

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

DATE OF MEETING: December 19, 2016

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 3, 2016, The Independent on March 9, 2016 & the Star Ledger on March 3, 2016. 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. Stokes; Mr. Aveta; Mr. Wrede, Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mrs. Smith was absent.

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Rogers at 8:02 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made at the appropriate time. On roll call, Mr. Aveta, Mr. Rogers, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Zapcic arrived at 8:05 P.M.

Mr. Aveta motioned, seconded by Mr. Zapcic at 8:25 P.M. to close Executive Session. On roll call, Mr. Stokes, Mr. Rogers, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

PUBLIC COMMENTS:

Kevin Tauro, President of CWA Local 1075, commented on the status of union negotiations with TOMSA on behalf of its union members, many of whom were present.

2017 BUDGET HEARING:

Was presented. There were no public comments.

**2017 BUDGET PUBLIC ADOPTION:**

Res. 103/16 Adoption of 2017 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. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 103/16.

**MINUTES OF REGULAR MEETING:**

The minutes of November 21, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mrs. Zapcic, Mr. Stokes, 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. Stokes, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 104/16 through 107/16.

**TREASURER'S REPORT:**

**OPERATING BILLS:**

Res. 104/16 Approving Payment of Operating Bills in the amount of \$526,372.34.

CONSTRUCTION FUND:

Res. 105/16 Approving Payment of Construction Fund bills in the amount of \$304,785.14.

REVENUE FUND REQ:

Res. 106/16 Approving Revenue Fund req. 12/2016 in the amount of \$751,372.34.

GENERAL FUND:

Res. 107/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$304,785.14.

**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. NJFIT 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)  
Outstanding issues were resolved and the project was closed out in October.

- B. Administration Building ADA Improvements (MSA-153) – As previously reported, this project has been completed and was closed out in May.
  
- C. Sludge Thickener Building Roof Replacement (MSA-157) – As previously reported, this project was completed and the project was closed out in June.
  
- D. Building Sump Pumps (MSA-162) – Construction work has been completed, tested and approved. It is currently anticipated that the project should be closed out in January.
  
- E. New Power Building (MSA-167) – Construction work is proceeding and is anticipated to be completed by August 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 a process upset, 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) – Installation of flood barriers has been substantially completed. A Punch List has been provided and it is anticipated the project should probably be completed this month and closed out in December.
- H. Raw Sludge Building Improvements (MSA-171) – Construction work has been substantially completed. A punch-list will be prepared and it is anticipated this should be completed in January and closed-out.
3. Basin #6 I & I Study (MSA-183) – Based on our meeting with TOMSA to review the draft report and findings, the list of recommended repairs has been agreed upon by the Authority. The Contractor has substantially completed grouting work and is scheduled to meet to discuss remaining work and schedule. Upon completion of the remediation work, the Report will be finalized and submitted.
4. Compton Creek Effluent Barrier Project (MSA-185) – Installation work was performed on November 2, 2016. However, although the gate currently functions satisfactorily, the Contractor is required to return to complete the installation of the stainless steel plate at the bottom of the gate.

5. Jumping Brook PS Project (MSA-177)  
As previously reported, the preconstruction meeting was held on March 29, 2016 and Notice to Proceed was issued. Construction work was started in October and is progressing.

6. Clay Pit PS Project – (MSA-178) -  
Construction work is essentially completed, except for the issues with JCP&L service and pumps tripping out, which when resolved, the project will be closed out.

7. Broadway Interceptor Project (MSA-197) –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. It is anticipated that the project can be closed-out next month.

Partial Payment Request No. 10 in the Amount of \$3,136.00 to McCauley Construction Co. Inc. for the Raw Sludge Building Electrical Improvements Project.

Partial Payment Request No. 5 in the Amount of \$229,956.51 to McCauley Construction Co. Inc. for the WWTP Electrical Power System Upgrade Project.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

December 12, 2016 report was reviewed. No lost time accidents during the month of November. Our employee who suffered whiplash is still working light duty.

All operations were conducted within permit guidelines during November. Our contract laboratory lost one of our enterococci samples, but admitted their error. This information was sent to the NJDEP in our monthly DMR report. Northeast Remsco has completed installation of the new pipelines and manholes and the pipeline beneath the Creek has been grouted and lined. Financial results for year to date through the end of October were presented.

The union negotiation session on December 7<sup>th</sup> did not yield an agreement. This issue will be discussed at the next Board meeting. Both management and the union have filed formal Notices of Impasse with the Public Employees Relation Commission (PERC).



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

The staff had a meeting with representatives of Highlands and Atlantic Highlands to discuss their remaining issues relative to the wastewater agreements. There are only two issues and it is felt that one issue can be worked out with the insertion of new wording in the agreement. The closing date for the NJEIT Notes was July 14<sup>th</sup> and we have received \$1,982,271.00 in funds to date. We are expecting a check this week.

Capital projects; Work at the Clay Pit pump station is complete, and the problem with the control system may have been addressed. If this solution addresses the problem, then this project will be closed out. The Jumping Brook pump station upgrade project is near completion.

The assistant maintenance supervisor is taking a series of online classes and is preparing to program the new PLC. He is going to program a controller in the raw sludge building as a first project. This will allow him to test his abilities. New computers have been installed for the plant SCADA system.

We are continuing with our safety training programs. The updating of our written programs is ongoing. Our budget was submitted, and we responded to the questions asked. The budget was accepted by the Department of Community Affairs. It should be approved at the Board Meeting.

One of the new sodium hypochlorite tanks developed a leak. The contractor will repair the leaking tank.

The stop logs for the Compton Creek bypass gate project were installed on November 3<sup>rd</sup>. This activity began at 2 AM and required shutting down the plant.

