenue South
Iselin, New Jersey 08830-4112
T 973.379.3400 www.hatchmott.com

March 11, 2016

Ms. Laura Cummings, PE, Executive Director/Chief Engineer
Southeast Morris County
Municipal Utilities Authority
19 Saddle Road
Cedar Knolls, New Jersey 07927

RECEIVED
MAR 1 1 2016

RE: Proposal for Professional Engineering Services
For Emergency Power and Related Matters

Dear Ms. Cummings:

In response to the Request for Proposal (RFP) dated February 1, 2016, we are pleased to submit the following proposal for design, permitting, bid phase, and construction phase engineering services for the above reference project including new generator and other upgrades at the Picatinny Booster Station and manual transfer switches at nine (9) booster stations, well houses and treatment facilities.

The Picatinny Booster Station is an important water supply facility for the Authority as it is the only principal means of supplementing water supply to the 670 gradient supplied from the Clyde Potts Reservoir, other than purchase of supplies from MCMUA. The Booster Station includes two (2) 1000 GPM pumps which transfer supply from the 523 gradient to the 670 zone. The Booster Station is a below grade pump station located on the site of the Picatinny storage tanks, with access road to the site off of Fairmont Avenue in Morris Township. Given the remote location of the facility, on-site emergency power is preferred to having to bring a portable generator to the site.

The Booster Station was placed into service in 1995 and has been used primarily as a back-up source of supply since the Clyde Potts Treatment Plant was placed into service. The Booster Station is a critical facility to supply the 670 gradient should there be an emergency at the Clyde Potts Water Treatment Plant, or drought conditions limiting the yield from the reservoir.

The Picatinny Booster Station is one of the few remaining pumping stations in the Authority's system without a back-up source of power. This project will provide an emergency generator to improve the reliability of this Station.

In order to improve access for routine maintenance, the Authority is also proposing to provide direct "walk-in" access to the underground Station, eliminating the roof top access hatch and ship ladder. Based on a review of the design drawings, the finished floor of the pump station is about the same elevation as the access road; therefore, direct access should be possible, however field surveys will be necessary to confirm the topography and elevations. The pump discharge pipes exit the front of the pump station, and there may be insufficient space to construct the required retaining walls without impacting these pipes. It may be necessary to provide access to the pump station from the side of the chamber to avoid interference with the discharge piping. We will investigate the available options for access during the

preliminary design and review these with the Authority. We will also evaluate the feasibility of removing the access hatch and installing a skylight in its place to improve natural lighting to the below grade station.

The Booster Station and tank site are located in a valley with a pond in close proximity to the Station. There are known freshwater wetlands in the area, and the potential for flooding needs to be addressed as part of the siting of the proposed generator. As the facility is located in a residential neighborhood, sound attenuation and visual impact will also need to be addressed as part of the design effort.

The scope of work will also include the design of manual electrical transfer switches for emergency generator connections at nine facilities in order to improve the reliability of the Authority's supply facilities. These switches will be located on the exterior of the buildings in locations to easily accommodate the quick connection to emergency generators. The switches and connections will accommodate the full power of the facility.

The Authority has received partial funding through the New Jersey Hazard Mitigation Grant Program. This program has certain project management and reporting requirements, and time schedule for the execution of these improvements.

Our services will be provided in accordance with the RFP and as outlined in our detailed scope of work which follows.

Scope of Services

We have followed the scope as detailed in the RFP, and provided details to support our understanding of the services to be provided:

Task 1 – New Jersey Office of Emergency Management Memorandum of Understanding (MOU) and Sub-Grant Agreement Project Management

Under this task HMM will provide overall project management services for the project and assist the Authority with reporting requirements as outlined in the MOU and Sub-Grant Agreement. These services may include tracking allowable grant funded costs versus non-allowable costs; maintaining records of all design documents, correspondence with regulatory agencies, drafting of quarterly reports for the Authority to submit to NJOEM; and other tasks as may be requested by the Authority during the execution of the project(s).

Task 2 – Meetings With Regulatory and Funding Agencies

As defined in the RFP, this task is limited to one (1) 4-hour meeting with local public representatives as requested by the Authority.

Task 3 – Permitting

Under this task we will prepare the required applications and supporting documentation necessary to obtain the permits that will be required for this project.

Hatch Mott MacDonald

Based upon our knowledge of the site and preliminary investigation, we anticipate that the proposed work will be subject to regulations regarding freshwater wetlands, flood hazard areas, and riparian zones.

