

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

DATE OF MEETING: December 14, 2015

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 Vice-Chairperson Wrede 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 was published in the Independent on November 26, 2015 & in The Asbury Park Press on November 26, 2015. This notice has been posted at the Township of Middletown Sewerage Authority Administration Building, the Township of Middletown Municipal Building, and filed with the Township Clerk.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

On roll call, the following members were present: Mr. Stokes; Mr. Wrede, & Mr. Rogers. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mrs. Smith, Mr. Zapcic & Mrs. Bouw were absent.

2016 BUDGET PUBLIC HEARING:

Was presented.

PUBLIC COMMENTS:

There were no public comments.

2016 BUDGET PUBLIC ADOPTION:

Res. 103/15 Adoption of 2016 Budget to be forwarded to N.J. Department of Community Affairs. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes. Carried to adopt Res. 103/15.

MINUTES OF REGULAR MEETING:

The minutes of November 16, 2015 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes and Mr. Wrede 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. Rogers & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes. Carried to adopt Res. 104/15 through 107/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 104/15 Approving Payment of Operating Bills in the amount of \$527,186.78.

CONSTRUCTION FUND:

Res. 105/15 Approving Payment of Construction Fund bills in the amount of \$306,977.91.

REVENUE FUND REQ:

Res. 106/15 Approving Revenue Fund req. 12/2015 in the amount of \$752,186.78.

GENERAL FUND:

Res. 107/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$306,977.91.

ENGINEER'S STATUS REPORT:

The following items were discussed:

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.

Emory Drive Pump Station Force Main (MSA-140) - Paving work has been completed and the Final Punchlist items have been addressed and approved. It is suggested that the Authority Attorney request that the total project cost be provided so that the Special Assessment can be calculated.

Emory Drive Pump Station Improvements (MSA-156) – The Contractor mobilized 11/30 and as reported previously, it is now anticipated that construction should be completed by the end of January 2016.

NJEIT Funded Projects (MSA-163) – Contracts have been executed and a Preconstruction Meeting with NJDEP/NJEIT was held on December 10th at 10 AM for all of the projects, with the exception of the New Power Building. The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

Award of the contracts has been approved by NJEIT and contracts have been executed.

- B. Administration Building ADA Improvements (MSA-153)
Award was approved by NJEIT and contracts have been executed.
- C. Sludge Thickener Building Roof Replacement (MSA-157)
Award was approved by NJEIT and contracts have been executed.
- D. Building Sump Pumps (MSA-162)
Award was approved by NJEIT and contracts have been executed.
- E. New Power Building (MSA-167)
Plans and specifications are currently being completed to eliminate Co-Gen. It is anticipated that the revised documents should be submitted to NJDEP/NJEIT by December 22, 2015. After approval is received, the project will be advertised for bid.
- F. WWTP Phase II Improvements (MSA- 168)
Award was approved by NJEIT and contracts have been executed.
- G. Flood Barriers (MSA-170)
Award was approved by NJEIT and contracts have been executed.
- H. Raw Sludge Building Improvements (MSA-171)
Award was approved by NJEIT and contracts have been executed.

Hypochlorite Tank Replacement Project (MSA-188) – Both tanks have been installed. All that remains are punchlist items.

Basin #6 I&I Study (MSA-183) - Cleaning and TV Inspection work, which was begun in mid-June has now been completed. Also, Maser has now completed over 95% of manhole inspections. The remaining are in easements or otherwise inaccessible and will need to be further investigated by TOMSA.

Compton Creek Effluent Barrier Project (MSA-185) - We are currently still awaiting a construction schedule and shop drawing submittals for review and approvals.

Jumping Brook PS Project (MSA-177) It is currently anticipated that this project will be bid later this month and awarded in January or February.

Clay Pit PS Project (MSA-178) - It is currently anticipated that this project will be bid later this month and awarded in January or February.

Partial Payment Request No. 2 in the amount of \$23,762.55 was recommended for payment to Allied Construction Group.

Partial Payment Request No. 1 in the amount of \$93,100.00 was recommended for payment to Ray Palmer Associates.

