

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

DATE OF MEETING: February 16, 2016

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 was published in the The Two River Times on March 16, 2015 & in The Star Ledger on April 17, 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. Wrede, Mrs. Smith, Mr. Rogers, & Mrs. Bouw. Also in attendance were: Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; William Meyler, Accountant; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Nierstedt was absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 6/16 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. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 6/16.

APPOINTMENT OF VICE CHAIRPERSON

Res. 7/16 Appointment of Emil Wrede as Vice Chairperson. It was moved to be adopted by Mrs. Bouw & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 7/16.

Mr. Zapcic arrived at 8:02 P.M.

APPOINTMENT OF SECRETARY/TREASURER

Res. 8/16 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 8/16.

Mr. Aveta arrived at 8:03 P.M.

APPOINTMENT OF AUDITOR:

Res. 9/16 Appointment of Mr. William Meyler, C.P.A. as Auditor. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 9/16.

APPOINTMENT OF ENGINEER:

Res. 10/16 Appointment of Mr. John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mrs. Smith & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 10/16.

APPOINTMENT OF ATTORNEY:

Res. 11/16 Appointment of Mr. Richard C. Leahey Jr. as Attorney. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 11/16.

OFFICIAL DEPOSITORIES:

Res. 12/16 Designating Valley National Bank and Two Rivers Community Bank as Official Depositories. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 12/16.

OFFICIAL NEWSPAPERS:

Res. 13/16 Designating The Two River Times, The Star Ledger and The Independent as Official Newspapers. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 13/16.

FISCAL YEAR:

Res. 14/16 Approving 1/1/16 Through 12/31/16 as Fiscal Year of the Authority. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted Yes. Carried to adopt Res. 14/16.

MEMBERS STIPEND:

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

MEETING DATES:

Res. 16/16 Approving Regular Meeting Dates from March 2016 to February 2017. It was moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 16/16.

Mr. Stokes joined meeting at 8:10 P.M.

MINUTES OF REGULAR MEETING:

The minutes of January 19, 2016 were moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic and Mrs. Bouw voted yes.

CONSENT AGENDA:

Mr. Rischman 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. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mr. Zapcic, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 17/16 through 20/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 17/16 Approving Payment of Operating Bills in the amount of \$338,750.84.

CONSTRUCTION FUND:

Res. 18/16 Approving Payment of Construction Fund bills in the amount of \$187,649.11.

REVENUE FUND REQ:

Res. 19/16 Approving Revenue Fund req. 2/2016 in the amount of \$563,750.84.

GENERAL FUND:

Res. 20/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$187,649.11.

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) – As previously reported, all construction work has been completed, a two (2) year Maintenance Bond has been submitted and approved, and the Performance Bond has been released. Total project costs have been provided so that the Special Assessment can be calculated and a meeting with the Authority Attorney to review the Special Assessment was held prior to the January Board Meeting. It is currently anticipated that the Authority Attorney will be preparing a resolution for Board approval at the March meeting.

Emory Drive Pump Station Improvements (MSA-156) – As previously reported, due to the building foundation being non-existent, it is currently anticipated that construction will not be essentially completed until the end of March 2016.

NJEIT Funded Projects (MSA-163) – A Preconstruction Meeting with NJDEP/NJEIT took place on December 10th for all of the projects, except the New Power Building. Separate Pre-Construction Meetings for each project have been scheduled after which Notices to Proceed will or have already been issued.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

As previously reported, the Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed is currently anticipated to be issued within the next week.

B. Administration Building ADA Improvements (MSA-153)

As previously reported, the Notice to Proceed was issued December 15, 2015 and construction was started December 18, 2015. Work is proceeding with payments recommended for approval at the February Board Meeting.

C. Sludge Thickener Building Roof Replacement (MSA-157)

A Preconstruction meeting took place on January 5, 2016. Insurance certificates are not yet in compliance. However, it was currently anticipated that this matter should be resolved shortly and Notice to Proceed will be issued afterward.

D. Building Sump Pumps (MSA-162)

A Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on January 6, 2016.

E. New Power Building (MSA-167)

Plans and specifications have been completed to eliminate Co-Gen, and the revised documents were submitted to NJDEP/NJEIT last month. After approval is received, the project will be advertised for bid.

F. WWTP Phase II Improvements (MSA-168)

A Preconstruction Meeting was held on January 6, 2016, and as soon as insurance issues are resolved, the Notice to Proceed will be issued.

G. Flood Barriers (MSA-170)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on January 18, 2016.

H. Raw Sludge Building Improvements (MSA-171)

A Preconstruction Meeting took place on December 22, 2015 and the Notice to Proceed was issued on January 18, 2016.

Hypochlorite Tank Replacement Project (MSA-188) – Both tanks have been installed, tested and placed back into operation. It is anticipated that the Board will be approving final payment and close out of the project at the February meeting.

Basin #6 I&I Study (MSA-183) – All cleaning and TV Inspection work, as well as manhole inspections, has essentially been completed. Our draft report on the results and findings is nearing completion and is anticipated to be submitted to the Authority in the next week or two. After TOMSA has reviewed the draft report and findings, and recommended repairs have been agreed upon, the Contractor will be advised of work required to be completed. Upon completion of the remediation work, the Final Report will be submitted.