We propose to have the freshwater wetlands/State open waters investigated and delineated within 150 feet of the proposed construction areas by a certified wetlands scientist. The wetlands delineation flags will be surveyed and plotted onto a topographic site plan for permitting purposes. The impact the wetlands, flood hazard area and riparian zone may have on siting the generator and access to the structure will be addressed during final design. Based upon our proposed conceptual design, we anticipate that all of the work can be covered under Freshwater Wetlands General Permits: NJDEP freshwater wetlands General Permit (GP) 2 for underground utility lines; GP-21 for above-ground utilities, including the generator; and GP-10 for road/driveway improvements.

A preliminary evaluation indicates that the site is in close proximity to the Ohio Brook, which is a regulated water body based on flood hazard area regulations set forth in N.J.A.C. 7:13. The proposed work is in the regulated 150 foot riparian zone and potentially in the regulated flood hazard area of Ohio Brook, hence, the requirements in N.J.A.C. 7:13 have to be addressed. Since Ohio Brook is an unstudied water body, we anticipate that a hydrologic and hydraulic analysis as set forth in N.J.A.C. 7:13-3.6 will be required by NJDEP as part of the permitting process for this project. By inspection, the project is not located within a regulatory floodway; hence, we anticipate that a floodway analysis will not be required by NJDEP.

HMM will conduct a pre-application meeting with NJDEP staff to discuss their interpretation of the site conditions and submission requirements for this project. Based on the pre-application meeting discussions, HMM staff will perform a hydrologic and hydraulic analysis of the brook-pond system using the USACE HEC-RAS 4.1.0 computer program, to establish the regulatory floodplain. HMM will prepare documentation for FHA Verification and Individual Permit application including, but not limited to, Application Report, Engineering Report, Environmental Report, LURP2 form, public notification and natural heritage database search application. In accordance with the fee structure set forth in N.J.A.C. 7:13-17.1, we anticipate the application review fee for the FHA permit will be:

Method 6:	
Verification - $4,000 Base Fee +	
450' of regulated water @ $400/100' =	$6,000
Individual Permit Base Fee	$3,000
Net Fill Calculations Review	$4,000
Stormwater Management Review	$0
(Project is not a major development as set forth in N.J.A.C. 7:8)	
Total	**$13,000**

It is noted that NJDEP issued Draft Revisions to the flood hazard area regulations for comment in June 2015. Adoption of the revised rules is anticipated sometime in 2016. However, pending the final outcome of comments and legal challenges, the exact content of the rules is not known, nor is adoption of the rules assured. The

timing and content of the final rules may impact the anticipated permitting requirements for this project. Given the date when the revised rules will take effect remain uncertain, the permitting assessment for this project is based on the current rules. In addition, we are assuming that a hardship exception will not be required for this project. As such, the anticipated permit preparation budget and NJDEP permit fee indicated above do not include provisions for a hardship exception. If during the course of the project it is determined that the project may require a hardship exception for one or more elements of the FHA permit, an additional scope description and budget will be provided.

Based upon the current scope of work, we assume that the following permits will also be required in addition to the Land Use Regulation Program permits described above. All completed permit applications will be submitted by HMM on behalf of the Authority. It is assumed that the Authority will pay for all review fees (permit application fees are not included in HMM fees).

1. Morris Township Planning Board (courtesy review)
2. Local building Permit(s) (Picatinny Booster improvements and manual transfer switches) (to be obtained by the contractor)
3. NJDEP Air General Permit for emergency generator
4. Phase IA Historical and Archaeological Survey, if required by NJDEP due to the proximity of the National Register-eligible Morris Aqueduct Company Historic District (by Richard Grubb and Associates as a subconsultant to HMM)
5. If soil disturbance exceeds 5,000 square feet, Soil Erosion and Sedimentation Control Plan certification from the local Soil Conservation District.

Task 4 – Detailed Design of the Picatinny Booster Station Emergency Generator, Automatic Transfer Switch, Fuel Storage Tanks and Related Improvements

The following represents the design phase scope:

1. A project schedule will be prepared and maintained throughout the duration of the contract. The schedule will include, at a minimum, the following milestones:

    - Submission of information prior to review meetings;
    - Review meetings including: design memorandum review, draft documents and final documents;
    - Completion of permit applications;
    - Completion of design phase; and
    - Anticipated receipt of each permit

2. Periodic meetings will be held with the Authority staff at the Authority's Headquarters and would generally include the initial project meeting; a meeting to review the design memorandum (30%); a meeting to review design drawings and prepare for permit submissions (90%); and a meeting to review complete design documents.

