

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

DATE OF MEETING: January 16, 2018

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 2, 2017, The Independent on March 2, 2017 & the Star Ledger on March 1, 2017. 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: Mrs. Smith; Mr. Wrede & Mrs. Bouw. Also in attendance were: Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William A. Meyler, C.P.A.; & John Van Dorpe, Engineer. Mr. Nierstedt, Mr. Nole & Mr. Hrycyk were absent. Also Mr. Aveta, Mr. Rogers, & Mr. Zapcic were absent.

MINUTES OF REGULAR MEETING:

The minutes of December 18, 2017 were moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Stokes arrived at 8:10 P.M.

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. Stokes & seconded by Mrs. Smith. On roll call, Mr. Wrede, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 1/18 through 4/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 1/18 Approving Payment of Operating Bills in the amount of \$368,519.68.

CONSTRUCTION FUND:

Res. 2/18 Approving Payment of Construction Fund bills in the amount of \$111,646.26.

REVENUE FUND REQ:

Res. 3/18 Approving Revenue Fund req. 1/2018 in the amount of \$593,519.68.

GENERAL FUND:

Res. 4/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$111,646.26.

ENGINEER'S STATUS REPORT:

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

1. 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.
2. NJEIT Funded Projects (MSA-163) – Work is proceeding or has been completed on the various projects.

The status of the individual projects is as follows:

- A. Sanitary Sewer Aerial Crossings (MSA-132)
The project was closed out in October 2016.
 - B. Administration Building ADA Improvements (MSA-153) –The project was closed out in May 2016.
 - C. Sludge Thickener Building Roof Replacement (MSA-157) – The project was closed out in June 2016.
 - D. Building Sump Pumps (MSA-162) – The project was closed out in January 2017.
 - E. New Power Building (MSA-167) – Construction work has been completed. It is anticipated that project close-out and final payment should be in January 2018.
 - F. WWTP Phase II Improvements (MSA-168) – Construction work delays due to plant operational issues will require that final painting now be postponed until March or April at the earliest. Therefore, it will be necessary to provide a further extension to the contract, which may result in additional cost.
 - G. Flood Barriers (MSA-170) – The project was closed out in January 2017.
 - H. Raw Sludge Building Improvements (MSA-171) – The project was closed out in January 2017.
3. Basin #6 I & I Study (MSA-183) – The Contractor has completed all remediation work and the project is being closed-out. It is anticipated that our Final Report will be finalized and submitted by next week.

Partial Payment No. 17 -- FINAL in the Amount of \$79,833.71 to McCauley Construction Co. Inc. for the Electrical Power System Upgrade Project.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

January 9, 2018 report was reviewed. There was a lost time accident during the month of December. All operations were conducted within permit guidelines during the month of December. Financial results for year to date through the end of November were presented.

TOMSA began preparation for the selling of liens in the beginning of November. Properties that had not paid sewer bills for two quarters or owed more than \$150 were identified. After starting with over 882 properties, 454 liens were sold. We would like to look into the possibility of accepting credit card payments in an effort to reduce the number of liens actually sold.

The Board discussed the merits of accepting credit cards for service charge payments. The Board authorized an investigation into the Authority's options. The Board also requested an investigation into the use of check scanners to deposit check payments at the Authority's offices rather than at the physical bank.

Final versions of the Wastewater Services Agreements with Atlantic Highlands have been sent. Representatives for Atlantic Highlands and Highlands say that they are each providing copies of these agreements to their respective Council's because each municipality has new members who will want to learn about this issue.

The NJEIT Bonds closed during May/June of

2017 and we have received \$5,533,309 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.

Management was directed by the Board to request retiree Medicare contribution amounts on a regular basis for the purposes of the Authority reimbursing an accurate amount to the retiree. If the information is not provided, the minimum Medicare contribution amount is to be reimbursed to the retiree until such documentation is provided to the Authority by the retiree.

