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

DATE OF MEETING: February 14, 2013

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 7:30 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 14, 2012 and The Two River Times on February 12, 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; Mrs. Smith; Mrs. Bouw; Mr. DeMarco; & Mr. Wrede. Also in attendance were: Raymond Nierstedt, Executive Director; George Nole; Maintenance Manager; Richard C. Leahey, Jr; Counselor; William Meyler, CPA & John Van Dorpe; Engineer. Mr. Hinckley, Mr. Stokes & Mr. Hrycyk were absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 5/13 Appointment of Chantal Bouw as Chairperson. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. DeMarco, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 05/13.

APPOINTMENT OF VICE CHAIRPERSON:

Res. 06/13 Appointment of James Hinckley as Vice Chairperson. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Wrede. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 06/13.

**APPOINTMENT OF SECRETARY/
TREASURER:**

Res. 07/13 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 07/13.

APPOINTMENT OF AUDITOR:

Res. 08/13 Appointment of William Meyler, C.P.A. as Auditor. It was moved to be adopted by Mr. Wrede & seconded by Mr. DeMarco. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 08/13.

APPOINTMENT OF ENGINEER:

Res. 09/13 Appointment of John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 09/13.

APPOINTMENT OF ATTORNEY:

Res. 10/13 Appointment of Richard C. Leahey Jr, as Attorney. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 10/13.

OFFICIAL DEPOSITORIES:

Res. 11/13 Designating Two Rivers Community Bank & Valley National Bank as Official Depositories. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 11/13.

OFFICIAL NEWSPAPERS:

Res. 12/13 Designating The Asbury Park Press as Official Newspaper. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 12/13.

FISCAL YEAR:

Res. 13/13 Approving 1/1/13 Through 12/31/13 as fiscal year of the Authority. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Wrede. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 13/13.

MEMBERS SALARY:

Res. 14/13 Approving Annual Salary of Chairperson and Members. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 14/13.

MEETING DATES:

Res. 15/13 Approving Regular Meeting Dates from March 2013 to February 2014. It was moved to be adopted by Mr. DeMarco & seconded by Mr. Rogers. On roll call Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede, & Mrs. Bouw voted yes. Carried to adopt Res. 15/13.

MINUTES OF REGULAR MEETING:

The minutes of meeting of January 10, 2013 was moved to be adopted by Mr. Wrede & seconded by Mrs. Bouw. On roll call, Mr. Rogers, Mr. Wrede, Mr. DeMarco & 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 by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. DeMarco, Mr. Wrede, Mrs. Smith, & Mrs. Bouw voted yes. Carried to adopt Res. 16/13 to 19/13.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 16/132 Approving Payment of Operating Bills in the amount of \$ 362,809.56.

CONSTRUCTION FUND:

Res. 17/13 Approving Payment of Construction Fund bills in the amount of \$125,604.29.

REVENUE FUND REQ.:

Res. 18/13 Approving Revenue Fund req. 2/2013 in the amount of \$512,809.56.

GENERAL FUND:

Res. 19/13 Approving Transfer from the General Fund to the Construction Fund in the amount of \$125,604.29.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Hurricane Sandy Support Services

Digester Gas Energy Project
Capacity

AHHRSA Force Main Project

2012 Open-Cut Sewer Repair Project

Monmouth County Water Quality
Management (WQM) Plan Amendment

WATER QUALITY MANAGEMENT RES:

Res. 20/13 Consenting to the Proposed Water Quality (WQM) Plan Amendment Entitled Monmouth County Future Waste Water Service Areas Map. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 20/13.

ENGINEER'S SUB-DIVISION REPORT:

Res. 21/13 Approving the Preliminary and Final Application for Subdivision #147, 250 Half Mile Road, D&K Associates, LLC. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 21/13.

AMENDED APPROVAL:

Res. 22/13 Allowing Amended Approval for Subdivision #389 Lehigh Gas Corporation, 549 Highway 36 in Belford, NJ. It was moved to be adopted by Mrs. Smith & seconded by Mr. DeMarco. On roll call, Mr. DeMarco, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 22/13.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

February 1, 2013 report was reviewed.

UTILITY BILLING PROGRAM
RESOLUTION:

Res. 23/13 Allowing Purchase of Utility Billing Software Program. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. DeMarco, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 23/13.

KEY INDICATORS PRESENTATION

Review Key Indicators 2012

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru December 31, 2012 was reviewed.

MANAGERS REPORT:

The position of Manager is open at this time. Some items normally discussed in the Managers Report are discussed in the Executive Directors Report.

MAINTENANCE DEPARTMENT:

Project Report/work orders for February 1, 2013 was reviewed.

PUBLIC COMMENTS:

Ms. Linda Baum of May Court, Middletown, commented on the operation of the Sewer Authority.

EXECUTIVE SESSION:

Mrs. Smith motioned, seconded by Mr. Rogers at 8:33 PM 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. Wrede motioned, seconded by Mr. Rogers at 8:45 PM to come out of Executive Session. All members agreed.

ADJOURNMENT:

There being no further business to discuss, Mr. Smith motioned & seconded by Mr. Rogers, at 8:45 P.M., to adjourn the meeting. All members agreed.