

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

DATE OF MEETING: December 18, 2017

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 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. Rogers, Mr. Stokes & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William A. Meyler, C.P.A.; Bryan Hrycyk, Plant Manager; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.

2017 BUDGET HEARING:

The Budget was reviewed.

PUBLIC COMMENTS:

There were no public comments.

2017 BUDGET PUBLIC ADOPTION:

Res. 98/17 Adoption of 2017 Budget to be forwarded to N.J. Department of Community Affairs. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw Voted yes. Carried to adopt Res. 98/17.

MINUTES OF REGULAR MEETING:

The minutes of November 20, 2017 were moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, 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 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. 99/17 through 102/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 99/17 Approving Payment of Operating Bills in the amount of \$663,010.96.

CONSTRUCTION FUND:

Res. 100/17 Approving Payment of Construction Fund bills in the amount of \$356,239.89.

REVENUE FUND REQ:

Res. 101/17 Approving Revenue Fund req. 12/2017 in the amount of \$888,010.96.

GENERAL FUND:

Res. 102/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$356,239.89.

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 scheduled to be completed by December 20, 2017. It is anticipated that project close-out and final payment should be in January 2018.

- F. WWTP Phase II Improvements (MSA-168) – Construction work delays due to plant operational issues will require that final painting now be postponed until March or April at the earliest. Therefore, it will be necessary to provide a further extension to the contract, which may result in additional cost.
 - 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 within a few weeks.

EXECUTIVE DIRECTOR’S REPORT:

MONTHLY STATUS REPORT:

December 12, 2017 report was reviewed. No lost time accidents during the month of November. All operations were conducted within permit guidelines during the month of November. Financial results for year to date through the end of October were presented.

Final versions of the Wastewater Services Agreements with Atlantic Highlands and Highlands have been sent. Representatives from Atlantic Highlands and Highlands are reviewing these agreements.

The NJEIT Bonds closed during May/June of 2017 and we have received \$5,533,309 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;

The two remaining projects from the original eight projects are both proceeding on schedule. The power building is near completion. The WWTP Phase II project contractor has completed the work on the second clarifier, but work on the third clarifier may wait until spring. 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

After discussion at the last Board meeting, it was decided that all capital projects are placed on hold until the five-year plan is reviewed.

The assistant maintenance supervisor has begun work on the belt filter press plc. He is working on this project in between his normal duties.

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

The 2018 Budget needs to be adopted by the Board after the Public Hearing on December 18th.

The average daily flow during November was 6.01 MGD. The collection crew attended to twenty-nine service calls throughout the month. Six service calls required clearing of blockages.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project and the project is being closed-out. It is anticipated that Maser will provide the Final Report this month.

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.

Additional potassium permanganate is being added to the Fairview pump station, upstream of the McClees pump station, because of odor complaints in the area of the McClees pump station.

There was one new subdivision applications submitted in November. There were twenty-four connection fees collected in November.

Key Indicators for the fourth quarter of 2017 will be reviewed at the February 2018 meeting.

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

RISK MANAGER NEW JERSEY
UTILITIES AUTHORITY JOINT
INSURANCE FUND:

Res. 103/17 Naming Risk Management Consultant for one year 1/1/18 to 12/31/18. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 103/17.

PRELIMINARY AND FINAL
APPROVAL:

Res. 104/17 Approving Preliminary and Final Approval for Subdivision No. 443, 976 Leonardville Road, LLC, The Thomas Organization, P.O. Box 849, Red Bank, NJ 07701-0849. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 104/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through October 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for December 12, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since November 2nd.

1. Investigation into the services of a pipe assessment company called Redzone continue.

Additional information was gathered from a webinar hosted by the company. Two Rivers Water Reclamation Authority was visited and the final product of a sanitary sewer assessment by Redzone was reviewed. Services offered by Redzone has started an evaluation into how TOMSA executes I&I studies and manages collection system assets.

2. A meeting was held with Maser's GIS department. Topics of discussion included:
 - a. Digital tracking, record keeping and assessment of collection system assets. This includes integration of existing data into VueWorks and developing standards for future data.
 - b. Data mining collection system work orders for trends and unknown problematic areas.
 - c. Consolidating information stored in other programs into VueWorks.
3. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. Funds received from the NJEIT were compared to amounts requested. A letter was sent to the NJDEP requesting clarification of the difference of approximately \$40,000.00
4. The five-year capital plan is being updated to reflect the 2018FY budget, 2017 six-month financial statements, final 2017 bond debt service and capital project schedule.
5. Discussions with Orege, a dewatering technology company, continue to determine whether their offering is suitable for the treatment plant. Engineering information on the process was gathered and sent to them for preparation of a formal proposal. The technology has the potential to increase the cake's solids content resulting in disposal savings.

6. Conversations were held with HDR regarding the control of nitrification in the plant. A plan is in place and is constantly being re-evaluated. A memo is being prepared discussing plant issues over the last two years, mitigation steps taken and the plans in place to address outstanding issues.
7. Assistance was provided for generating the tax sale list.
8. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 53%, respectively, of the proposed flow limits.

Mr. Aveta arrived at 8:50 P.M.

MAINTENANCE DEPARTMENT:

Project Report/work orders for November 2017 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Stokes at 9:01 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. Zapcic motioned, seconded by Mr. Stokes at 10:06 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Stokes at 10:06 P.M., to adjourn the meeting. All members agreed.

