



MEMORANDUM

TO: Chair Blandina, Commissioners Mummolo, Curtis, Lydecker, Neafsey, Halloran and Wheeler

FROM: Chris A. Theodos, PE, PP, CME, CPWM, CFM
Executive Director

DATE: April 17, 2025

SUBJECT: Monthly Report – April 2025

1. Resolution No. 37-25 - A Resolution Authorizing Renewal of the Authority's Vision Coverage with National Vision Administrators, LLC - On Agenda – Resolution No. 37-25

The Authority's current vision coverage will expire on April 30, 2025. NVA has offered the Authority a four-year renewal policy with a one-time 7.5% rate increase. This new policy will commence on May 1, 2025 and continue through April 30, 2029.

2. Resolution No. 38-25 - A Resolution Appointing the Legal Firm of Edward F. Liston, JR, LLC as Alternate Legal Counsel of the Brick Township Municipal Utilities Authority for a period commencing May1, 2025 through April 30, 2026 - On Agenda – Resolution No. 38-25

3. Resolution No. 39-25 - A Resolution Authorizing Change Order No. 4 with JVS Industrial and Commercial Contractors for the Sanitary Sewer Manhole Rehabilitation and Replacement Project for a Contract Increase of \$262,289.79 and a 200 Calendar Day No Cost Time Extension; Brick Utilities' Capital Project No. 818002; NJIB Project No. S3400448-12 - On Agenda – Resolution No. 39-25

JVS performed emergency repairs on a sewer lateral on Lake Point Drive on November 26, 2024 for \$48,024.39. It is recommended that the lining of 1,010 lineal feet of 8" ACP sewer main on Brick Boulevard and Silver Sand Way for a total of \$214,265.40 be performed. The lining will be completed based on the unit prices stipulated in the change order. Also, a 200 calendar day no cost time extension is recommended. The substantial completion date will now be October 16, 2025 and the Final Completion date will now be November 16, 2025. Change Order No. 4, totaling \$262,289.79, increases the previously revised contract amount of \$6,829,991.75 to a new revised contract amount of \$7,092,281.54.

This Change Order was discussed at the April 10, 2025 Construction and Engineering Committee Meeting.

4. Resolution No. 40-25 - A Resolution Authorizing the Annual Renewal of Tintri Storage System Maintenance Support Contract for a Two-Year Period in the Amount Of \$30,940.51 from CDW-G through NJ State Contract ESCNJ/AEPA-22G; Operating Account No. 01-502-8202 - On Agenda – Resolution No. 40-25

This purchase is for the annual renewal of a maintenance support contract for our Tintri data storage system which is a critical component of our virtualized data center. The contract provides both hardware and software

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support. Support will include shipping of all replacement parts, if needed within 8 hours, as well as providing software support in the same timeframe.

5. Resolution No. 41-25 - A Resolution Authorizing the Purchase of a GIR Fuel Management System in the Amount of \$21,329.50 from Petro King Services Co., Inc.; Operating Account No. 01-502-8155 - On Agenda – Resolution No. 41-25

Our current fueling management system will require replacement including the Fuel Islander Plus pedestal unit and associated software. We were recently notified by the vendor EKOS, that as of January 2025 parts will no longer be available for the pedestal unit. Quotes for a new fuel management system were obtained from three vendors. Petro King Services, Co., Inc. provided the lowest responsible quote at \$21,329.50 for a GIR Fuel Management System. The cost includes a fuel pedestal, installation, software, 130 new fuel tags, training, implementation, and a yearly support cost of \$1,500.00.

