

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

DATE OF MEETING: February 19, 2019

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 Two River Times on March 1, 2018, The Independent on February 28, 2018 & the Star Ledger on February 28, 2018. 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. Wrede; Mr. Rogers; Mrs. Smith; Mr. Aveta; Mr. Ciparis; Mr. Zapcic & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent & Jordan Volk, Engineer. Mr. Nole & Mr. Meyler were absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 6/19 Appointment of Chantal Bouw as Chairperson. 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. 6/19.

APPOINTMENT OF VICE CHAIRPERSON:

Res. 7/19 Appointment of Emil Wrede as Vice Chairperson. 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. 7/19.

APPOINTMENT OF SECRETARY/TREASURER:

Res. 8/19 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 8/19.

APPOINTMENT OF AUDITOR:

Res. 9/19 Appointment of Mr. William Meyler, C.P.A, as Auditor. It was moved To be adopted by Mr. Zapcic & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 8/19.

APPOINTMENT OF ENGINEER:

Res. 10/2019 Appointment of Mr. John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Ciparis. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 10/19.

APPOINTMENT OF ATTORNEY:

Res. 11/19 Appointment of Mr. Richard C. Leahey, Jr. as Attorney. It was moved to be adopted by Mr. Aveta & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 11/19.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Ciparis at 8:05 P.M. 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. Rogers motioned, seconded by Mr. Wrede at 8:30 P.M. to come out of Executive Session. All members agreed. Back into Public Session.

OFFICIAL DEPOSITORY:

Res. 12/19 Designating Two Rivers Community Bank as Official Depository. It was moved to be adopted by Mrs. Smith & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 12/19.

OFFICIAL NEWSPAPERS:

Res. 13/19 Designating The Two River Times, The Star Ledger and The Independent as Official Newspapers. 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. 13/19.

FISCAL YEAR:

Res. 14/19 Approving 1/1/2019 Through 12/31/2019 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. 14/19.

MEMBERS SALARY:

Res. 15/19 Approving Annual Salary of Chairperson and Members. 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. 15/19.

MEETING DATES:

Res. 16/19 Approving Regular Meeting Dates from March 2019 to February 2020. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 16/19.

MINUTES OF REGULAR MEETING:

The minutes of January 22, 2019 were moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & 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 to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 17/19 through 20/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 17/19 Approving Payment of Operating Bills in the amount of \$392,317.61.

CONSTRUCTION FUND:

Res. 18/19 Approving Payment of Construction Fund bills in the amount of \$11,554.25.

REVENUE FUND REQ:

Res. 19/19 Approving Revenue Fund req. 2/2019 in the amount of \$617,317.61.

GENERAL FUND:

Res. 20/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$11,554.25.

ENGINEER'S STATUS REPORT:

February 2019 Meeting.

The following is a report on the status of projects for which Maser Consulting is responsible:

1. Main Street Repair/Replacement (MSA-139) after review of Oswald's TV inspection video performed in early January, Maser Consulting and the Authority met with Lucas at the site to discuss rehabilitation/replacement options. Cost estimates were requested, which Lucas should be providing within the next few weeks.

2. Basin #13 Infiltration and Inflow Evaluation-
(MSA-208) The Preconstruction Meeting was held on January 9, 2019 for this project. We are currently awaiting submittal of Oswald's Construction Schedule and Shop Drawings.
In addition, Maser Consulting has been working to locate manholes in easements based upon GPS information.

3. Digester Cleaning and Modifications-
Based upon Authority comments and inquiries, our Digester Mixer Report was amended and has been resubmitted to the Authority. It is anticipated that a meeting will be scheduled within the next week or so to discuss the options and recommendations, after which the report will be presented and discussed with the Board.

4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

February 12, 2019 report was reviewed. No lost time accidents occurred during January. All operations were conducted within permit guidelines during January. Financial results for year to date through the end of December 2018 were presented.

Two percent cap update: The latest information on the two percent cap, is that the cap may not apply to TOMSA. It is specifically being targeted to regional sewer authorities, of which TOMSA is not. We will announce it if something changes.

We have had contact with both Atlantic Highlands and Highlands. Our Attorney addressed this situation at the meeting.

The NJEIT Bonds closed during May/June of 2017 and we have received \$5,687,351 in funds to date. We are continuing to receive checks as we continue to send copies of our bills and other backup material to the NJEIT. The bond amount requested at this time is \$6,080,982.

We are continuing to have discussions with the union representatives regarding a proposed Union Contract.

The Professional Services Contracts Requests for Proposals have been advertised, and the Proposals were received and opened on February 1, 2019.