Hatch Mott MacDonald

3. Our scope of services includes the design of a new pad mounted generator and fuel storage tanks adjacent to the Booster Pumping Station. This would be a similar arrangement that has been successfully used at the Mountain Way and Malapardis Booster Pumping Stations and the Clyde Potts Membrane Treatment Plant. The generator would be provided with a sound attenuating enclosure that would meet municipal noise ordinances. The generator and fuels tanks would be located to facilitate easy access for fueling and maintenance. In order to provide a level area for the generator and fuel tanks, it will likely be necessary to site the generator into the slope adjacent to the Booster Station. We envision the need for a small retaining wall which would be useful in helping to screen the generator and deflect noise. Screening on top or the walls will be considered to improve sound attenuation and screen the generator from the residents in the area.

   The need for ancillary screening and or plantings to blend in with the surrounding site would be considered. Alternative locations for siting the generator would be considered in the initial design phase with input from the Authority. Issues associated with potential flooding, security, access, etc. would be considered in the evaluation. The need to potentially locate the automatic transfer switch outside of the pump station will be included in the initial design concept.

   The generator will be sized to power the current loads, as well as anticipated future loads at the site. With the installation of the generator and fuel tanks, enhanced security will be needed around the site. We will evaluate alternative options to extend the site fencing around the storage tanks to include the pump station area. This would simply entail extending the fence along the Jones Woods Tank access road and installing a new access gate at the end of the Picatinny Tank driveway and site access road and extending the fence along the driveway connecting to the existing site fence. The option of fencing only the pump station and generator will also be considered.

4. The design must have a well-defined sequence of construction to maintain service to the facility, and must also include contingency plans in the event of potential unforeseen field conditions. HMM will meet with the Authority to thoroughly develop the sequence of construction related to maintaining the facility in service while modifying the existing electrical controls and instrumentation equipment to connect the new generator.

   The final design will also include architectural/structural modifications that will be required to allow direct access to the below grade structure. We will design the structural retaining walls and drainage systems to accommodate direct access to the below grade pump station. It is envisioned that access will need to be to the side of the pump station due to the proximity to the discharge pipes out the front of the pump station. The design will include an evaluation of the existing ventilation systems and lighting, and design of

recommended improvements. It may be possible to provide space for a ventilation louver next to the access door to improve cross ventilation to the station. We would also consider the removal of the roof double access hatch doors and installing a skylight to improve natural light to the below grade structure.

Site mapping will be limited to development of a site plan prepared from a field survey of the site and existing as-built drawings of the facility. We do not intend to undertake a property survey as the Picatinny Tank site is very large, and the work will be limited to the immediate vicinity of the Booster Pumping Station. Wetland delineations will be included in the survey and included on the detailed drawings.

5. A geotechnical investigation will not be undertaken given the relatively small size of the generator and concrete pad.

6. The Authority noted at the pre-proposal meeting that the existing electric service is adequate to meet future loads. As part of the design effort, we will communicate with JCP&L relative to the incoming electrical service and based on the results of the hydraulic analysis determine if the existing electric service is adequate. Our scope of services does not include the design of a new electric service, but if it is found necessary to increase the size of the service, we will provide the Authority with a cost to undertake this design effort.

7. A preliminary construction cost estimate arranged in CSI format for each will be prepared. The preliminary estimate shall be submitted during Meeting #2 as part of the initial design memorandum. A final estimate shall be prepared upon completion of design documents and submitted for the final design review meeting.

8. Technical specifications will be prepared in CSI 16-division format. We will incorporate the standard front-end bid and contract documents that we have used on similar Authority projects in the past.

9. Three (3) sets of the design memorandum, design notes, and calculations will be submitted in advance of each design meeting. Final documents submitted will be bound in 3-ring binders and will be provided in electronic and hard copy.

10. Electronic communication capabilities will be maintained throughout the project.

Task 5 – Detailed Design of Manual Transfer Switches

Under this task we will design manual transfer switches for the following facilities:

- Shongum Booster Pump Station
- Lidgerwood Well

- Littleton Well and Monitoring Station
- Magyar Well
- McCabe Well
- Morris Plains Well
- Todd Well and Air Stripping Facility
- Turnbull Well
- Wing Well

The design will include the sizing of the appropriate manual transfer switch and quick-connect couplings to allow the connection of a portable generator to power these facilities in the event of an extended power failure. The connections will be sized to accommodate the current loads of the facilities, and potential increase in electrical loads based on input from the Authority.

