

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

DATE OF MEETING: April 15, 2019

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 February 28, 2019, The Independent on February 27, 2019 & the Star Ledger on March 2, 2019. 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. Wrede; Mr. Rogers; Mr. Aveta; Mr. Ciparis; Mr. Zapcic & Mrs. Bouw. Also in attendance were: Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; William Meyler, C.P.A. & John Van Dorpe, Engineer. Mr. Nierstedt, Mr. Nole & Mrs. Smith were absent.

MINUTES OF REGULAR MEETING:

The minutes of March 18, 2019 were moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Aveta, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

CONSENT AGENDA:

Mr. Rischman 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. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mr. Aveta, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 27/19 through 30/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 27/19 Approving Payment of Operating Bills in the amount of \$385,004.03.

CONSTRUCTION FUND:

Res. 28/19 Approving Payment of Construction Fund bills in the amount of \$23,129.18.

REVENUE FUND REQ:

Res. 29/19 Approving Revenue Fund req. 4/2019 in the amount of \$610,004.03.

GENERAL FUND:

Res. 30/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$23,129.18.

## ENGINEER'S STATUS REPORT:

April 2019 Meeting.

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

1. Main Street Repair/Replacement (MSA-139) after review of Oswald's TV inspection video performed in early January, Maser Consulting and the Authority met with Lucas at the site to discuss rehabilitation/replacement options. Cost estimates were requested, and Lucas has now provided estimates for open-cut and lining. However, the lining quote included T&M for grouting to stop leaks before lining can be performed, which could be excessively expensive. Oswald was contacted to discuss grouting, which is not recommended. We will contact pipe bursting contractors to obtain quotes.
2. Basin #13 Infiltration and Inflow Evaluation-  
(MSA-208) The Preconstruction Meeting was held on January 9, 2019 for this project. We are awaiting submittal of Oswald's detailed Construction Schedule. Shop Drawings were approved on January 31, 2019. Maser Consulting is assisting Oswald with the software to ensure the inspections can be uploaded to VueWorks.

In addition, Maser Consulting has been working to locate manholes in easements based upon GPS information.

3. Digester Cleaning and Modifications-  
Based upon Authority comments and inquiries, our Digester Mixer Report was amended and has been resubmitted to the Authority. A meeting was held to discuss the options and recommendations and TOMSA provided additional information which is being reviewed. The cover on Digester #1 was inspected. After further evaluation and discussion with TOMSA, the report will be presented and discussed with the Board.
  
4. Various Construction/Extension Projects

EXECUTIVE SESSION:

At 8:11 P.M. Mr. Zapcic motioned, seconded by Mr. Aveta to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede Mr. Zapcic & Mrs. Bouw voted yes  
At 8:59 P.M. Mr. Zapcic motioned, seconded by Mr. Wrede to come out of Executive Session. All members agreed.

Res. 34/19 Authorizing James Gorman to be outside counsel to represent TOMSA in negotiations with Highlands & Atlantic Highlands. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 34/19.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

April 9, 2019 report was reviewed. No lost time accidents occurred during March. All operations were conducted within permit guidelines during March. Financial results for year to date through the end of February 2019 were presented.

The Sewer Service Agreements for Atlantic Highlands and Highlands will be discussed by our Attorney.

The NJEIT Bonds closed during May/June of 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.

We are continuing to have discussions with union representatives regarding the proposed Union Contract.

We took a small amount of the water contents of the OHMSETT facility over a six-week period, and the waste stream upset our plant. We stopped the flow, and have outlined a number of tests for them to perform before we would consider taking any more waste water from the facility.

At the last Board meeting, we discussed that time is running out for our two-year

contract with Constellation Energy to provide electricity. Our options are discussed in the Staff Engineer's report. John Smith of EMEX is eager to sign a new contract with us.

#### Capital Projects:

The five projects that have been identified for consideration on this year's schedule are listed here:

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

The digester cleaning project report was reviewed in light of very positive process control information indicating that the digester, and thus the mixing system, is performing very well. The digesters will still need to be cleaned, but this opens the discussion for mixing technologies. The information that the digester cover is in good condition, at least for the portions that can be inspected, opens other options for the digester cleaning project.

The Basin 13 I & I is set to begin the week of April 15, 2019.

The remaining projects are being

reviewed relative to the Ten-Year Capital Plan.

We are discussing our options for finishing the Belt Filter Press PLC project.

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 classes on April 2<sup>nd</sup>. The second class is set for April 23<sup>rd</sup>.

The average daily flow during March was 9.22 MGD. The collection crew attended to thirty-three (33) calls throughout the month. The number of service calls requiring clearing of blockages was seven (7). There were two pump station related calls, one call referred to maintenance and one manhole overflow.

There were no new subdivision applications submitted during March. There were no new connection fees collected in March.

The next Key Indicators will be reviewed at the May meeting. This will be for the first quarter of 2019.

Mr. Nierstedt & Mr. Rischman met with members of Applied Research Associates regarding the OHMSETT discharge. Mr. Nierstedt attended an AEA Seminar titled "Introduction to Drones and Assessing Cyber Security held on April 5<sup>th</sup> at the Middlesex County MUA.

