

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

DATE OF MEETING: August 21, 2017

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 7:30 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. Stokes; Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; William Meyler, CPA; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Zapcic & Mr. Hrycyk were absent.

PLANT TOUR:

Tour of Treatment Plant for Board Commissioners

MINUTES OF REGULAR MEETING:

The minutes of July 17, 2017 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Leahey arrived at 8:17 P.M.
Mr. Aveta arrived at 8:21 P.M.

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. Rogers, Mr. Wrede, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 66/17 through 69/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 66/17 Approving Payment of Operating Bills in the amount of \$381,905.44.

CONSTRUCTION FUND:

Res. 67/17 Approving Payment of Construction Fund bills in the amount of \$171,447.98.

REVENUE FUND REQ:

Res. 68/17 Approving Revenue Fund req. 8/2017 in the amount of \$606,905.44.

GENERAL FUND:

Res. 69/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$171,447.98.

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) -- Construction work is proceeding and is anticipated to be completed by September 2017.
 - F. WWTP Phase II Improvements (MSA-168) -- Construction work is proceeding and is currently expected to be completed by end of September 2017.
 - 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 by September.

Partial Payment Request No. 13 in the amount of \$73,993.97 to MCCAULEY CONSTRUCTION CO. INC. FOR THE ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

Partial Payment Request No. 9 in the amount of \$51,052.12 to MBE MARK III ELECTRIC INC. FOR THE WWTP ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

August 14, 2017 report was reviewed. No lost time accidents during the month of July. All operations were conducted within permit guidelines during July. Financial results for year to date through the end of June were presented.

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

A second meeting was held with Highlands and Atlantic Highlands on August 2nd at TOMSA. The issues raised at this meeting will be discussed at the Board meeting during Executive Session.

The NJEIT Bonds closed during April/May 2017 and we have received \$4,629,864 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;

The two remaining projects from the original eight projects are both proceeding according to schedule. These are the power building project and WWTP Phase II project. The two contract projects, sewer TVing and emergency dig-ups are also proceeding as needed. The five projects that have been identified for consideration are listed here:

- 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 have an initial proposal for the Basin 13 I & I project from Maser. The estimate for this project is \$700,000 for the project work and \$145,000 for the Inspection and Engineering work. We checked with William Meyler, and we currently have about \$4,655,00 in cash. After checking the cash flow from the two remaining capital projects, and what money we expect to receive, there is enough money to pursue this project.

Proposals for the primary settling tank repairs, digester cleaning and aerial crossings repairs are being prepared.

After discussion at the meeting, it was decided that all capital projects would be placed on hold until funds are available.

The assistant maintenance supervisor has completed programming the PLC for the raw sludge pumping operation. The PLC control

panel has been moved to the raw building and is installed. It is in operation and worked immediately upon installation. Some additional programming is being done at this time with the assistance of Rockwell Automation. When this project is complete, he will move on to the belt filter press project. He is working on these projects in between his other normal duties.

The five year sludge removal bid has been advertised and is due on August 23rd at 10 AM.

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

The average daily flow during July was 5.67 MGD. The collection crew attended to twenty-eight service calls throughout the month. Eight service calls required clearing of blockages.

The final repair work for the Basin 6 I&I project is being performed at this time. Upon completion and removal of the remediation work, the project will be closed-out and the report will be finalized.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about twelve gallons per day. The company that is providing the bioxide also provides a service to optimize this amount of bioxide we are using. We are setting up this service to back up our own observations.

We are adding potassium permanganate to the Fairview wet well to address odor concerns.

There were no new subdivision applications submitted in July. There were 7.6 connection fees collected in July.

Key Indicators for the second quarter of 2017 will be reviewed at this August meeting.

KEY INDICATORS PRESENTATION:

Review Key Indicators 2nd Quarter 2017

GROUP AFFIDAVIT:

Res. 70/17 Certifying that the 2016 Financial Audit has been reviewed by the Board. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 70/17.