Applied Research Associates, the new Company that is operating the Ohmsett Facility for the Navy has approached us about taking periodic discharges of the treated contents of the Ohmsett tank. We are exploring that option.

Capital Projects:

The five projects that have been identified for consideration on next year's schedule are listed here:

- Digester cleaning with improvements to the mixer system
- Basin 13 I&I project
- Second set of aerial crossings
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Replacement of gasoline and diesel underground storage tanks

The digester cleaning project report evaluating new mixer technologies was received and evaluated by the TOMSA staff and comments were returned to MASER.

The Basin 13 I & I Pre-Construction meeting was held on January 9th. The

Contractor can begin the work after all of the paperwork is received.

The remaining projects are being reviewed relative to the Ten-Year Capital Plan.

The Belt Filter Press PLC project is placed on hold until we have decided how to proceed.

We are continuing with our safety training programs. The updating of our written programs is ongoing.

The average daily flow during January was 8.86 MGD. The collection crew attended to fifty-two (52) calls throughout the month. There were ten (10) service calls requiring clearing of blockages. There were two pump station related calls, two referred to the maintenance department and four manhole overflows.

There were no new subdivision applications submitted during January. There were no new connection fees collected in January.

The Key Indicators were reviewed at this meeting. They were for the last quarter of 2018.

Brian Rischman & I met with Alan Guarino, Leonard Zabilansky, and Susan Cunneff of Applied Research Associates. This is the company that is now operating the Ohmsett facility for the Navy.

KEY INDICATORS PRESENTATION:

Review Key Indicators 4th Quarter 2018

FORCE MAIN CONDITION
ASSESSMENT SERVICES:

Res. 21/19 Purchasing Force Main Condition Assessment Services from Pure Technologies for a cost of \$379,951.00 It was moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 21/19.

PURCHASE OF PREVENTATIVE
MAINTENANCE SERVICES:

Res. 22/19 Authorizing the Purchase of Preventative Maintenance, Breakdown & Extended Warranty Services for the TOMSA Electronic Equipment for a one-year period. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 22/19.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through December 31, 2018.

STAFF ENGINEER'S REPORT:

Report for February 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since January 11th.

1. A resolution awarding a contract to Pure Technologies (PT) is on the agenda for this meeting. PT performs force main assessments. The service has been a topic in the last two board meetings.
2. The last submission to the NJDEP for reimbursement under the 2017 NJEIT bonds has been made. Outstanding issues regarding partial and no reimbursement for particular expenses remain. The relevant follow-up on these issues has been completed and a response from NJDEP is expected.
3. The latest capital plan has been revised in accordance with direction provided at the December meeting and is included in February's meeting packet. The revision reflects changes to the method of funding capital projects but the next group of capital projects remains the same: rehabilitation of aerial crossings, rehabilitation of the primary settling tanks, digester improvements, underground storage tank abandonment/replacement, structural rehabilitation of various buildings, electrical improvements in RAS Building No. 1 and an I & I study. The projected cost of these projects is \$8,000,000. TOMSA is working with Maser to narrow the scope of work and finalize proposals for these projects.
4. Maser completed the digester mixer evaluation and it is currently being reviewed internally.

5. A meeting was held with Schneider Electric. Schneider is offering a free evaluation of potential energy efficiency related programs. Relevant information on plant operations and performance has been provided for their use. Their findings are expected in the near future.
6. Coordination with Maser and Lucas Construction to evaluate options to repair the Main Street sewer pipe is on-going. Relevant information was collected and distributed to Lucas for their preparation of a proposal to repair or replace the pipe.
7. A meeting was held with the Township and Clean Ocean Action (a non-profit environmental group) at Town Hall to discuss the results of surface water testing performed on McClees Creek by Clean Ocean Action. As a result of the meeting and the test results, Clean Ocean Action is considering adjusting its sampling program to target an area of their concern. Coordination will continue as needed.
8. Request for quotes under the annual preventative maintenance program were prepared and distributed to potential bidders. These contracts provide testing of various electric and mechanical equipment with specialized equipment. The results are used to proactively address equipment maintenance.
9. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 82% and 99%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

Project Report/work orders for (Jan. 2019) were reviewed.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Zapcic at 9:09 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Zapcic, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:39 P.M. to come out of Executive Session. On roll call, Mr. Wrede, Mrs. Smith, Mr. Zapcic, Mr. Rogers & Mrs. Bouw voted yes.

PUBLIC SESSION:

Mr. Zapcic motioned, seconded by Mrs. Smith at 9:39 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mrs. Smith at 9:39 P.M., to adjourn the meeting. All members agreed.