6. Unanticipated/Emergency Capital Expenditures – On Agenda - Item No. 10 – NONE

7. Contract Close-Outs –On Agenda - Item No. 11- NONE

8. Authorization to Expend Approved Funds – On Agenda - Item No. 12

a. Authorization to Purchase the Annual Renewal of Flood Insurance for Riverside Drive Pump Station in the Amount of \$16,946 from Selective Insurance; Operating Account No. 01-100-1520 – Compliance & Technology Report

This purchase is for the annual renewal of our flood insurance policy for the Riverside Drive Pump Station. A separate flood insurance policy is required as the Riverside Drive Pump Station is in a designated AE flood zone. Our flood policy through the JIF does not cover locations located in an AE zone. The policy is obtained through Selective Insurance at an annual premium cost of \$16,946.00. The policy provides coverage up to \$1,000,000.00 (\$500,000 each for building and contents) with a \$10,000.00 deductible.

9. Authorization to Send out Bids, RFQ's & RFP's –On Agenda - Item No. 13

a. Authorization to Proceed with the Design, NJIB Financing and Bidding for the Sandy Point Sewer Main Replacement Project; Brick Utilities' Capital Project No. 01-826-002X – Engineering/Operations Report

It was determined that the existing asbestos cement concrete pipe (ACP) has significant flaking and the replacement of the sewer main and associated manholes and sewer laterals is warranted at this time. The project would consist of the replacement of approximately 9,800 lineal feet of 8" and 10" ACP Mains, 45 manholes and 210 sewer laterals. The water mains were also evaluated in this area and were determined to be in good shape. The preliminary engineering estimate for the sewer main replacement is \$9,538,235. \$10,000,000 has been budgeted in the Fiscal Year 2025/2026 Capital Budget. The design will be performed by Brick Utilities and financing will be pursued through the New Jersey Infrastructure Bank (NJIB).

This authorization to proceed with the design, NJIB financing and bidding was discussed at the April 10, 2025 Construction and Engineering Committee Meeting.

b. Authorization to Issue a Request for Proposal (RFP) for the Heating, Ventilating and Air Conditioning (HVAC) Improvements at the Control/Filter Building; Brick Utilities' Capital Project No. 01-726-001X – Engineering/Operations Report

It is recommended at this time that Brick Utilities proceeds with the design, NJIB financing and bidding for the improvements to the HVAC systems at the Control/Filter Building. An RFP would be developed and forwarded to the selected consulting engineer for engineering services associated with this project. The last major improvements were made to the HVAC system in 2005 and the equipment is approaching the end of its useful life. \$2,000,000 has been budgeted in both the Fiscal Year 2024/2025 Capital Budget and the Fiscal Year 2025/2026 Capital Budget.

This authorization to issue the RFP was discussed at the April 10, 2025 Construction and Engineering Committee Meeting.

c. Authorization Proceed with Bidding for the Replacement of V307, a 2002 Case 521D Front End Loader with 3,238 Hours: Brick Utilities' Capital Project No. 01-826-003X – Engineering/Operations Report

The replacement of V307, a 2002 Case 521D Front End Loader with 3,238 hours, is warranted at this time. V307 has been used primarily for loading material over the last 23 years. The Fiscal Year 2025/2026 Capital Budget has \$175,000 allotted for the replacement. It is anticipated that the new loader will be purchased through the Sourcewell Cooperative. V307 has an anticipated trade-in value of \$30,000.

This authorization to proceed with the bidding was discussed at the April 10, 2025 Construction and Engineering Committee Meeting.

10. Personnel – On Agenda - Item No. 14

Summer Hire Program

In years past, the Authority has hired seasonal employees to assist in various departments to perform duties from painting hydrants to scanning documents and providing water sampling. The hourly starting salary for a summer hire is \$15.49/hour. Employment is limited to 90 days. The Authority will be continuing the program this year for a maximum of 10 positions if needed, in various departments.

Replacement Hires

Paul Introna, Jr. – Watershed Technician, Water Quality Department, \$23.00/hour, start date on or about May 12, 2025.

Promotion

Joseph Manno – Groundsman, Reservoir Division, promotion to Senior Groundsman, Reservoir Division, \$2.50/hour increase, effective April 28, 2025.