Capital projects;

The two remaining projects from the original eight projects are both proceeding on schedule. The power building is complete. The WWTP Phase II project contractor has completed the work on the second clarifier, but work on the third clarifier may wait until spring. The two contract projects, sewer TVing and emergency dig-ups are also proceeding as needed. The five projects that have been identified for consideration are listed here:

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

Authorization to begin design for cleaning of the digester and improvements to the mixing system was provided.

The Board requested a revised 5-year capital plan reflecting management's recommended capital projects.

The assistant maintenance supervisor has begun work on the belt filter press plc. He is working on this project in between his normal duties.

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

The 2018 Budget was adopted at the last Board meeting and the Adopted Budget was submitted to the State.

The average daily flow during December was 6.02 MGD. The collection crew attended to twenty-nine service calls throughout the month. Six service calls required clearing of blockages and one project was assigned to maintenance.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project and the project is being closed-out. It is anticipated that Maser will provide the Final Report this month.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about twelve gallons per day. The company that is providing the bioxide also provides a service to optimize this amount of bioxide we are using. We are setting up this service to back up our own observations.

Additional potassium permanganate is being added to the Fairview pump station, upstream of the McClees pump station, because of odor complaints in the area of the McClees pump station.

There were no new subdivision applications

submitted during December. There were two connection fees collected in December.

The next Key Indicators presentation will be in February for the fourth quarter of 2017.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through November 30, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for January 9, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since December 7nd.

1. Investigation into the services of a pipe assessment company called Redzone continues. Maser and Redzone are in contact and are discussing data format requirements to ensure data collected is compatible with TOMSA's existing system. Also, a pilot study is being coordinated. Tentatively, the pilot study will consist of one day of data collection by Redzone in an area designated by TOMSA. Data collected will be turned over to TOMSA so that any issues can be sorted out before a potential contract is advertised. In addition, the pilot study will be witnessed by TOMSA to understand the data gathering process to better tailor a bid specification.
2. Polymer is a chemical additive that helps remove water from sludge. The currently used polymer and equipment used to prepare it are being evaluated. The goal of the evaluation is to determine the most effective polymer and preparation system. Two local treatment plants were visited to inspect and discuss their use and method of preparing polymer. The Authority's current polymer supplier performed testing to determine the suitability of alternative polymers. Discussions with two polymer preparation equipment vendors are on-

going.

3. Collection systems areas requiring cleaning under the annual force account were identified and given to the contractor for scheduling. The cleaning targets sanitary sewer pipes which are known to be susceptible to backups if not cleaned regularly and/or in areas not accessible with the Authority's equipment. These areas are generally downstream of restaurants and other businesses involved with food preparation. These businesses are also part of the Authority's Grease Trap Inspection Program.
4. Water has been found in the natural gas main serving the plant's west side. The main is owned by TOMSA and not NJ Natural Gas (NJNG). The effect of this water has been the loss of heat in one building and a partial loss of heat in a second. TOMSA and Maser are working with McCauley Construction, the contractor who built the Power Building, and their subcontractor who installed a gas service in the area of the impacted buildings. McCauley and their subcontractor are scheduled to excavate and verify the integrity of the gas service next week. TOMSA also contacted NJNG to confirm that water did not come from their pipe. NJNG confirmed that the water did not come from them.

This issue has brought to light that the majority of the plant's natural gas piping is nearly 50 years old and constructed of steel. NJNG has similar pipe in their system that they are replacing proactively because they have found that this type of pipe has reached its useful life. Regardless of the water source, replacement of all original steel gas piping at the plant might be considered in the near future.

5. The annual NJDEP submission for the digester gas flare was prepared and submitted.
6. Documents for FEMA and the NJEIT are collected on an on-going basis and submitted as appropriate.

7. Assistance was provided for generating the tax sale list.
8. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 53%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for December 2017 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mrs. Smith at 9:25 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. Stokes motioned, seconded by Mrs. Smith at 9:47 P.M. to come out of Executive Session. On roll call, Mr. Stokes, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Wrede motioned, seconded by Mrs. Smith at 9:51 P.M., to adjourn the meeting. All members agreed.

RN