The average daily flow during November was 5.72 MGD. The collection crew attended to twenty-seven service calls throughout the month. GPSing of manholes continues. The repairs phase of the Basin 6 I&I project is proceeding.

We are adding potassium permanganate to the Fairview wet well to address odor concerns. The new bioxide system at the Emory Drive pump station has been started up. Background hydrogen sulfide measurements are being taken at the Emory Drive wet well and at the end of the new force main. Background hydrogen sulfide levels are indicating that we need to add bioxide at the Emory Drive pump station.

There were no new subdivision applications submitted in November. There were 5 connection fees collected in November.

The second laboratory technician position applicant has accepted the position, pending the results of the pre-employment screenings.

The second shift operator position applicant has accepted the position, pending pre-employment screenings.

The mechanic position has been posted. I attended a one day CareerTrack training class entitled Human Resources for anyone with newly assigned HR responsibilities.

MEDICAL BENEFITS TRUST FUND  
TRANSFER:

Res. 90/16 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 90/16.

FLOOD RESERVE TRUST FUND  
TRANSFER:

Res. 91/16 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 91/16.

RISK MANAGER NEW JERSEY UTILITIES  
AUTHORITY JOINT INSURANCE FUND:

Res. 108/16 naming Risk Management Consultant as Peter Soriero of Allied Risk Management Services for one year 1/1/17 to 12/31/17. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call Mr. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 108/16.

HIRING RESOLUTION:

Res. 109/16 Authorizing the Hiring of Julia Campbell as a Probationary Employee. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted Yes. Carried to adopt Res. 109/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through October 31, 2016 was reviewed.

**STAFF ENGINEER'S REPORT:**

Report for December 12, 2016 was reviewed.

The following is a list of major tasks performed and projects I worked on since November 10<sup>th</sup>.

1. The Broadway Emergency Pipe Repair project has moved out of the construction phase and is now fully into the insurance and recovery phase. The total cost to address Lucas' Construction's damage is \$1,337,082. This includes all construction costs, soft costs, by-pass pumping, fuel and TOMSA labor costs to maintain and check the by-pass system. All costs have been submitted to the Authority's insurance company. The insurance company has indicated that all costs (\$1,337,082) will be paid minus the \$100,000 deductible. The deductible may be recovered through subrogation.

The costs to address infiltration that developed during Northeast Remsco's work is \$211,890 (which is separate from the \$1,337,082 amount discussed above). TOMSA is currently withholding final payment on the contract. NER, TOMSA and Maser met on December 5<sup>th</sup> to discuss TOMSA's position on the infiltration that developed as a result of Northeast Remsco's work.

2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. NJOEM has submitted a request to FEMA for confirmation that TOMSA's capital funding plan is consistent with FEMA requirements.

3. Coordination with the various contractors continues on a daily basis to minimize interruption to Authority activities.
4. Last year, two sodium hypochlorite tanks were replaced. A small leak in one of the FRP sodium hypochlorite storage tanks was found in November. The tank was evaluated by the manufacturer. To address the leak, it is anticipated that the manufacturer will reline the tank bottom at no cost to TOMSA. The defect appears to be isolated to the one tank.
5. The power issues at the recently rehabilitated Clay Pit Pump Station appear to have been caused by an overly sensitive power monitoring device in the pump control panel. This device will be replaced with a more suitable model by the Contractor.
6. Construction will be starting on the US Army Corp. of Engineers (USACOE) Port Monmouth Flood Improvements Contract No. 3. Proposed improvements on Old Port Monmouth Road will require the realignment of sanitary sewer pipe.
7. The Jumping Brook Pump Station is currently being rehabilitated. The pump station is located adjacent to 141 Jumping Brook Road. The access driveway for the station passes through the same property. The resident at 141 Jumping Brook Road has requested the burying of power lines to the station rather than the current aerial crossing.

Since the station's construction in the 1970's, the cables have been located on a pole. From an engineering perspective, the burying of the cables is not recommended. The driveway is within an easement. The same easement contains a natural gas service and sanitary sewer receptor. To be buried, the power cables would most likely have to be installed under the driveway causing significant disturbance. The area is adjacent to the Jumping Brook which has a tendency to flood. There is also a culvert crossing. JCP&L was contacted and indicated TOMSA would be responsible for costs associated with the relocation. JCP&L will be providing a preliminary cost estimate.

8. The Blaisdell Water Quality Management Plan (WMP) Amendment has been reviewed and approved by the County Amendment Review Committee. It now moves on to the County Planning Board and public comment. TOMSA will be asked by the State to pass a consent resolution shortly. At this time, no Board action is recommended at the December meeting.
9. A series of training seminars are being developed for the plant operators. The seminars are targeted to educate new and experienced plant operators on the nuances of how the plant operates and how processes are interrelated. The intention is to raise the operator's awareness of plant activities and to better be able to identify, avoid and/or mitigate problems.

The training seminars are held in the conference room during the operator's regular shift. Two operators attend at a time. To date, six operators have attended the first seminar.

10. Sanitary sewer applications and easement documentation have been scanned. The files will be added to the asset management program.
11. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 54%, respectively, of the proposed flow limits.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for October 2016 were reviewed.

**EXECUTIVE SESSION:**

Mr. Stokes motioned, seconded by Mr. Aveta at 9:50 P.M., 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. Zapcic motioned, seconded by Mr. Stokes at 10:39 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.



Mr. Aveta motioned, seconded by Mr. Rogers at 10:47 P.M. to close Public meeting. On roll call, Mr. Rogers, Mr. Wrede, Mr. Stokes, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Aveta motioned, seconded by Mr. Rogers at 10:47 P.M., to adjourn the meeting. All members agreed.

RP