

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

DATE OF MEETING: April 18, 2016

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 was published in the The Two River Times on March 3, 2016, The Star Ledger on March 3, 2016 & The Independent on March 9, 2016. This notice has been posted at the Township of Middletown Sewerage Authority Administration Building, the Township of Middletown Municipal Building, and filed with the Township Clerk.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

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

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Rogers at 8:01 P.M. to go into Executive Session.

Mr. Aveta arrived at 8:03 P.M.

Mr. Rogers motioned, seconded by Mr. Wrede at 8:40 P.M. to come out of Executive Session.

2015 AUDIT:

William A. Meyler, CPA 2015 Audit presentation was reviewed.

2015 ATLANTIC HIGHLANDS AND HIGHLANDS COST ANALYSIS:

William A. Meyler, CPA 2015 Atlantic Highlands and Highlands Cost Analysis Presentation was reviewed.

MINUTES OF REGULAR MEETING:

The minutes of March 21, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Stokes and 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. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Zapcic, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 36/16 through 39/16.

**TREASURER'S REPORT:**

OPERATING BILLS:

Res. 36/16 Approving Payment of Operating Bills in the amount of \$751,406.14.

CONSTRUCTION FUND:

Res. 37/16 Approving Payment of Construction Fund bills in the amount of \$575,193.26.

REVENUE FUND REQ:

Res. 38/16 Approving Revenue Fund req. 4/2016 in the amount of \$976,406.14.

GENERAL FUND:

Res. 39/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$575,193.26.

**ENGINEER'S STATUS REPORT:**

The following items were discussed:

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. Emory Drive Pump Station Force Main (MSA-140) – This project was completed and closed out last month.
3. Emory Drive Pump Station Improvements (MSA-156) – It is currently anticipated that construction will be completed the end of next month.

4. NJEIT Funded Projects (MSA-163)-  
Except for the New Power Building, Which is currently out to bid, Notices To Proceed have been issued and work is proceeding on the other projects.

The status of the individual projects is as follows:

- A. Sanitary Sewer Aerial Crossings (MSA-132)

As previously reported, the Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on February 18, 2016. The contract shall be completed by July 17, 2016.

- B. Administration Building ADA Improvements (MSA-153)

As previously reported, the Notice to Proceed was issued December 15, 2015 and construction was started December 18, 2015. Work is nearly completed with payments recommended for approval at the April Board Meeting.

- C. Sludge Thickener Building Roof Replacement (MSA-157)

A Preconstruction meeting took place on January 5, 2016. Notice to Proceed was issued on February 15, 2016. The project shall be completed by June 15, 2016.

D. Building Sump Pumps (MSA-162)

A Preconstruction Meeting was held on January 5, 2016 and Notice to Proceed was issued on January 6, 2016. The Contractor is progressing with installation work. The project should be completed by June 3, 2016.

E. New Power Building (MSA-167)

Bids were received for this project on April 14<sup>th</sup>. This project was recommended for Award and was awarded at the April Board Meeting on April 14<sup>th</sup>.

F. WWTP Phase II Improvements (MSA-168)

A Preconstruction Meeting was held on January 6, 2016 and Notice to proceed was issued February 8, 2016. Preparation work and shop drawings have been on-going for the past month or so. The project should be completed by February 7, 2017.

G. Flood Barriers (MSA-170)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on January 18, 2016. Shop drawing submittals have been ordered. The project should be completed by February 7, 2017.

H. Raw Sludge Building Improvements (MSA-171)

A Preconstruction Meeting took place on December 22, 2015 and the Notice to Proceed was issued on January 18, 2016. Contractor has started work on building modifications and shop drawings. The project should be completed by June 30, 2016.

5. Basin #6 I&I Study (MSA-183) – All cleaning and TV Inspection work, as well as manhole inspections, has essentially been completed. Our draft report on the results and findings was submitted last month to the Authority. After TOMSA has reviewed the draft report and findings, and recommended repairs have been agreed upon, the Contractor will be advised of work required to be completed. Upon completion of the remedial work, the Final Report will be finalized and submitted.

6. Compton Creek Effluent Barrier Project (MSA-185) – We are anticipating delivery of materials shortly, after which construction should be completed within a week.

7. Jumping Brook PS Project (MSA-177) Pre-construction meeting will be scheduled shortly.

8. Clay Pit PS Project (MSA-178) – Pre-construction meeting will be scheduled shortly.

9. Broadway Interceptor Project (MSA-197) – The latest job meeting took place on April 4, 2016 to discuss and resolve outstanding issues prior to the start of construction work, which is anticipated to start.

Partial Payment Request No. 4 in the amount of \$5,934.22 to McCauley Construction Co. Inc. for the Administration Building Modifications Project.

