

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

DATE OF MEETING: April 17, 2017

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 2, 2017, The Independent on March 2, 2017 & the Star Ledger on March 1, 2017. 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: Mrs. Smith; Mr. Wrede, Mr. Zapcic, Mr. Stokes & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; Brian Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Aveta was absent.

MINUTES OF REGULAR MEETING:

The minutes of March 20, 2017 were moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Zapcic, Mr. Stokes, 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 Mrs. Smith & seconded by Mr. Stokes. On roll call, Mr. Stokes, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 37/17 through 40/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 37/17 Approving Payment of Operating Bills in the amount of \$780,786.01.

CONSTRUCTION FUND:

Res. 38/17 Approving Payment of Construction Fund bills in the amount of \$344,564.99.

REVENUE FUND REQ:

Res. 39/17 Approving Revenue Fund req. 4/2017 in the amount of \$1,005,786.01.

GENERAL FUND:

Res. 40/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$344,564.99.

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.
- B. Administration Building ADA Improvements (MSA-153) –The project was closed out in May.
- C. Sludge Thickener Building Roof Replacement (MSA-157) – The project was closed out in June.
- D. Building Sump Pumps (MSA-162) – The project was closed out in January.
- E. New Power Building (MSA-167) – Construction work is proceeding and

is anticipated to be completed by September 2017.

- F. WWTP Phase II Improvements (MSA-168) – All necessary equipment and materials have been received and preliminary construction work was started at the end of June. However, due to some settling issues, TOMSA has delayed the start of construction, which is now planned to resume the end of March and be completed by early July.
 - G. Flood Barriers (MSA-170) – The project was closed out in January.
 - H. Raw Sludge Building Improvements (MSA-171) – The project was closed out in January.
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- 3. Basin #6 I & I Study (MSA-183) – The Contractor has completed grouting work and is working on the internal repairs. Upon completion of the remediation work, the Report will be finalized and submitted.
 - 4. Compton Creek Effluent Barrier Project (MSA-185) – The Contractor returned to install the stainless steel plate at the bottom of the gate and recently completed the final installation.

5. Broadway Interceptor Project -
Punch List items have been completed and Northeast Remsco has been advised that TOMSA intends to hold them responsible for the lining, additional bypass pumping and associated costs of lining the downstream section of sewer that was lined at the end of September, after having been damaged during Remsco's construction work. Communications have been traded back and forth and discussions have been ongoing. Until this matter has been resolved, the project cannot be closed out.

Partial Payment Request No. 9 in the amount of \$165,655.11 to McCauley Construction Co. Inc. for the Electrical Power System Upgrade Project.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

April 11, 2017 report was reviewed. No lost time accidents during the month of March. Our employee who suffered whiplash is still receiving physical therapy. One employee fell on the ice during the March snowstorm and went to the emergency room. He is on modified duty. All operations were conducted within permit guidelines during the month of March. Financial results for year to date through the end of February were presented.

We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

We met with Atlantic Highlands and Highlands on October 14, 2016. We need to go back to Atlantic Highlands and Highlands with different wording for the surcharge issue, but the payment of the contribution toward post-retirement medical benefits will be a more challenging issue.

The closing date for the NJEIT Notes was July 14th and we have received \$4,194,048.00 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.

Capital projects;

Of the projects to be completed during 2017, only two projects remain. These are the power building and WWTP Phase Two project. We are looking into potential capital projects for the remainder of 2017. To date, we have identified five possible capital projects, in addition to the contracts that are open. These are sewer TVing and cleaning and emergency dig ups. The five projects are:

- Basin 13 I & I project
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Digester cleaning with

improvements

to the mixer system

- Second set of aerial crossings
- Replacement of gasoline and diesel underground storage tanks

We will work with Maser to flesh out these projects and see what we can undertake within our financial constraints.

The assistant maintenance supervisor has been taking classes from Rockwell Automation on programming PLC's. He is working on programming a PLC for the raw sludge pumping operation. When he is successful with this, he will move to the belt filter press project.

We are continuing with our safety training programs. The updating of our written programs is ongoing.

We held the first of two training sessions on Workplace Discrimination. By meeting time, we will have completed hazard communications training and bloodborne pathogen training. We also have fit tests scheduled for those employees who may use respirators during their work activities.

The average daily flow during March was 7.01 MGD. The collection crew attended to forty-five service calls throughout the month. Fourteen service calls required

clearing of blockages. The repairs phase of the Basin 6 I&I project is proceeding. The cured-in-place liners are being installed.

The new bioxide system at the Emory Drive pump station is in use. The result of the air sampling program at the discharge manhole is that bioxide needs to be added at a rate of about eight gallons per day. A higher dose will be required over the summer. We are continuing to monitor the discharge manhole for hydrogen sulfide.

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 1 connection fee collected in March.

MEMORANDUM OF AGREEMENT:

Res. 41/17 Authorizing approval of Memorandum of Agreement between TOMSA and CWA Local 1075. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 41/2017.

EMPLOYEE STATUS CHANGE

Res. 42/17 Approving John Roche transition from Probationary Employee to Regular Employee effective April 9, 2017. It was moved to be adopted by Mr. Zapcic & seconded by

Mr. Stokes. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 42/2017.

EMPLOYEE STATUS CHANGE:

Res. 43/17 Approving Julia Campbell Transition from Probationary Employee to Regular Employee. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Stokes, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 43/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through February 28, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for April 10, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since March 10th.

1. Lockheed Martin contacted and met with the Authority about design-build-finance services it can provide centered on energy efficiency and infrastructure. Lockheed Martin is preparing a preliminary report (at no cost or obligation to the Authority) that is expected

to summarize opportunities for solar panels and co-generation tailored to the plant as well as a variety of methods to finance potential projects. The preliminary report will also layout the cost and framework for a formal study. Once the preliminary report is issued, the Authority will have the option to further pursue the topic.

2. The Authority was contacted by the Township about an opportunity to be considered as a "critical facility" in a potential project involving the Navy to create a microgrid. The project is in the very preliminary stages but appears to involve the Navy constructing generators at NWS Earle and distributing power off-site to nearby critical facilities such as TOMSA, schools, fire departments, the Belford Ferry Terminal, MCBOA and others. Information requested by the Township has been provided.
3. FEMA and the NJ Office of Emergency Management (NJOEM) are closing out the avenues that provided funds for restoration of the system after Superstorm Sandy. All eligible expenses have been submitted to and reimbursed by FEMA/NJOEM. Part of the closeout process involves settling any over or under payments.
4. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
5. Updated flood insurance rate quotes have been requested and are currently being reviewed.

6. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority's activities.
7. Monthly sewage flows for the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 73% and 87%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for March 2017 were reviewed.

Mr. Rogers arrived at 8:48 P.M.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Wrede at 8:50 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. Zapcic motioned, seconded by Mr. Stokes at 10:06 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Wrede at 10:06 P.M., to adjourn the meeting. All members agreed.

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