

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
CENTER AVENUE, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS

DATE OF MEETING: February 9, 2012

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 4:00 p.m., (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 was published in the A.P. Press on February 8, 2012. 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. Hinckley; Mrs. Smith; Mrs. Bouw; Mr. DeMarco; Mr. Stokes & Mr. Wrede. Also in attendance were: Patrick Parkinson, Executive Director; Raymond Nierstedt, Manager; Bryan Hrycyk, Plant Superintendent; George Nole; Maintenance Manager; Richard C. Leahey, Jr; Counselor; John Van Dorpe; Engineer. Mr. Meyler was absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 07/12 Appointment of Chantal Bouw as Chairperson. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Rogers. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 07/12.

APPOINTMENT OF VICE CHAIRPERSON:

Res. 08/12 Appointment of James Hinckley as Vice Chairperson. It was moved to be adopted by Mrs. Bouw & seconded by Mrs. Smith. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 08/12.

**APPOINTMENT OF SECRETARY/
TREASURER:**

Res. 09/12 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 09/12.

APPOINTMENT OF AUDITOR:

Res. 10/12 Appointment of William Meyler, C.P.A. as Auditor. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Stokes. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 10/12.

APPOINTMENT OF ENGINEER:

Res. 11/12 Appointment of John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Wrede. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 11/12.

APPOINTMENT OF ATTORNEY:

Res. 12/12 Appointment of Richard C. Leahey Jr, as Attorney. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 12/12.

OFFICIAL DEPOSITORIES:

Res. 13/12 Designating Two Rivers Bank and Valley National Bank as Official Depositories. It was moved to be adopted by Mr. Hinckley & seconded by Mrs. Smith. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 13/12.

OFFICIAL NEWSPAPERS:

Res. 14/12 Designating The Asbury Park Press as Official Newspaper. It was moved to be adopted by Mr. Rogers & seconded by Mr. Hinckley. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 14/12.

FISCAL YEAR:

Res. 15/12 Approving 1/1/12 Through 12/31/12 as fiscal year of the Authority. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Rogers. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 15/12.

MEMBERS SALARY:

Res. 16/12 Approving Annual Salary of Chairperson and Members. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 16/12.

MEETING DATES:

Res. 17/12 Approving Regular Meeting Dates from March 2012 to February 2013. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Rogers. On roll call Mr. Hinckley, Mr. Rogers, Mrs. Smith, Mr. Stokes, & Mrs. Bouw voted yes. Carried to adopt Res. 17/12.

MINUTES OF REGULAR MEETING:

The minutes of meeting of January 12, 2012 was moved to be adopted by Mr. Hinckley & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

CONSENT AGENDA:

Mr. Parkinson 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 by Mrs. Smith & seconded by Mr. Hinckley. On roll call, Mr. Rogers, Mr. Stokes, Mr. Hinckley, Mrs. Smith, & Mrs. Bouw voted yes. Carried to adopt Res. 18/12 to 21/12.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 18/12 Approving Payment of Operating Bills in the amount of \$ 349,586.02.

CONSTRUCTION FUND:

Res.19/12 Approving Payment of Construction Fund bills in the amount of \$34,899,58.

REVENUE FUND REQ.:

Res. 20/12 Approving Revenue Fund req. 2/2012 in the amount of \$499,586.02.

GENERAL FUND:

Res. 21/12 Approving Transfer from the General Fund to the Construction Fund in the amount of \$34,899.58.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Digester Gas Energy Prelim.-Eng. Study

AHHRSA Force Main Connection Study Capacity

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

February 1, 2012 report was reviewed.

ENGINEERING AUTHORIZATION:

Res. 22/12 Authorizing Final Design, Bidding and Construction Phase Services for the Co-Generation Project to Maser P.A.. for **\$343,050.00**. It was moved to be adopted by Mr. Hinckley & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Hinckley & Mrs. Bouw voted yes. Carried to adopt Res. 22/12.

PRELIMINARY AHHRSA CAPACITY ANALYSIS STUDY REPORT:

Report was reviewed.

MCBOA EMERGENCY RESPONSE EQUIPMENT:

January 17, 2012 Letter was reviewed.

KEY INDICATORS PRESENTATION

Review Key Indicators 2011

CONSTRUCTION FUND ANALYSIS:

Analysis of Funds available and six (6) month Projection was reviewed.

BUDGET ANALYSIS:

Operating Budget Analysis Thru December 31, 2011 was reviewed.

MANAGERS REPORT:

Monthly report February 1, 2012 was reviewed.

MAINTENANCE DEPARTMENT:

Project Report/work orders for February 1, 2012 was reviewed.

PUBLIC COMMENTS:

Ms. Linda Baum of May Court, Middletown, commented on Atlantic Highlands/Highlands settlement & payback to Digester project. She was advised that if she required additional information she could request it through the OPRA process.

EXECUTIVE SESSION:

Mrs. Smith motioned, seconded by Mr. Hinckley at 4:40 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. Hinckley motioned, seconded by Mr. Rogers at 5:00 PM to come out of Executive Session. All members agreed.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned & seconded by Mrs. Smith, at 5:00 P.M., to adjourn the meeting. All members agreed.

PA w/h 4/3/12