Administration

a. CDL Trainer Succession Plan

At the March 19, 2021 Public Meeting, the Board of Commissioners authorized the Authority's CDL trainer of record to receive a \$5,000.00 stipend per year, effective March 29, 2021 to possess the necessary certification and to train employees in-house.

The transition of our current CDL trainer of record, Pete Chraschewsky to our new CDL trainer of record, Paul Bore is as follows:

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April 2025- Paul Bore to receive \$3,000.00; Peter Chraschewsky to receive \$2,000.00.

April 2026 - Paul Bore to receive \$4,000.00; Peter Chraschewsky to receive \$1,000.00.

April 2027 - Paul Bore to receive \$5,000.00; Peter Chraschewsky to receive \$0.00.

Other Business

- a. Resolution No. 37-25: A Resolution Authorizing Renewal of the Authority's Vision Coverage with National Vision Administrators, LLC.

Executive Director Theodos advised the committee that the Authority's current vision coverage will expire on April 30, 2025. NVA has offered the Authority a four-year renewal policy with a one-time 7.5% rate increase. This new policy will commence on May 1, 2025 and continue through April 30, 2029.

- b. Department Realignment:

1. Effective April 28, 2025, Buildings, Grounds, Fleet & Reservoir Supervisor will be reporting to Director Vaccaro.
2. Effective April 28, 2025, Collections and Distribution Supervisors will be reporting to Director Maggio.
3. Effective April 28, 2025, the Engineering Department Supervisor will be reporting to Executive Director Theodos.

- c. Resolution No. 38-25: A Resolution Appointing the Legal Firm of Edward F. Liston, JR, LLC as Alternate Legal Counsel of the Brick Township Municipal Utilities Authority for a period commencing May1, 2025 through April 30, 2026

- d. Sewer Service Agreement between The Brick Township Municipal Utilities Authority and The Toms River Municipal Utilities Authority

Executive Director Theodos advised the committee that the Authority will be extending the current sewer service agreement with TRMUA, that is set to expire on August 24, 2025, for another five years. Moving forward we will seek to enter into a new agreement that will provide for automatic renewal unless one of the parties' desires to request changes to the agreement.

11. Operations & Maintenance Summary – Water Quality Report

Demand in March 2025 increased 3% from a year ago, 172.4 to 178.3 MG. POE pressure in March averaged 71.0 psi.

The total plant influent was 207.3 MG in March. Blends consisted of 74% river, 4% reservoir, 13% PRM wells, and 9% from Cohansey wells 13 and 14. We received 4.76" of precipitation in March and our total for the first three months of the year is now 8.20". A Statewide drought warning remains in effect. Passing river flow averaged 63 MGD this month with a peak flow of 176 MGD on March 6th after receiving 1.67" of rain the day prior. The average daily withdrawal from the river was 6.2 MG with 39.4 MG diverted to the reservoir. RSP5 conductivity meter was repaired and is in service. There were five days in March when conductivity increased above 750 µS at RSP3. There was one day where the river intake was unusable due to encroachment.

WTP influent source volumes for March include 153.1 MG from the river, 8.6 MG from the reservoir, 27.6 MG from the PRM wells, and 18.0 MG from wells 13 and 14. The PRM balance at the end of March 2025 was 1272 MG.

12. Sustainable Brick – *Engineering/Operations Report*

Steve Specht's last Sustainable Brick meeting was held on April 8, 2025. Rob Karl has volunteered to become the new Brick Utilities' representative on the committee.

13. Replacement of the Emergency Generators at the Riverside Drive, Drum Point and Bay Harbor Wastewater Pump Stations – *Engineering/Operations Report*

Brick Utilities was informed on April 7, 2025 that FEMA has officially announced the cancellation of the Building Resilient Infrastructure and Communities (BRIC) program.

14. Service Line Identification Program – *Compliance & Technology Report*

Integration of GIS data into the ESRI application was completed. The website service line map was subsequently posted on our public website. Training for meter and distribution personnel to utilize the application in the field to collect data will begin in early April.

CAT/kld