It is our understanding that the Authority has recently completed Arc Flash Studies at these facilities and the final reports will be made available for the design effort. We will also undertake site visits to develop appropriate drawings to reflect the intended design concept. The quick-connect couplings will be strategically located on the exterior of the buildings to enable quick and easy access for the connection of the portable generators. As all of these facilities will require different size generators to power the electrical demands, each station will have a clearly identified power connection requirement so that there are no issues under emergency conditions knowing what size generator is need to power the well or booster station.

We anticipate the following project review meetings:

- Kick-off meeting to obtain relevant information and input from Authority staff on equipment preferences and suggestions on preliminary switch locations at the various facilities;
- 90% review to obtain input and feedback on design drawings and specifications;
- Final design to obtain any comments to incorporate into final design documents.

As the proposed work is contained with the existing buildings, we anticipate that the only permit required for this work will be local construction permits which the contractor will be required to obtain. We will provide drawings to the local construction code officials during the design period to make them aware of the project.

Task 6 – Record Documents, Contract Documents and Bid Services

The following represents the scope under this task:

Contract documents (plans and specifications) will be provided to the Authority for bidding the project(s). Our proposal is predicated on developing one set of contract documents which include the work at the Picatinny Booster Pumping Station and Manual Transfer switches. The documents will include separate bid prices for the electrical and site improvement work at Picatinny and separate bid

price for the station access work (which may not be eligible in the Authority's grant funding. We will also include separate unit bid prices for each of the manual transfer switches.

We will provide technical specifications and the bid form and scope documents, to be combined with front-end specifications provided by the Authority. We will provide fifteen (15) sets of bound documents and one (1) unbound set for bidding purposes.

Responses will be prepared to bid period questions by contractors.

Any addenda to the Contract Documents will be prepared as needed.

We will attend a prebid meeting. We will also attend the bid opening and prepare a report summarizing the bid results with recommendation for award to the Authority

At completion of construction, we will prepare a final Basis of Design Report and as-built drawings based on redlined drawings provided by the Contractor and the Authority's field inspector. Our scope of services does not include undertaking field verification of as-built conditions. We will also provide the Authority with a consolidated document containing the Operations and Maintenance Manuals submitted by the Contractor for the project.

Task 7 - Construction Administration

Engineering services during construction will be limited to the following:

Review contractor submittals including: equipment and material shop drawings (a shop drawing log will be maintained); construction schedule; O&M Manuals; etc.

Contractor pricing of change orders will be reviewed and written recommendations will be provided relative to the reasonableness of the cost.

Additional documents, such as detailed drawings and instructions, will be prepared as necessary to resolve issues that are brought about by field conditions encountered. We will provide assistance in resolving construction issues, including issuing supplemental drawings, specifications, or written instructions and responding to contractor's Requests for Information.

On-site startup services will be provided and will be coordinated with Authority staff and the contractor. During this time, generator operation and switch performance will be observed and performance tests will be reviewed. Start-up and testing of the generator, SCADA communication and controls, and overall performance testing of the completed facilities.

Following completion of the work, we will develop a punchlist of uncompleted work in conjunction with input from the Authority inspection and engineering staff.

Hatch Mott MacDonald

Although not included in the RFP, we would suggest that HMM attend the pre-construction meeting. We have not included the review or processing of the Contractor's periodic payment requests in our scope.

Project Team

A project organizational chart is attached for reference, and resumes for key staff members are enclosed. All work will be undertaken under the supervision of James J. Poirier, PE, Executive Vice President in charge of HMM's Northeast Water Division. The Project Manager will be Carol T. Walczyk, PE. All design, permitting and construction administration services will be undertaken HMM in-house staff located in our Iselin Corporate and Morris Township offices.

Fees and Schedule

We propose to provide the design, permitting and bid phase services outlined herein on a reimbursable basis based upon the enclosed rate schedule. We propose the following not-to-exceed amounts for each task the scope of services outlined above:

Task 1 – New Jersey Office of Emergency Management Memorandum of Understanding (MOU) and Sub-Grant Agreement Project Management	$ 12,566.00
Task 2 – Meetings with Regulatory and Funding Agencies	$ 1,586.00
Task 3 – Permitting	$ 49,982.00
Task 4 – Detailed Design – Picatinny Booster Station Diesel Fueled Emergency Generator, Automatic Transfer Switch, Fuel Storage Tanks and Station Improvements	$120,387.00
Task 5 – Detailed Design – Facility Manual Transfer Switches	$ 30,159.00
Task 6 – Bid Services and Record Documents	$ 24,042.00
Task 7 – Construction Administration	$ 52,217.00
Total	**$290,939.00**

A detailed breakdown of the task fees is enclosed.