TOWNSHIP APPROPRIATIONS

TRANSFER:

Res. 31/19 Approving Transfer/Amendment to 2019 Operating Budget/F-8 revision. It was moved to be adopted by Mr. Aveta & seconded by Mr. Zapcic. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 31/19.

PROFESSIONAL SERVICES CONTRACT:

Res. 32/19 Approving Hiring of More-House Engineering, Inc. under a professional services contract to perform an upgrade to the collections system SCADA system. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 32/19.

PROPRIETARY HARDWARE PURCHASE:

Res. 33/19 Authorizing Purchase of Bristol Babcock/Emerson SCADA Remote Terminal Units (RTU's). It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 33/19.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through February 28, 2019.

STAFF ENGINEER'S REPORT:

Report for April 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since March 1st.

1. Information requested by Pure Technologies as part of the force main assessment contract was developed, gathered and sent for their use. The first site visit is scheduled for April 9<sup>th</sup>. The initial set of site visits are for planning purposes. Tentatively planning and field work should be completed before mid-June.
2. As part of the digester cleaning project and mixing technology evaluation, an analysis of digester performance was completed. Volatile solids destruction, the permitted measure of digester performance, varied significantly since 1999. From 1999 through 2010 destruction (a higher percentage is better) was around 40% annually, 2011 through 2015 it increased from 40% to approximately 60% and since 2016 ranged from 60% to 65%. All else being equal, this is counter intuitive as the digester's performance should decrease over time as it fills with inert material that can only be removed through cleaning. A number of parameters monitored by the lab were checked over the time period and it appears that the amount of material entering the plant is trending down over the period. This means that there is less material to process in the digester. Tentatively this is believed to be the reason for the digester's performance increase. This information, Maser's report on available

digester technologies and options for the digester covers are being reviewed to develop a path forward.

3. As previously discussed at the November and March meetings, The Authority's fixed rate two-year contract for electricity is set to expire in June of 2019. This fixed rate is paid to a third party, instead of paying JCP&L's rate which varies month-to-month. An updated memorandum on the Authority's options and their pros and cons was prepared and discussed at the March meeting. At this time, the Authority's options are:
  - a. Option 1 – Allow the existing fixed rate contract to expire, return to JCP&L's floating rate and consider entering fixed rate contract sometime in the future. This option requires action before the end of April.
  - b. Option 2 – Allow the fixed rate contract to expire, continue with the current energy company, Constellation, on a monthly holdover term and consider entering into a fixed rate contract sometime in the future. This results in the payment for energy on a floating rate which includes a "fixed adder" until direction is provided to Constellation. This option requires action before the end of April.
  - c. Option 3 – Hold an auction at least 30 days prior to the expiration of the existing agreement (May 1<sup>st</sup>) and enter into another long-term contract. This option requires action before the end of April.

The memorandum presented to the Board at the March meeting recommended the award of a fixed rate two-year contract if the result of the auction (coordinated through EMEX) is less than that under the existing contract rate of \$0.07088/kWh and bids are received from a number of companies. If the auction result is not less than the current contract, then either accept the contract or move to JCP&L's rate.

If timely action is not taken by TOMSA, Constellation, the current energy generator, will either return the account to JCP&L or continue to provide generation on a month-to-month basis until TOMSA provides direction.

4. In January, a meeting was held with Schneider Electric. Schneider is offering a free evaluation of potential energy efficiency related programs. Relevant information on plant operations and performance has been provided for their use. A meeting to discuss their findings is scheduled for April 10<sup>th</sup>.
5. Over the last few years, The Authority has incrementally updated its SCADA system. Updates started with the switching from landlines to cellular communication at a significant cost savings, next was the replacement of 15-year old computer hardware and software. Only the replacement of remote terminal units (RTU's) at 13 pump stations remains. These RTU's are approximately 20 years old and the Authority's stock of spare parts is dwindling as new parts are not available. This leaves websites such as eBay as the only option to procure potentially used parts.

Coordination with Morehouse Engineering on the preparation of a proposal to complete updates to the Authority's SCADA system and Emerson for the purchase of hardware required for the update is complete. Two resolutions, one to program and install the hardware and the second to purchase the hardware, are scheduled for consideration at the April Board meeting. As has been successfully done in past contracts, Morehouse will program all hardware and install the units at 3 pump stations while training TOMSA personnel. After training, TOMSA will install hardware at the remaining 10 pump stations.

6. Coordination with Maser and Lucas Construction to evaluate options to repair the Main Street sewer pipe is on-going. Lucas provided a proposal to dig-up and replace the main at an estimate cost of \$135,500. Lucas is still soliciting quotes from sub-contractors for a replacement method called pipe bursting.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 82% and 99%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

Project Report/work orders for (Mar. 2019) were reviewed.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:25 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Zapcic,

Mr. Rogers, Mr. Wrede, Mr. Aveta  
& Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr.  
Wrede at 9:29 P.M. to come out of  
Executive Session. On roll call, Mr.  
Wrede, Mr. Aveta, Mr. Zapcic, Mr.  
Rogers & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to  
discuss, Mr. Zapcic motioned, seconded  
by Mr. Wrede at 9:29 P.M., to adjourn the  
meeting. All members agreed.