

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

DATE OF MEETING: December 15, 2014

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 A.P. Press on February 24, 2014 & The Two River Times on February 28, 2014. 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. Rogers; Mr. Stokes; Mrs. Bouw; Mr. Ostrander & Mr. Wrede. Mr. Zapcic & Mrs. Smith were absent. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Plant Superintendent; George Nole, Maintenance Manager; William A. Meyler, CPA; Richard C. Leahey, Jr., Counselor & John Van Dorpe, Engineer. Mr. Hrycyk was absent.

2015 BUDGET PUBLIC HEARING:

PUBLIC COMMENTS

There were no Board or public comments.

2015 BUDGET PUBLIC ADOPTION:

Res. 99/14 Adoption of 2015 Budget to be forwarded to N.J. Department of Community Affairs. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Ostrander, Mr. Rogers, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 99/14.

MINUTES OF REGULAR MEETING:

The November 17, 2014 meeting minutes were moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call Mr. Wrede, Mr. Rogers & 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. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mr. Ostrander, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 100/14 through 103/14.

TREASURER'S REPORT:

OPERATING BILLS:

Res.100/14 Approving Payment of Operating Bills in the amount of \$ 342,581.69.

CONSTRUCTION FUND:

Res.101/14 Approving Payment of Construction Fund bills in the amount of \$62,955.71.

REVENUE FUND REQ.:

Res. 102/14 Approving Revenue Fund req. 12/2014 in the amount of \$567,581.69.

GENERAL FUND:

Res. 103/14 Approving Transfer from the General Fund to the Construction Fund in the amount of \$62,955.71.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Hurricane Sandy Support Services- Maser Consulting continues to assist TOMSA with submittals to FEMA to get reimbursements for the storm response efforts, emergency repairs, and other repairs to the plant.

Main Street Repair/Replacement Evaluation Report - This project is on hold pending the completion of more important projects.

Pump Station Emergency Facilities Evaluation - New Jersey Natural Gas has completed installations at all selected pump stations. The generators now need to be converted to operate on natural gas.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded.

Emory Drive Pump Station Force Main - Construction work is progressing well. The force main installation south of Route 520 has been essentially completed. Work continues on the force main installation north of and in Route 520. The only remaining issue is the Navy Easement, which is pending. As previously reported, verbal approval, has been given to proceed with directional drilling of the force main under the Navy Bridge on Newman Springs Road.

Emory Drive Pump Station Improvements - Although a positive response to the last submittal was received from the State, we are still awaiting FEMA's approval.

NJEIT Funded Projects - Maser Consulting continues to work on the design documents for the projects submitted for NJEIT funding. Based upon our meeting with the Energy Resilience Bank (ERB) on October 21, 2014 and follow-up discussions, the Authority is proceeding with the preparation and submittal of the application for ERB funding for the MCC/Generator/Co-Gen and Raw Sludge Building. If successful, these projects will then be removed from the NJEIT Funding Application.

Control Building Floor Slab Repair - The work area has been secured per the Authority's request. Shop drawings and a Construction Schedule have been submitted and the Building Permit has been approved. The Contractor is scheduled to pour the slab next week, after which the tiling and other restoration work can be completed.

ENGINEER'S SUB-DIVISION REPORT:

PRELIMINARY & FINAL APPLICATIONS:

Res. 104/14 Approving Preliminary & Final Applications for Subdivision #430, Mr. Timothy P. Kennedy, 137 Rumson Road, Rumson, NJ 07760. It was moved to be adopted by Mr. Stokes & seconded by Mr. Ostrander. On roll call, Mr. Rogers, Mr. Ostrander, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 104/14.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

December 8, 2014 report was reviewed. We received one check from FEMA this month. This brings our total from FEMA to \$566,278. The Edmunds Finance Super Suite 1 was purchased and installation and training will proceed. A letter was sent to New Jersey Natural Gas relative to their practice of underground drilling/moling that sometimes punctures sewer laterals. The Auction for the New Jersey Sustainable Energy Joint Meeting Natural Gas Auction will be held on December 17th. We received an insurance check for \$23,000 from the JIF for the damage to our fine screen. We received and reviewed our new NJPDES permit. We will begin the project for the replacement of our existing sodium hypochlorite tanks. The collection crew attended to twenty eight service calls throughout the month. GPSing of manholes continues in Basins 7, 9 & 10. A proposal was received from Maser Consulting to prepare the documents to perform an I&I study in Basin 6. There were no new subdivision applications submitted during November. There was one new connection fee collected in November.

**RISK MANAGER NEW JERSEY
UTILITIES AUTHORITY JOINT
INSURANCE FUND:**

Res. 105/14 Naming Risk Management Consultant for one year 1/1/15 - 12/31/15. It was moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mr. Ostrander, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 105/14.

LOCAL FINANCE BOARD RESOLUTION:

Res. 106/14 Directing Application to be made to the Local Finance Board for consideration of the Authority's proposed project financing. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Ostrander, Mr. Rogers, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 106/14.

**2015 OPERATING BUDGET
INTRODUCTION (REVISED)**

Res. 107/14 Authorizing Introduction of 2015 Operating Budget, to be forwarded to N.J. Division of Local Government Services for Review (Revised). It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Ostrander, Mr. Rogers, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 107/14.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru October 31, 2014 was reviewed.

STAFF ENGINEER'S REPORT:

Report for December 8, 2014 was reviewed. The pump station wireless communication pilot test is scheduled to start during the week of December 1st or 8th. NJ Transit has settled the claim with TOMSA for the full amount. We have not yet received the check. The NJDEP review of the Emory Drive Pump Station is underway. The project will then be sent to FEMA for their review. Plans and specifications are being prepared for the replacement of the two sodium hypochlorite tanks. A preliminary application is being prepared for the Energy Resiliency Bank. Updates to the plant and collection system operations and maintenance manual are being prepared.

MAINTENANCE DEPARTMENT:

Project Report/work orders for December 2014 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Ostrander motioned, seconded by Mr. Stokes, at 9:08 PM to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made at the appropriate time. Mr. Ostrander motioned, seconded by Mr. Wrede at 10:26 P.M. to come out of Executive Session. Executive Session adjourned. All members agreed.

ADJOURNMENT:

There being no further business to discuss, Mr. Ostrander motioned & seconded by Mr. Stokes, at 10:26 P.M. to adjourn the meeting. All members agreed.