

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

DATE OF MEETING: February 17, 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 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 A.P. Press on Jan. 23, 2015 & The Two River Times on Jan. 30, 2015. 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; Mr. Ostrander; Mr. Wrede & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Brian Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; Richard C. Leahey, Jr., Counselor William Meyler, CPA & John Van Dorpe, Engineer. Mr. Stokes was absent. There was a moment of silence observed for Dr. Zapcic.

REORGANIZATION:

APPOINTMENT OF CHAIRPERSON:

Res. 7/15 Appointment of Chantal Bouw as Chairperson. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 7/15.

APPOINTMENT OF VICE-CHAIRPERSON:

Res. 8/15 Appointment of Emil Wrede as Vice Chairperson. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Ostrander. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 8/15.

APPOINTMENT OF SECRETARY/
TREASURER:

Res. 9/15 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mr. Bouw & seconded by Mr. Rogers. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 9/15.

APPOINTMENT OF AUDITOR:

Res. 10/15 Appointment of William Meyler, C.P.A. of Cowan Gunteski & Co., PA , as Auditor. It was moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 10/15.

APPOINTMENT OF ENGINEER:

Res. 11/15 Appointment of John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 11/15.

APPOINTMENT OF ATTORNEY:

Res. 12/15 Appointment of Richard C. Leahey Jr., Esq. as Attorney. It was moved to be adopted by Mr. Wrede & seconded by Mr. Ostrander. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 12/15.

OFFICIAL DEPOSITORIES:

Res. 13/15 Designating Valley National Bank and Two Rivers Community Bank as Official Depositories. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 13/15.

OFFICIAL NEWSPAPERS:

Res. 14/15 Designating The Two River Times The Star Ledger and The Independent as Official Newspapers. It was moved to be adopted by Mr. Rogers & seconded by Mr. Ostrander. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mr. Bouw voted yes. Carried to adopt Res. 14/15.

FISCAL YEAR:

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

MEMBERS SALARY:

Res. 16/15 Approving Annual Salary of Chairperson & Members. It was moved to be adopted by Mr. Rogers & seconded by Mr. Ostrander. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 16/15.

MEETING DATES:

Res. 17/15 Approving Regular Meeting Dates from March 2015 to February 2016. It was moved to be adopted by Mr. Ostrander & seconded by Mr. Rogers. On roll call, Mr. Ostrander, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 17/15.

MINUTES OF REGULAR MEETING:

The December 15, 2014 meeting minutes were moved to be adopted by Mr. Wrede & seconded by Mr. Ostrander. On roll call Mr. Wrede, Mr. Rogers, Mr. Ostrander, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Zapcic arrived at 8:14 P.M.

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. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 18/15 through 21/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.18/15 Approving Payment of Operating Bills in the amount of \$ 359,020.52.

CONSTRUCTION FUND:

Res.19/15 Approving Payment of Construction Fund bills in the amount of \$41,609.67.

REVENUE FUND REQ.:

Res. 20/15 Approving Revenue Fund req. 2/2015 in the amount of \$584,020.52.

GENERAL FUND:

Res. 21/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$41,609.67.

ENGINEER'S STATUS REPORT:

The following items were discussed:
Hurricane Sandy Support Services- Maser Consulting continues to assist TOMSA with submittals to FEMA to get reimbursements for the storm response efforts, emergency repairs and other repairs to the plant. Main Street Repair/Replacement Evaluation Report - This project is on hold pending the completion of more important projects. Pump Station Emergency Facilities Evaluation - New Jersey Natural Gas has completed installations at all selected pump stations. The generators now need to be converted to operate on natural gas.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded. Emory Drive Pump Station Force Main - Construction work has essentially been completed, with the exception of the tie-in of the existing force main and final paving.

Emory Drive Pump Station Improvements - Although a positive response to the last submittal was received from the State, we are still awaiting FEMA's approval for funding and construction to proceed.

NJEIT Funded Projects - Updated plans and specifications, incorporating NJEIT and DEP requirements, have been submitted to NJDEP for all projects. Based upon our meeting with the Energy Resilience Bank (ERB) on October 21, 2014 and follow-up discussions, the Authority has submitted the application for ERB funding for the MCC/Generator/Co-Gen and Raw Sludge Building. If successful, these projects will be removed from the NJEIT Funding Application. A meeting originally scheduled for the end of January with NJEIT was held on February 12.

Control Building Floor Slab Repair - Construction and restoration work has essentially been completed. A punch-list has been prepared and provided to the Contractor. The project should be completed and closed out next month.

Hypochlorite Tank Replacement Project - Bids were received on February 12th, and the project was awarded at the February meeting.

Basin #6 I&I Study - Bid documents are currently being finalized with bidding scheduled for later this month and possible award at the March Board meeting.

Compton Creek Effluent Barrier Project - Bid documents are currently being finalized with bidding scheduled for later this month and possible award at the March Board meeting.

ENGINEER'S SUB-DIVISION REPORT:

None

FINAL APPLICATION:

Res. 22/15 Approving Final Application for Subdivision #431, Phase 1, Trinity Hall High School, C/O Mary Sciarello, 900 Leonardville Rd, Road, Leonardo, NJ 07737. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 22/15.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

February 9, 2015 report was reviewed. We did not receive any checks from FEMA this month. The adopted budget was sent to the Department of Community Affairs by the January 1st deadline. We are still waiting for the acceptance and Certification of the Budget. The EDMUNDS Financial Super Suite 1 is now in use. The operating and construction bill lists for this meeting came from the EDMUNDS Program. AEA will poll their membership to see how other authorities deal with natural gas lines penetrating sewer laterals. The lawsuit between the Coastal Dischargers and the NJDEP has been settled. Workplace Discrimination Training was held on two occasions and all employees attended. The Sodium Hypochlorite Tank Project bids were accepted on February 12th, and the project was awarded at the February meeting. We have not yet received our new NJPDES Permit. The collection crew attended to thirty-two service calls throughout the month. GPSing of manholes continues in Basins 7, 9 & 10. The bids for the Basin 6 I&I project are due on February 26th. The project should be approved at the March Board meeting. There were no new subdivision applications submitted during January. There were no connection fees collected in January.

KEY INDICATORS PRESENTATION:

Review Key Indicators 4th Quarter 2014

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru December 31, 2014 was reviewed.

STAFF ENGINEER'S REPORT:

Report for February 5, 2015 was reviewed. The pump station wireless communication pilot test is held up waiting for configuration information on the modems. The NJDEP review of the Emory Drive Pump Station by the State is complete. The review is continuing under FEMA. Total funding for the project was dropped from \$735,000 to \$531,000. Information has been provided to the Energy Resiliency Bank regarding the Co-Gen project and two meetings are scheduled to review the project. Discussions were held with the school board administrator to park Authority vehicles at the Middletown North High School in an emergency. Three RFP's for annual equipment service contracts were prepared and sent to contractors. The Emory Drive Force Main tie-in has been delayed due to the bad winter weather. Updating of the Authority grease trap program has begun.

MAINTENANCE DEPARTMENT:

Project Report/work orders for February 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

There was no Executive Session.

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:30 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned & seconded by Mr. Ostrander, at 9:32 P.M. to adjourn the meeting. All members agreed.

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