

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

DATE OF MEETING: December 17, 2018

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 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: Mr. Wrede; Mr. Rogers; Mrs. Smith; 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.; George Nole, Maintenance Manager; Bryan Hrycyk, Plant Superintendent & John Van Dorpe, Engineer. Mr. Zapcic was absent.

2019 BUDGET HEARING:

PUBLIC COMMENTS:

None

2019 BUDGET PUBLIC ADOPTION:

Res. 87/18 Adoption of 2019 Budget to be forwarded to N.J. Dept. of Community Affairs. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Ciparis, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 87/18.

MINUTES OF REGULAR MEETING:

The minutes of November 19, 2018 were moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Ciparis, 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. Ciparis & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Ciparis & Mrs. Bouw voted yes. Carried to adopt Res. 88/18 through 91/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 88/18 Approving Payment of Operating Bills in the amount of \$667,945.46.

CONSTRUCTION FUND:

Res. 89/18 Approving Payment of Construction Fund bills in the amount of \$16,198.13.

REVENUE FUND REQ:

Res. 90/18 Approving Revenue Fund req. 12/2018 in the amount of \$892,945.46.

GENERAL FUND:

Res. 91/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$16,198.13.

ENGINEER'S STATUS REPORT:

December 2018 Meeting.

The following is a report on the status of projects for which Maser Consulting is responsible:

1. Main Street Repair/Replacement (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, some of the dig-up alternatives could not be able to be done for at least another three (3) years. However, after reviewing our Report from 2012, either the Cured-in-Place Pipe (CIPP) or Pipe Bursting alternatives could probably be done without being delayed due to County restrictions.
2. Basin #13 Infiltration and Inflow Evaluation-
(MSA-208) This project was awarded to Oswald at the November 19, 2018 Board

Meeting and Contracts are currently being prepared.

3. Digester Cleaning and Modifications-
The Digester Report is currently anticipated to be submitted by next week.
4. Various Construction/Extension Projects

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

ENGINEER'S SUB-DIVISION REPORT:

Res. 92/18 Approval of Preliminary & Final Application of #451, West Nut Swamp Road-Block #1048, Lots 4.01 & 5.01, Submitted by Martelli Development Group LLC, 716 Newman Springs Road, #367, Lincroft, NJ 07738. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 92/18.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

December 11, 2018 report was reviewed. We had one lost time accident in November. A collection system operator fell and hit his head, requiring nine staples to stop the bleeding. He was out for three days prior to his planned resignation and move to Florida. All operations were conducted within permit guidelines during November. Financial results for

year to date through the end of October 2018 were presented.

Two percent cap update: No new information about the 2% cap. The most recent information is that the 2% cap would not be implemented in the 2019 budget, but it would be implemented in the 2020 budget.

On the subject of the Sewer Service Agreements with Atlantic Highlands & Highlands, we have not yet followed through on the recommendations made by the Board at the last meeting.

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.

Approximately 1600 lien letters were sent out. We are hoping to see a dramatic reduction in the actual number of liens that are processed this year because of the opportunity to use credit cards. Last year almost 600 liens were sold.

The first session of the Union negotiations was held on October 10th at 2 P.M. The second session was held on December 13th at 1 P.M. The results will be discussed in Executive Session.

Capital Projects:

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 investigative work has begun.

The Basin 13 I & I Bids were received and awarded at the last Board meeting.

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

The Belt Filter Press PLC project is placed on hold until we know how to proceed.

We are continuing with our safety training programs. The updating of our written programs is ongoing. Brian Maitland of the JIF/MEL sat in at our last safety meeting.

The Employee Personnel Policies and Procedures Manual was updated with a target date of October 1st. The Board has expressed interest in reviewing this manual before it gets distributed.

The average daily flow during November was 9.31 MGD. The collection crew attended to forty-two (42) calls throughout the month. The number of service calls requiring clearing of blockages was eleven (11). There were four pump station related calls, three manhole overflows, three referred to the maintenance department and one assisted by Roto-Rooter.

There were no new subdivision applications submitted during November. There was one connection fee collected in November.

The next Key Indicators will be reviewed at the February meeting. These will be for the fourth quarter of 2018.

Brian Rischman & I attended the New Jersey Environment Central Section December meeting.

EXECUTIVE SESSION:

Mr. Wrede motioned & Mr. Ciparis seconded, at 8:29 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Wrede motioned & Mr. Rogers seconded, at 8:46 P.M. to come out of Executive Session. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes.

PUBLIC SESSION:

Mr. Wrede motioned & seconded by Mr. Rogers at 8:46 P.M. to go back into Public Session. All members agreed.

RISK MANAGER NEW JERSEY
UTILITIES AUTHORITY JOINT
INSURANCE FUND:

Res. 93/18 Naming Risk Management Consultant, Peter Soriero, for one year from 1/1/19 to 12/31/19. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 93/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through October 31, 2018.

STAFF ENGINEER'S REPORT:

Report for December 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since November 8th.

1. Pure Technologies was contacted regarding their services for force main assessment and locating. A memo on the topic has been prepared and included in the December meeting package.
2. Clean Ocean Action (COA) is a non-profit organization whose goal is to improve marine water quality in NJ and NY. COA contacted the Authority about their plans to study water quality in the McClees Creek. The creek's headwaters are located near NJ Transit's railroad, just north of Normandy Road. The creek continues across Route 35 in the vicinity of the Township's more rural area eventually discharging into the Navesink River. In late November, COA organized sampling at various creek locations. In attendance were representatives from NJDEP, the Township and TOMSA. NJDEP obtained samples of creek water and is testing for contamination from human waste. COA also hired specially trained dogs to sniff the samples for human waste. Results from NJDEP are expected to be released by the middle of December.
3. At the AEA conference, a representative from Schneider Electric, a company involved with energy management and automation, offered to evaluate the Authority's position to

see what type of services they can offer. Information on the Authority's past efforts on the subject were sent for their review. A meeting to discuss how Schneider believes their services apply is tentatively scheduled for some time in January.

4. Since the last lien sale, the Authority has started accepting credit card payments. Below is a table comparing the number of accounts eligible for the lien sale in 2017 and 2018.

NUMBER OF LIEN ELIGIBLE ACCOUNTS

Year	Milestone No. 1	Milestone No. 2	Number of Liens Sold
2017	1715	837	456
Percentage Change*	-	-51%	-46%
2018	1710	650	TBD
Percentage Change*	-	62%	TBD

*Calculated based on number of accounts eligible from last milestone.

Milestone No. 1 consists of mailed notifications sent to lien eligible account holders in late September. Milestone No. 2 consists of a second mailed notification to the lien eligible account holders and two separate publications of account information and amount owned in the local newspaper in December. Account holders have the option to pay the overdue balance until noon of the day before the lien sale (late December) to avoid placement of the lien.

5. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were

reviewed. The Boroughs utilized 98% and 92%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Rogers at 9:20 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Aveta motioned, seconded by Mr. Wrede at 9:34 P.M. to come out of Executive Session. It was moved to be adopted by Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw.

PUBLIC SESSION:

Mr. Aveta motioned, seconded by Mr. Wrede at 9:37 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Aveta, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

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