

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

DATE OF MEETING: August 20, 2018

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 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: Mrs. Smith; Mr. Wrede; Mr. Ciparis & 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, Superintendent; George Nole Maintenance Manager & John Van Dorpe, Engineer. Mr. Aveta was absent.

PLANT TOUR:

Tour of Treatment Plant for Board Commissioners.

Mr. Zapcic arrived at 8:00 P.M.

MINUTES OF REGULAR MEETING:

The minutes of July 18, 2018 were moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Ciparis, 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. Zapcic & seconded by Mr. Ciparis. On roll call, Mrs. Smith, Mr. Ciparis, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 58/18 through 61/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 58/18 Approving Payment of Operating Bills in the amount of \$431,607.21.

CONSTRUCTION FUND:

Res. 59/18 Approving Payment of Construction Fund bills in the amount of \$48,558.78.

REVENUE FUND REQ:

Res. 60/18 Approving Revenue Fund req. 8/2018 in the amount of \$656,607.21.

GENERAL FUND:

Res. 61/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$48,558.75.

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 on hold for years and, now that Main Street has recently been repaved, will probably not be able to be done for at least another three (3) years.
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) – All construction work has been completed and all units have been returned to service. It is currently anticipated that this project will be closed out and approved at the August Board Meeting.
- 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 will be closed out and approved at the August Board meeting. The Final Report has been submitted to the Authority.

Mr. Rogers arrived at 8:20 P.M.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

August 14, 2018 report was reviewed. There were 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 2018 were presented.

Two percent cap update: The August 6th New Jersey Register advertised the extension of the NJAC Chapter 5:31 expiration date from July 18, 2018 to July 18, 2019. The two percent cap regulations being written would be part of this chapter. Some authorities, including TOMSA, have already begun preparing their 2019 budgets as if the 2% cap were not in place. Rahway Valley SA and Plainfield Area SA have filed suit on the cap law. This is in addition to the Two Rivers Water Reclamation Facility (WRF) lawsuit. Two Rivers is preparing their response to the State of New Jersey acting to dismiss their lawsuit. There are discussions with Sen. Gopal's office on the possibility of a bill that would create an exception for contracts pre-existing the passage S848. No bill has been introduced. At TOMSA, we are preparing our 2019 budget as if the cap did not exist. If we need to adjust our 2019 budget submission, we will.

The Highlands Attorney has reviewed the wastewater services agreement and responded with a letter that is included under the Executive Session item. Atlantic Highlands wants to work through the

surcharge issue with us, but otherwise accepts the agreement.

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.

Capital projects: All of the eight capital projects have been completed.

The five projects that have been identified for consideration on next 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 has been approved and the design work has begun. Permission was given at the meeting to begin the Basin I&I project.

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

Bob Zeller has retired and will not complete the new Belt Filter Press PLC project. We will explore our options to complete the work.

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

The average daily flow during July was 6.5 MGD. The collection crew attended to twenty-eight calls throughout the month. One service call required clearing of a blockage. There were three pump station related calls, one manhole overflow and two odor complaints.

The I&I Contractor completed all remediation work for the Basin 6 I&I project. The project was closed out at this meeting.

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

The next Key Indicators were reviewed at the August meeting. The next review will be at the November meeting.

KEY INDICATORS PRESENTATION:

Review Key Indicators 2nd QTR 2018

GROUP AFFIDAVIT:

Res. 62/18 Certifying that the Financial Audit has been reviewed by the Board. It was moved to be adopted by Mr. Rogers

& seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Zapcic, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 62/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through June 30, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for August 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since July 6th.

1. A number of procedures and adjustments were made to the plant process this winter in an attempt to avoid the difficulties experienced the last two summers. A memo discussing each issue, the investigation, remedies and outcome to date was prepared. It is included in the August meeting package for discussion.
2. As an alternative to replacing the existing underground fuel tanks, the feasibility, terms and logistics of a shared services agreement with Monmouth County or the Township has been investigated. The memorandum of findings were distributed at the July meeting and briefly discussed. That same memo will be included in the August meeting and briefly discussed. That same memo will be included in the August meeting package in case further discussion is warranted.

3. A contractor performing work for New Jersey American Water uncovered one of the Authority's force mains approximately 15 feet from its marked location. The records used to mark the main supposed location were reviewed. It was discovered that the main was marked as documented in the as-built drawing but that the drawing was not accurate. A company called Pure Technologies was contracted for information on force main locating and assessment services. While the immediate issue was to properly locate this particular force main, the technology offered by Pure Technologies can include structural assessment. Given that a number of the Authority's larger force mains are reaching 50 years old, a majority of their life expectancy has passed. Information was gathered for the Authority's larger force mains (a minimum pipe size is required to deploy the technology). It was sent for their review and preparation of a proposal to locate the force mains and perform structural assessments.
4. The five-year capital plan was updated with the results of the 2017 full year audit. It was distributed at the July meeting for discussion at the August meeting. That same memo will be included in the August meeting package in preparation of its discussion.
5. The last five years of sanitary sewer flows from Middletown, Highland and Atlantic Highlands were reviewed. It was determined that the flows over the period were flat. Slight variations appear to be impacted by precipitation.

6. Contracts for the two chemical supply and delivery contracts, awarded at the July meeting, were prepared and sent to the appropriate vendors.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 81% and 80%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:08 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.

Mrs. Smith motioned, seconded by Mr. Zapcic at 9:37 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mrs. Smith motioned, seconded by Mr. Zapcic at 9:37 P.M., to adjourn the meeting. All members agreed.