

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

DATE OF MEETING: January 20, 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 Dec. 19, 2014 & The Two River Times on Jan 2, 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; Mr. Stokes ; Mrs. Smith; Mr. Ostrander; Mr. Wrede; Mr. Zapcic & 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 & John Van Dorpe, Engineer. Mr. Meyler was absent.

Tom Stokes - Record should note that there were several disconnects of the phone line during the regular meeting and a final disconnect with no re-connection for the majority of the Executive Session and the formal adjournment of the regular meeting.

Joan Smith - Record should note that there was a phone disconnect of Ms. Smith for the adjournment of the regular meeting.

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. Stokes, Mr. Ostrander & 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 Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapic & Mrs. Bouw voted yes. Carried to adopt Res. 1/15 through 4/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.1/15 Approving Payment of Operating Bills in the amount of \$ 700,728.27.

CONSTRUCTION FUND:

Res.2/15 Approving Payment of Construction Fund bills in the amount of \$430,009.79.

REVENUE FUND REQ.:

Res. 3/15 Approving Revenue Fund req. 1/2015 in the amount of \$925,728.87.

GENERAL FUND:

Res. 4/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$430,009.79.

## 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 is anticipated to be completed within the next few weeks.

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. A meeting has been scheduled for the end of this month with the State.

NJEIT Funded Projects - Maser Consulting continues to work on the design documents for the projects submitted for NJEIT funding. Based upon our meeting with the Energy Resilience Bank (ERB) on October 21, 2014 and follow up discussions, the Authority is proceeding with the preparation and submittal of the application for ERB funding for the MCC/Generator/Co-Gen and Raw Sludge Building. If successful, these projects will then be removed from the NJEIT Funding Application. A meeting has been scheduled for the end of this month with the NJEIT.

Control Building Floor Slab Repair - Construction and restoration work has essentially been completed. It is anticipated that a punch-list will be prepared within the next few weeks and that the project should be completed and closed out within the next month or two.

**ENGINEER'S SUB-DIVISION REPORT:**

**PRELIMINARY APPLICATION:**

Res. 5/15 Approving Preliminary Application for Subdivision #431, Trinity Hall High School C/O Mary Sciarello, 900 Leonardville Rd, Road, Leonardo, NJ 07737. It was moved to be adopted by Mr. Rogers & seconded by Mr. Ostrander. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 5/15.

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

January 12, 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 1<sup>st</sup> deadline. The EDMUNDS Financial Super Suite 1 has been purchased. Training is set for the final week of January, with switch-over to "live" status on January 30<sup>th</sup>. A response to the NJ Natural Gas letter was received. AEA will poll their membership to see how other authorities deal with natural gas lines penetrating sewer laterals. The Auction for the New Jersey Sustainable Energy Joint Meeting Natural Gas Auction was held on December 17<sup>th</sup> and a cost reduction of 7.5% was obtained. Safety training schedule has been disseminated and the All Employee meeting was held on January 12, 2015. The bid documents for the sodium hypochlorite tank project are being prepared. We have commented on the new NJPDES permit. The collection crew attended to twenty eight service calls throughout the month. GPSing of manholes continues in Basins 7, 9 & 10. The proposal for the Basin 6 I & I study has been received and approved. There were two new subdivision applications submitted during December. There were no connection fees collected in December.

**EMEX ENERGY MARKET  
EXCHANGE PRESENTATION:**

John Smith of EMEX Energy Market Exchange made a presentation about Energy Auctions for Electrical Power Costs.

**CONSTRUCTION FUND ANALYSIS:**

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

**BUDGET ANALYSIS:**

Operating Budget Analysis Thru November 31, 2014 was reviewed.

**STAFF ENGINEER'S REPORT:**

Report for January 12, 2015 was reviewed. The pump station wireless communication pilot test is held up waiting for configuration information on the modems. A new firmware update is needed before the test can proceed. The check for the NJ Transit claim has been received. The NJDEP review of the Emory Drive Pump Station by the State is complete. The review is continuing under FEMA. The Emory Drive easement manholes were inspected for susceptibility to flooding. This is a possible FEMA project. Bid documents are being prepared for the replacement of the two sodium hypochlorite tanks. A cost benefit analysis has been prepared for the Co-Gen Project for the Energy Resiliency Bank. Updates to the plant and collection system operations and maintenance manual are being prepared.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for January 2015 were reviewed.

**PUBLIC COMMENTS:**

There were no public comments.

**EXECUTIVE SESSION:**

Mr. Ostrander motioned, seconded by Mr. Zapcic, at 9:44 P.M. 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. Zapcic motioned, seconded by Mr. Rogers at 10:20 P.M. to come out of Executive Session. Executive Session adjourned. All members agreed.

PUBLIC SESSION:

Mr. Zapcic motioned, seconded by Mr. Rogers to go into Public Session at 10:20 P.M. On roll call Mr. Rogers, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr. Ostrander at 10:35 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned & seconded by Mr. Zapcic, at 10:35 P.M. to adjourn the meeting. All members agreed.