

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

DATE OF MEETING: April 16, 2018

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 Two River Times on March 1, 2018, The Independent on February 28, 2018 & the Star Ledger on February 28, 2018. 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. Aveta; Mr. Rogers; Mrs. Smith; Mr. Wrede & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A.; Bryan Hrycyk, Plant Manager & John Van Dorpe, Engineer. Mr. Stokes & Mr. Nole were absent.

Moment of silence was observed for Jerry Whelan of TOMSA.

MINUTES OF REGULAR MEETING:

The minutes of March 19, 2018 were moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & 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 Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 30/18 through 33/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 30/18 Approving Payment of Operating Bills in the amount of \$536,265.99.

CONSTRUCTION FUND:

Res. 31/18 Approving Payment of Construction Fund bills in the amount of \$9,754.75.

REVENUE FUND REQ:

Res. 32/18 Approving Revenue Fund req. 4/2018 in the amount of \$761,265.99.

GENERAL FUND:

Res. 33/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$9,754.75.

ENGINEER'S STATUS REPORT:

The following is a report on the status of projects for which Maser Consulting is responsible:

1. Main Street Repair/Replacement Evaluation Report (MSA-139) – Due to higher priority, and in some cases, emergency nature of other projects, the Main Street Sewer Replacement Project has been temporarily put on hold.
2. NJEIT Funded Projects (MSA-163) – Work is proceeding or has been completed on the various projects.

The status of the individual projects is as follows:

- A. Sanitary Sewer Aerial Crossings (MSA-132)
The project was closed out in October 2016.
- B. Administration Building ADA Improvements (MSA-153) –The project was closed out in May 2016.
- C. Sludge Thickener Building Roof Replacement (MSA-157) – The project was closed out in June 2016.
- D. Building Sump Pumps (MSA-162) – The project was closed out in January 2017.
- E. New Power Building (MSA-167) – The project was closed out in January 2018.
- F. WWTP Phase II Improvements (MSA-168) – The re-start date is scheduled for April 9, 2018, with the revised completion date extended to June 30, 2018, in accordance with the proposed Change Order.
- G. Flood Barriers (MSA-170) – The project was closed out in January 2017.
- H. Raw Sludge Building Improvements (MSA-171) – The project was closed out in January 2017.
- 3. Basin #6 I & I Study (MSA-183) – The Contractor has completed all remediation work and the project is being closed out. It is anticipated that our Final Report will be finalized and submitted this month.

PRELIMINARY AND FINAL APPROVAL:

Res. 34/18 Approving Preliminary & Final Approval for Subdivision No. 445 DeVimy Equities, LLC, Block 615, Lot 94. It was moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 34/18.

PRELIMINARY AND FINAL APPROVAL:

Res. 35/18 Approving Preliminary & Final Approval for Subdivision No. 446 Frontier Development, LLC, Block 824, Lot 2. (Subject to prior approval by Planning Board) It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 35/18.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

April 10, 2018 report was reviewed. There were no lost time accidents during the month of March. All operations were conducted within permit guidelines during March. Financial results for year to date through the end of February were presented.

We have completed the six items required by the PEOSHA Notice of Order to Comply and had our final inspection. As a result of that inspection, we received a letter stating that "the hazards and/or violations identified from 12/11/2017-1/11/2018 were abated." This matter is closed.

A second meeting to discuss the new 2% cap for Authorities was held on March 16th at the Passaic Valley Sewerage Commission. At this time, the AEA is gathering information to determine how best to proceed.

A final version of the Atlantic Highlands and Highlands Wastewater Services Agreements were sent to each locality, so that they could present the agreement to Their new Boards and council members. We have been told by Atlantic Highlands that they have reviewed the Agreement and a response is coming. They said there were no issues.

The NJEIT Bonds closed during May/June 2017 and we have received \$5,687,351 in funds to date. We are continuing to receive checks as we continue to send copies of our bills and other backup material to the NJEIT. The bond amount requested at this time is \$6,080,982.

Capital projects;

The last remaining project from the original eight projects is the WWTP Phase II Final Clarifier repairs. Final Clarifier No. 3 has been drained and is ready for the contractor to proceed. The two contract projects, sewer TVing and emergency dig-ups will both expire on June 30th and are being prepared for bid by Maser. Bids are set to be received on May 3rd. The five projects that have been identified for consideration are listed here:

- Digester cleaning with improvements to the mixer system
- Second set of aerial crossings
- Basin 13 I & I project
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Replacement of gasoline and diesel underground storage tanks

The digester cleaning and improvements project has been approved and the design work has begun. We have met with a few manufacturers' representatives and are looking at the mixing equipment available.

The remaining projects are being reviewed relative to the Five Year Capital Plan.

The assistant maintenance supervisor has begun work on the belt filter press plc. He is working on this project in between his normal duties.

We are continuing with our safety training programs. The updating of our written programs is ongoing. We held our first of two workplace discrimination training sessions.

The average daily flow during March was 9 MGD. The collection crew attended to thirty-nine service calls throughout the month. Eight service calls required clearing of blockages. There were three calls referred to the maintenance department, eight pump station related calls and two manhole overflows.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project and the project is being closed out. It is anticipated that Maser will provide the Final Report this month.

There were two new subdivision applications submitted during March. These are Application #445 DeVimy Equities, LLC and Application #446 Frontier Development, LLC. There were twenty-two connection fees collected in March.

The next Key Indicators will be reviewed at the May meeting. This will be for the first quarter of 2018.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through February 28, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for April 10, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since March 9th.

1. A data standard for integrating I&I study data into VueWorks has been developed in concert with Maser. This standard will be included in future contracts.
2. VueWorks functionality to update cleanout location records has been added. In combination with this functionality, a program to gather updated cleanout locations during normal collection system callouts has been put in place. Also, a VueWorks module has been configured to assist in asset management.
3. A purchase order for the replacement of defective plant natural gas piping in the amount of \$68,243.82 has been issued. Due to the main's importance in plant operation, declaration of an emergency is recommended. A preconstruction conference was held on April 3rd. Construction is expected to be completed by the middle of May.
4. Documents for FEMA and the EIT are collected on an on-going basis and submitted as appropriate. Reimbursement requests for both FEMA grants, totaling \$1,068,451 have been approved by the state. The state has indicated that the funds have been distributed to the Township. The Township has been advised of the status of funds and should forward them shortly.
5. The setup and use of a system to take credit card payments is being coordinated with the

Authority's existing billing and finance software vendor, Edmunds. Webpages for checking account balances and eventually accepting credit card payment were developed by Edmunds. Documents for setting up the actual transfer of funds and accounts have been executed and are under review by the payment processing company. Full implementation of the system is anticipated in May. Customer notification of the new program will be made on the website, printed bills and in the office.

6. The Township reached out to discuss requiring grease trap maintenance by ordinance. Information on typical trap maintenance was gathered and provided for the Township's use. Additional input on TOMSA's preferences was also provided.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 97% and 95%, respectively, of the proposed flow limits.

Mr. Zapcic arrived at 8:38 P.M.

MAINTENANCE DEPARTMENT:

Project Report/work orders for (March 2018) were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Rogers at 8:44 P.M., to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made public at the appropriate time.

Mr. Rogers motioned, seconded by Mr. Wrede at 9:16 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Wrede at 9:16 P.M., to adjourn the meeting. All members agreed.