AWARD OF CONTRACT:

Res. 4016 Awarding Contract for "WWTP Electrical Power System Upgrade (Power Building) Project" to McCauley Construction Company, Inc. for a cost of \$2,441,650.00. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 40/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through February 29, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

April 11, 2016 report was reviewed.

1. Northeast Remsco has mobilized and work has begun to address the damaged section. Sheeting and excavation is scheduled for the weeks of April 11<sup>th</sup> and 18<sup>th</sup>. Pipe installation will follow. Change order negotiations with Northeast Remsco are ongoing. The change order adjusts the pipe installation method to reduce the probability of settlement and displacement to the roadway and bridge in the short and long term. At this time, the expected amount is approximately \$200,000.00.
2. On March 10<sup>th</sup>, two transient voltage suppressors (TVSSs) in the main pump building failed, resulting in a fire. A third TVSS in the control building failed as designed. A memo dated March 15<sup>th</sup> about the event, initial response and preliminary findings was distributed to the Board and discussed at the March meeting. Maser is preparing a recommendation for replacement units. Preparations are being made to install power monitoring equipment which may help identify transient voltages.

The cause of the failure is believed to be either high voltage for an extended period of time, or numerous high voltage events in a row. The age of the TVSSs may have made them more susceptible to failure. It is important to keep in mind the time scale when discussing TVSSs. Transients typically occur in a time frame of milliseconds (1/1,000 seconds) or microseconds (1/1,000,000 seconds).

3. Work to update TOMSA's collection system and plant SCADA systems continues. The engineering consultant for the collection system upgrade is nearly completed with configuration and is troubleshooting. The collection system is active and is being run side by side with the existing system. Updating of the plant SCADA system is expected to be completed in house after the completion of the collection system SCADA system.
4. Progress meetings for the NJEIT projects continue. Social and Economic Disadvantage (SED) program documents were gathered, reviewed and submitted to the DEP. This is a requirement of receiving funding through the NJEIT and continues on a monthly basis.
5. A report that contains a comparison of TOMSA financials to industry standards and peers was included in the March meeting packet. The Board decided to table it until the April meeting. Extra copies of the report were available at the meeting.
6. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented. The Boroughs utilized 73% and 76%, respectively, of the proposed flow limits.

Partial Payment Request No. 6 in the amount of \$181,462.10 to Allied Construction Group, Inc. for the Emory Drive Pump Station Modifications Project.

Partial Payment Request No. 2 in the amount of \$26,477.18 to Sodon's Electric Inc. for the WWTP Building Sump Pumps Project.

Partial Payment Request No. 2 in the amount of \$127,593.11 to McCauley Construction Company, Inc. for the Raw Sludge Building Sump Pumps Project.

Partial Payment Request No. 1 in the amount of \$14,210.00 to McCauley Construction Company, Inc. for the Raw Sludge Building Electrical Improvements Project.

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

None

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

April 11, 2016 report was reviewed. Work proceeding on Broadway Bridge pipe repair. The investigation into the cause of the electrical fire in the main pump building is proceeding. No lost time accidents occurred during the month of March. All operations were conducted within permit guidelines during March. The cause of the fire is still under investigation. We have been working with Juan Fernandez relative to the Union negotiations. Financial results for year to date through March were presented. No checks were received from FEMA or the JIF during March. We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

We are in process of scheduling a second meeting with representatives from Atlantic Highlands and Highlands regarding their concerns with the TOMSA agreement for wastewater services.

Capital Projects; Contracts for the Jumping Brook and Clay Pit pump station projects were awarded at the February 16, 2016 Board Meeting. Pre-construction meetings have not been scheduled yet. The third main pump is back in service and the fourth pump is now being worked on. Parts for the fourth pump repair/rebuild have been ordered. Upgrades to the pump station and plant SCADA systems are proceeding. Investigation is also proceeding for upgrading the belt filter press PLC and rewriting the software that controls the operation of the PLC. The NJ Sustainable Energy Marketplace (SEM) is going out to bid for natural gas supply services on or about April 27, 2016. The average daily flow during March was 6.79 MGD. The collection crew attended to thirty service calls throughout the month. GPSing of manholes continues. The sewer line cleaning and TVing of the Basin 6 I&I project has been completed. The repair work identified needs to be prioritized and discussed before it can be started. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in March. There was one new connection fee collected in March. We have selected and interviewed Seven individuals for the Maintenance Department Project/Administrative Assistant Position.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for March 2016 were reviewed.

**PUBLIC COMMENTS:**

There were no public comments.

Mr. Rogers motioned, seconded by Mr. Wrede at 10:41 P.M. to close public meeting. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Wrede at 10:41 P.M., to adjourn the meeting. All members agreed.

LR