

MINUTES  
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY  
ADMINISTRATION OFFICE  
100 BEVERLY WAY, BELFORD, NJ 07718  
CAUCUS AND REGULAR MEETINGS

DATE OF MEETING: April 20, 2015

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 8:00 PM, by Chairperson Bouw with the announcement that the notice requirement provided for in the Open Public Meetings Act has been satisfied. Notice of this meeting was properly given and the meeting date was published in the Star Ledger on April 17, 2015 & The Two River Times on March 6, 2015. This notice has been posted at the TOMSA Administration Building, the Middletown Township Municipal Building, and filed with the Township Clerk.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

On roll call, the following members were present: Mr. Stokes; Mrs. Smith; Mr. Wrede, Mr. Rogers, Mr. Ostrander, Mr. Zapcic & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; Richard C. Leahey, Jr., Counselor; William Meyler, CPA & John Van Dorpe, Engineer.

2014 AUDIT

Presentation by William A. Meyler, CPA

2014 ATLANTIC HIGHLANDS AND  
HIGHLANDS COST ANALYSIS:

Presentation by William A. Meyler, CPA

MINUTES OF REGULAR MEETING:

The minutes of March 16, 2015 were moved to be adopted by Mr. Wrede & seconded by Mr. Ostrander. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

CONSENT AGENDA:

Mr. Nierstedt announced consideration of a Consent Agenda and asked if anyone had a desire to discuss an individual item that it would be removed from the Consent Agenda. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 34/15 through 37/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.34/15 Approving Payment of Operating Bills in the amount of \$ 751,003.74.

CONSTRUCTION FUND:

Res.35/15 Approving Payment of Construction Fund bills in the amount of \$42,943.65.

REVENUE FUND REQ:

Res. 36/15 Approving Revenue Fund req. 4/2015 in the amount of \$976,003.74.

GENERAL FUND:

Res. 37/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$42,943.65.

**ENGINEER'S STATUS REPORT:**

The following items were discussed:

Hurricane Sandy Support Services- Maser Consulting continues to assist TOMSA with submittals to FEMA to get reimbursements for the storm response efforts, emergency repairs and other repairs to the plant. Main Street Repair/Replacement Evaluation Report - This project is on hold pending the completion of more important projects. Pump Station Emergency Facilities Evaluation - New Jersey Natural Gas has completed installations at all selected pump stations. The generators now need to be converted to operate on natural gas. This will be handled by TOMSA. Hilton Park pump station has already been converted. Four pump stations remain to be converted.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded. Emory Drive Pump Station Force Main - Construction work has essentially been completed, with the exception of punchlist items and final paving. A meeting will be held with the Township on April 30 to decide the extent of final paving.

Emory Drive Pump Station Improvements - An agreement between TOMSA and the Township will be signed after Resolutions are accepted by both governing bodies. The Township official will then finish signing the documents from FEMA and the Contractor can be notified to begin the project.

NJEIT Funded Projects - The Authority has been notified that updated plans and specifications, incorporating NJEIT and DEP requirements, have been approved. The Notice for Public Comments has been advertised.

Based on our meeting with the Energy Resilience Bank (ERB) on October 21, 2014 and follow-up discussions, the Authority has prepared the intake application (the first step in the application process) for ERB funding of the MCC/Generator/Co-Gen and Raw Sludge Building.

If successful, these projects will then be removed from the NJEIT Funding Application. Submission of the intake application is anticipated during the week of April 27th. A weekly conference call is being instituted to keep all those involved informed as to new developments.

Control Building Floor Slab Repair - This project was approved and closed out at the March 2015 Authority meeting. An acceptable Maintenance Bond has been received and forwarded to the Authority.

Hypochlorite Tank Replacement Project - A pre-construction meeting was held on March 12, 2015. Construction is anticipated to begin once shop drawings are submitted by the Contractor and approved.

Basin #6 I&I Study - This project was awarded at the March 2015 Board meeting. Contracts have been prepared and sent to National Water Main and a pre-construction meeting will be scheduled in the next week or so.