Compton Creek Effluent Barrier Project (MSA-185) – We are currently awaiting confirmation and a construction schedule.

Jumping Brook PS Project (MSA-177) Bids were received on January 21, 2016 and we have recommended award to the lowest qualified bidder, T.R. Weniger, Inc. in the amount of \$391,274.00.

Clay Pit PS Project (MSA-178) – Bids were received on January 21, 2016 and we have recommended award to the lowest qualified bidder, JEV Construction LLC in the amount of \$365,100.00.

Partial Payment Request No. 2 in the amount of \$5,700.00 to Ray Palmer Associates for the replacement of Sodium Hypochlorite Storage Tanks Project.

Partial Payment Request No. 1 in the amount of \$34,059.65 to McCauley Construction Company, Inc. for the Administration Building Modifications Project.

Partial Payment Request No. 2 in the amount of \$20,782.37 to McCauley Construction Company, Inc. for the Administration Building Modifications Project.

Partial Payment Request No. 4 in the amount of \$22,017.41 to Allied Construction Group, Inc. for the Emory Drive Pump Station Modifications Project.

ENGINEER'S SUB-DIVISION REPORT:

FINAL APPLICATION:

Res. 21/16 Approving Final Application for Sub-division #415 Bamm Hollow Investors, LLC, Phases 2&3 North and Phase 2 South, C/O Toll NJ III, L.P., 670 Spotswood-Englishtown Rd., Monroe Twp., NJ 08831. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 21/16.

PRELIMINARY & FINAL APPLICATIONS:

Res. 22/16 Approving Preliminary & Final Applications for Sub-division #436 Investors Savings Bank, C/O Investors Savings Bank, 101 JFK Parkway, Short Hills, NJ 07078. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 22/16.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

February 8, 2016 report was reviewed. No lost time accidents occurred during the month of January. All operations were conducted within permit guidelines during January. We are coordinating the bypass pumping operation relative to the Broadway Bridge pipe break. We have been working with Juan Fernandez relative to the Union negotiations. Financial results for year to date through December were presented. No checks were received from FEMA or the JIF during January. Plans to borrow up to \$7 million dollars from the New Jersey Environmental Infrastructure Trust were discussed. Notes may be required before the bonding dollars are available. 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 sign the TOMSA Agreement for sewer service. Atlantic Highlands and Highlands are both working on this and will respond to us with comments.

Capital Projects; bids for the Jumping Brook and Clay Pit pump station projects were opened on January 21, 2016. These projects should be awarded at this Board meeting. The second main pump is back in service and the third pump is now being worked on. Parts for the third pump repair/rebuild have been received. 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. The average daily flow during January was 6.48 MGD. The

collection crew attended to forty-four 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. 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 January. There were three connection fees collected in January. We are interviewing for a third shift operator position. We have advertised for a Qualified Purchasing Agent. Key indicators for the fourth quarter of 2015 were reviewed.

KEY INDICATORS PRESENTATION:

Key Indicators 4th Quarter 2015 were reviewed.

AWARD OF CONTRACT:

Res. 23/16 Awarding Contract for "Jumping Brook Pump Station Modifications" to T.R. Weniger, Inc. for a cost of \$391,274.00. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 23/16.

AWARD OF CONTRACT:

Res. 24/16 Awarding Contract for "Clay Pit Pump Station Modifications" to JEV Construction LLC for a cost of \$365,100.00. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 24/16.

AWARD OF CONTRACT:

Res. 25/16 Resolution Ratifying the Award of Contract Pursuant to N.J.S.A. 40A:11-6. 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. 25/16.

UTILITY EASEMENT VACATION:

Res. 26/16 Vacation of Sanitary Sewer Easement between T.O.M.S.A. and Toll NJ III, L.P. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 26/16.

ISSUANCE OF PROJECT NOTES:

Res. 27/16 Authorizing the Issuance of Project Notes for T.O.M.S.A. Construction Projects. It was tabled for next month's meeting.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through December 31, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

February 2, 2016 report was reviewed. I am working with Maser and the preparation of Requests for Proposals for the replacement of the damaged pipe near the Broadway Bridge. Passage of a resolution declaring an emergency is recommended.

Work to update and upgrade the Authority's collection system and plant SCADA systems continues. A meeting and inspection of NWS Earle sanitary sewer facilities was conducted on January 13th. Earle's sanitary sewer facilities' capabilities and features were documented for future reference. Progress and pre-con meetings for the EIT projects continues. The second union negotiation meeting was held on January 21st, and the third meeting was held on February 9th. Demands from the union were reviewed and counter offers were developed. The annual preventive maintenance request for proposals (FRPs) were prepared and sent to select contractors. These RFPs address preventive maintenance requirements for various pieces of electrical and mechanical equipment. A site meeting for the training and familiarization of the Bamm Hollow Pump Station for TOMSA personnel was held in February. The annual digester gas air permit submittal was prepared and submitted to NJDEP. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for December 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:35 P.M., to go into Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Rogers motioned, seconded by Mrs. Smith at 10:46 P.M. to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Rogers motioned, seconded by Mrs. Smith at 10:47 P.M. to close public meeting. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned, seconded by Mrs. Smith at 10:47 P.M., to adjourn the meeting. All members agreed.

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