UNION CONTRACT APPROVAL:

Res. 71/17 Authorizing Approval of Union Contract. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 71/17.

WWTP PHASE II PROJECT
CHANGE ORDER NO. 2:

Res. 72/17 Authorizing Change Order No. 2 to the WWTP PHASE II IMPROVEMENTS PROJECT. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, & Mrs. Bouw voted yes. Carried to adopt Res. 72/17.

DIVISION OF PENSIONS AND
BENEFITS UPDATED CH. 48 FORMS:

Res. 73/17 Authorizing Changes to the Division of Pensions and Benefits Ch. 48 Forms. It was moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 73/17.

PURCHASE OF EXTENDED
WARRANTY SERVICES:

Res. 74/17 Authorizing the Purchase of Extended Warranty Services for the Siemens Turblex Compressor Equipment. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 74/17.

CORRECTION TO RESOLUTION 57/17:

Res. 75/17 Correcting wording error on Resolution 57/17. It was moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 75/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through June 30, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for August 14, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since July 7th.

1. Oversight of plant operations is on-going due to the long-term absence of Bryan Hrycyk.
 - a. Since May, the pH of the plant discharge has experienced depressed pH. pH is a permitted parameter monitored by NJDEP with upper and lower limits which have not been exceeded to date. The pH decrease is due to an abundance of microorganisms in the plant that are reasonable for a process called nitrification. Nitrification is a key process in other types of plants but causes problems in plants like TOMSA's. The reason for their predominance has been identified and steps continue to be taken to minimize the impact. The lab is

performing additional sampling and testing of parameters key to identifying and controlling the phenomenon. Plant operations have been adjusted to limit the effect. Adjustments can only be taken so far before causing other issues. It will likely take colder water temperatures in the fall and the adjustments currently in place to fully control the microorganisms.

- b. Operators have been formally assigned various upkeep tasks throughout the plant.
2. Bid specifications for the 5-year Cake Hauling and Disposal Contract were prepared and the contract advertised. The contract involves the transportation and disposal of cake produced by the belt filter press. Bids are currently being received. Bids are scheduled to be opened on August 23rd.
3. The NJEIT has a program that offers 50% principal forgiveness for projects that:

“...eliminate, prevent or reduce shellfish bed or beach closings due to the presence of pathogens. The package prioritizes projects that fix failing onsite wastewater systems and cross connections between sanitary sewer and storm sewers. Eligible projects include capital improvement projects, septic system rehabilitation, elimination of cross connections and projects that reduce shellfish bed or beach closings due to pathogens.”

Projects that may qualify include aerial crossing Rehabilitation, Swimming River Pump Station Upgrades (especially if NJAW connects their Domestic sewage discharge from the neighboring treatment plant) and I& I projects. Confirmation of eligibility from NJEIT/DEP will be sought prior to any design efforts.
4. A technology to increase cake solids percentage from the belt filter presses is being evaluated. If the technology works as advertised, it will reduce the hauling and tipping costs for cake disposal. Tentatively the technology will save approximately

\$60,000 per year for a one-time capital investment of \$300,000. In short, the company offers a two-month trial where, if negotiable performance standards are met, would obligate TOMSA to purchasing the equipment for a set fee. A meeting was held with a company that offers the dewatering technology. There are two installations nearby. Site visits are being coordinated to see the technology in use.

5. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
6. Formal quotes for flood insurance have been received for three of the buildings required to have flood insurance by FEMA. The quotes are being reviewed and will be executed as appropriate. Additional quotes are scheduled to be provided shortly.
7. An NJDEP Air Permit application was prepared and submitted for the new plant emergency generator. The permit was received.
8. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority's activities.
9. A guidance document on the Authority's One-Call Policy was prepared and will be distributed shortly.
10. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 78% and 86%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for July 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mrs. Smith at 9:18 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. Stokes motioned, seconded by Mrs. Smith at 10:14 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Stokes, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Aveta at 10:14 P.M., to adjourn the meeting. All members agreed.

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