Compton Creek Effluent Barrier Project - Bid documents are currently being finalized with bidding scheduled for later this month and anticipated award at the May Board meeting.

**ENGINEER'S SUB-DIVISION REPORT:**

None

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

April 13, 2015 report was reviewed. No lost time accidents in March. All operations were conducted within permit guidelines during March. Financial results for February were presented. No checks received from FEMA or the JIF. The adopted budget Certification was received today. The EDMUNDS Financial Super Suite 1 is now in use. The program is in daily use and problems are being addressed as they occur. No other Authorities responded to our questions about natural gas lines penetrating sewer laterals. The lawsuit between the Coastal Dischargers and the NJDEP has been settled and the new NJDEPS Permit was received and reflects these changes. The Authority has contracted with EMEX Energy Solutions for the next two years after a cost of \$0.0789/kwhr was received.

The Authority opted out of NJSEMS. Financial Disclosure statements are due by April 30. The average flow for the month of March was 8.06 mgd. Collection crew attended to forty-five service calls throughout the month. GPSing of manholes continues in Basins 7, 9 & 10. There were two new subdivision applications submitted during March. There were no connection fees collected in March. We have advertised for a mechanic, held interviews and are ready to recommend a candidate at this meeting.

PURCHASE OF PREVENTATIVE  
MAINTENANCE SERVICES:

Res. 38/15 Authorizing the Annual Purchase of Preventative Maintenance, Breakdown and Extended Warranty Services for the Township of Middletown Sewerage Authority Electronic Equipment. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Rogers, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 38/15.

TOWNSHIP APPROPRIATION  
TRANSFER:

Res. 39/15 Approving Transfer/Amendment to 2015 Operating Budget/F-8 Revision. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 39/15.

FEMA GRANT AND ADMINISTRATION  
OF GRANT:

Res. 40/15 Accepting FEMA 404 HMGP Grant and Authorizing Administration of Grant Proceeds with the Township of Middletown. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 40/15.

CONSTRUCTION FUND ANALYSIS:

Analysis of Funds available and three (3) year Projections were reviewed.

BUDGET ANALYSIS:

Operating Budget Analysis Thru February 28, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for April 2, 2015 was reviewed. The pump station wireless communication pilot test is near completion, with deployment expected soon. The Emory Drive pump station improvements and the new plant emergency generator passed all FEMA environmental and technical reviews. Approval to break ground is expected at month's end. The Township will execute the Grant Agreements after an agreement between the Township and TOMSA is executed. Discussions and emails involving the Co-Gen project's cost and benefits are on-going with the Energy Resilience Bank. Forms for the second step of the application process are being reviewed by the Governor's office. A new weekly telephone conference with everyone involved with the ERB is being started to keep all participants up to speed.

Oswald has addressed some deficiencies that were discovered during the TVing of the various sewer lines downstream of restaurants. A list of grease traps in the Township is being prepared as part of increasing the Authority's grease program effectiveness. The Board of Health is assisting TOMSA with developing this list.

Preparations are being made to develop a series of operations manuals in an effort to formalize and record the collective knowledge of the operators. Office procedures and utility billing procedures also need to be developed.

Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for April 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Wrede, at 9:45 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made at the appropriate time.

Mrs. Smith motioned, seconded by Mr. Stokes at 10:00 P.M. to close Executive Session. On roll call, Mr. Wrede, Mr. Rogers, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes.

Mrs. Smith motioned, seconded by Mr. Stokes at 10:00 P.M. to open Public Session. On roll call, Mr. Wrede, Mr. Zapcic, Mrs. Smith, Mr. Rogers & Mrs. Bouw voted yes.

Res. 41/15 Authorizing William Harrison to be hired as a probationary employee, subject to passing a background check. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 41/15.

At 10:02 P.M., Mr. Stokes motioned, seconded by Mr. Rogers, to close public meeting. On roll call, Mr. Zapcic, Mr. Wrede, Mrs. Smith, Mr. Rogers & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mrs. Smith at 10:02 PM, to adjourn the meeting. All members agreed.

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