It is estimated that the design and bid phase for this project will be performed over a period of four (4) months from the date of authorization. Depending on type of Flood Hazard Area permitting required, an additional 3 – 4 months for permit acquisition may be required. It is anticipated that a nine (9) month construction period will be required for this project.

Hatch Mott MacDonald

We thank you for considering HMM for this assignment, and are ready to proceed as soon as we receive the appropriate authorization.

Very truly yours,

Hatch Mott MacDonald

James J. Poirier GW

James J. Poirier, PE
Executive Vice President
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james.poirier@hatchmott.com

Carol T. Walczyk

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Vice President
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NOTICE OF AWARD OF PROFESSIONAL SERVICE CONTRACT

Public Notice is hereby given that on March 24, 2016, The Southeast Morris County Municipal Utilities Authority adopted a Resolution authorizing execution of Professional Service Contract with Hatch Mott MacDonald for Professional Engineering Services in connection with Emergency Power and Related Matters. The contract is for professional engineering services to be performed over a period of one year at a cost to the Authority estimated not to exceed $212,370 as more particularly set forth in the aforesaid Resolution, copies of which are on file and available for public inspection in the office of the Authority, 19 Saddle Road, Cedar Knolls, New Jersey, and in the respective offices of the Clerks of the Township of Morris, the Township of Hanover, the Town of Morristown and the Borough of Morris Plains.

THE SOUTHEAST MORRIS COUNTY
MUNICIPAL UTILITIES AUTHORITY

DONALD KISSIL, Vice Chairman

DATED: March 24, 2016

TREASURER'S CERTIFICATION

I hereby certify that there are sufficient funds available ($212,370) for payment of a professional service contract with Hatch Mott MacDonald for Professional Engineering Services in connection with Emergency Power and Related Matters. This item will be charged to Account No. 02-00-500-397 Capital Generators + Emergency Power.

Janice A Congleton

JANICE A. CONGLETON, Treasurer

DATED: March 24, 2016

CERTIFICATION OF VALUE IN EXCESS OF $17,500 (PAY-TO-PLAY LAW)

The undersigned hereby certifies that the estimated amount of the contract to be awarded to Hatch Mott MacDonald for Professional Engineering Services in connection with Emergency Power and Related Matters exceeds $17,500.

Janice A Congleton

JANICE A. CONGLETON, Treasurer

Dated: March 24, 2016

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016

Southeast Morris County Municipal Utilities Authority
19 Saddle Road • Cedar Knolls, New Jersey 07927 • Tel 973-326-6880 • Fax 973-326-9521

Resolution No. 29-16

RESOLUTION AUTHORIZING CLOSED SESSION DISCUSSION

RESOLVED that discussion of:

1. Collective bargaining agreement negotiations

2. Step 3 Grievances of certain employees

be held in closed session pursuant to subsections 4, 7 and 8 of Section 12b of the Open Public Meetings Act (N.J.S.A. 10:4-6 et seq.); and be it further

RESOLVED that since the discussions are to be conducted in closed session as permitted by the Act, and may involve questions of attorney/client privilege, it is not known at this time when, or if, the contents of the discussions may be disclosed.

ATTEST:

THE SOUTHEAST MORRIS COUNTY MUNICIPAL UTILITIES AUTHORITY

SIDNEY D. WEISS, Assistant Secretary

DONALD KISSIL, Vice Chairman

DATED: March 24, 2016

Board Members

Morristown: Mary Dougherty, Donald Kissil
Morris Township: Dennis Baldassari, Alan Johnson
Morris Plains: Robert Carroll, William Conradi
Hanover Township: Saverio C. Iannaccone, Adolf Schimpf

Executive Director/Chief Engineer: Laura Cummings, P.E.
Superintendent: Paul A. Kozakiewicz

CERTIFICATION

I hereby certify the foregoing to be a true copy of the resolution adopted by The Southeast Morris County Municipal Utilities Authority on Thursday, March 24, 2016, at a meeting duly convened of said Authority.

SIDNEY D. WEISS, Assistant Secretary

Dated: March 24, 2016