Partial Payment Request No. 4 in the amount of \$151,392.56 was recommended for payment to National Water Main Cleaning.

Change Order No. 1 for the Sanitary Sewer Cleaning, TV Inspection and Repairs Project was introduced, with no change to the overall cost of the project.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

December 7, 2015 report was reviewed. No lost time accidents occurred during the month of November. A plant process upset occurred during Thanksgiving weekend. Financial results for year to date through October were presented. No checks were received from FEMA or the JIF during November.

A five year plan was developed and included with this report.

We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We have spoken with both Highlands and Atlantic Highlands regarding the need to finalize TOMSA's Sewer Service Agreements with each entity. Capital Projects; the Jumping Brook and Clay Pit pump station designs have been approved by the NJDEP and are to be bid later this month. The second main pump is being worked on. This pump is requiring special work. Parts for the third pump repair/rebuild have been ordered. Upgrades to the pump station and plant SCADA systems are in the works. Investigation is also proceeding for upgrading the belt filter press PLC and rewriting the software that controls the operation of the PLC. Both new sodium hypochlorite tanks have been delivered and installed.

The average daily flow during November was 5.75 MGD. The collection crew attended to thirty-three service calls throughout the month. GPSing of manholes continues.

We have made a goal of finishing the GPSing of the manholes over this winter. The sewer line cleaning and TVing of the Basin 6 I&I project has been completed. The manhole inspection portion of this project is near completion, but requires TOMSA assistance. There has not been much repair work identified. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in November. There were eight new connection fees collected in November. Two employees are retiring at the end of 2015.

RISK MANAGER NEW JERSEY
UTILITIES AUTHORITY JOINT
INSURANCE FUND:

Res. 108/15 Naming Risk Management Consultant Peter Soriero for one year 1/1/2016 to 12/31/2016. It was moved to be adopted by Mr. Rogers & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes. Carried to adopt Res. 108/15.

TEMPORARY PURCHASING AGENT:

Res. 109/15 Naming Temporary Purchasing Agent – George Nole for one year 1/1/2015 to 12/31/2016. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes. Carried to adopt Res. 109/15.

EMPLOYEE STATUS CHANGE:

Res. 110/15 Approving David Graves from probationary employee to regular employee effective December 14, 2015. It was moved to be adopted by Mr. Rogers & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes. Carried to adopt Res. 110/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through October 31, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

December 7, 2015 report was reviewed. Communications upgrades to all pump stations are complete. The five year capital plan has been prepared and is included with the Executive Director's Report. Work to update and upgrade the Authority's collection and plant SCADA systems has started.

Two proposals for the replacement of out-of-date process control hardware in the plant have been received. The scale and cost of the work is greater than originally anticipated and the project will be pursued under a different approach. Coordination and site visits with the County and their contractors for the replacement of two bridges in Port Monmouth continue. Discussions regarding the soundness of the TOMSA sanitary sewer pipes in the areas of the bridges were held with the County because sheet piling will be installed sometimes within five feet of the TOMSA pipes. TOMSA maintains that it is the responsibility of the County to protect the TOMSA pipes.

A revised FEMA grant application was prepared and submitted to the State for review. This proposed grant will offset costs to provide flood protection to the McClees Pump Station. An analysis of call outs for the collection system operators was completed.

Callouts appear to occur evenly at 15% for each weekday and 10% for each weekend day. An analysis of the overtime policy was also performed, with the result that our current practice of paying for overtime rather than adding staff is correct for our circumstances. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for November 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Stokes motioned, seconded by Mr. Rogers at 9:23 P.M., to go into Executive Session. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes.

Mr. Stokes motioned, seconded by Mr. Rogers at 9:44 P.M. to close Executive Session. On roll call, Mr. Rogers, Mr. Stokes & Mr. Wrede voted yes.

Mr. Stokes motioned, seconded by Mr. Rogers at 9:44 P.M. to close public meeting. On roll call, Mr. Stokes, Mr. Rogers & Mr. Wrede voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Rogers at 9:44 P.M., to adjourn the meeting. All members agreed.

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