

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

DATE OF MEETING: January 22, 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. Zapcic & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; Bryan Hrycyk, Plant Superintendent & John Van Dorpe, Engineer. Mr. Aveta & Mr. Meyler were absent.

2019 PUBLIC HEARING ON REVISED
SERVICE FEE SCHEDULE:

(amended fee to begin on 1/1/2019)

PUBLIC COMMENTS:

There were no public comments.

2019 REVISED SERVICE FEE
SCHEDULE:

Res. 1/19 Adoption of 2019 Revised Service Fee Schedule. 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. 1/19.

MINUTES OF REGULAR MEETING:

The minutes of December 17, 2018 were moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. 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. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 2/19 through 5/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 2/19 Approving Payment of Operating Bills in the amount of \$372,991.86.

CONSTRUCTION FUND:

Res. 3/19 Approving Payment of Construction Fund bills in the amount of \$376,500.68.

REVENUE FUND REQ:

Res. 4/19 Approving Revenue Fund req. 1/2019 in the amount of \$597,991.86.

GENERAL FUND:

Res. 5/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$376,500.68.

ENGINEER'S STATUS REPORT:

January 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) Due to higher priority, and in some cases, emergency nature of other projects, the Main Street Sewer Replacement Project has been on hold for years and, now that Main Street has recently been repaved, some of the dig-up alternatives could not be able to be done for at least another three (3) years. However, after reviewing our Report from 2012, either the Cured-in-Place Pipe (CIPP) or Pipe Bursting alternatives could probably be done without being delayed due to County restrictions. OSWALD will

be scheduled to TV the main again to confirm the current condition.

2. Basin #13 Infiltration and Inflow Evaluation-
(MSA-208) This project was awarded to Oswald at the November 19, 2018 Board Meeting and Contracts are currently being prepared and forwarded to the Contractor. After they have been executed and approved, a Pre-Construction Meeting will be scheduled.
3. Digester Cleaning and Modifications-
The Digester Report has been submitted and is being reviewed by the Authority.
4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

Mr. Ciparis arrived at 8:28 P.M.

MONTHLY STATUS REPORT:

January 15, 2019 report was reviewed. All operations were conducted within permit guidelines during December. Financial results for year to date through the end of November 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. Until we hear otherwise, we do not

believe the 2% cap applies to TOMSA.

After discussion with Atlantic Highlands, it has become apparent that they are against the wording of a "surcharge" in their sewer service agreement. The Attorney has been directed to speak to them about how they may be required to pay commercial rates for flows that exceed their allowable flow limits.

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.

Approximately 1600 lien letters were initially sent out. Only 298 liens were sold at the tax sale. We attribute this to the use of credit cards that were allowed for the first time this year. Next year we may see a larger reduction because credit cards will have been able to be used for the full year.

We are continuing to have discussions with the Union Representatives regarding the Union Agreement.

Capital Projects:

The five projects that have been identified for consideration on this 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 now begin the work.

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 know how to proceed.

We are continuing with our safety training programs. The updating of our written programs is ongoing. The 2019 Safety Training Schedule has been formalized and will be distributed to the employees with their paychecks next week.

The Employee Personnel Policies and Procedures Manual was updated with a target

date of October 1st. Some members of the Board have reviewed the document and made comments. These comments will be integrated into the final document. Any comments need to be received before the Manuals are distributed to the employees on February 4th.

The average daily flow during December was 9.01 MGD. The collection crew attended to forty-one (41) calls throughout the month. The number of service calls requiring clearing of blockages was eleven (11). There were three pump station related calls, one referred to the maintenance department and one dig-up by Lucas Brothers.

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

The next Key Indicators will be reviewed at the February meeting. These will be for the fourth quarter of 2018.

Brian Rischman & I met with Scott Hardesty of Applied Research Associates. They are the company that is now operating the Ohmsett facility for the Navy. The new company is looking into all of the existing contracts and updating them or terminating them as the case may be.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through November 30, 2018.

STAFF ENGINEER'S REPORT:

Report for January 15, 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since December 6th.

1. Pure Technologies (PT) was contacted regarding their services for force main assessment and locating. A proposal was submitted and reviewed. A memo on the topic was prepared and included in the December meeting package. The deliverables provided under the proposal include:
 - a. Transient Pressure Monitoring
 - b. Acoustic In-Line Leak Detection
 - c. Gas Pocket Detection (Prime Location for Corrosion)
 - d. Structural Evaluation and Analysis (Fairview only)
 - e. Confirmation of Force Main Location Through GPS Located Features, As-Built Drawings and Data Collected During the Inspection

Seven of the Authority's fourteen force mains (approximately 20,000 feet of pipe) are of sufficient size to fit the data collection devices. Once the assessment is completed, the Authority will be able to monitor or prioritize and address defects, if

any are found. The actual remedies to address the defects identified will be performed under separate contract with a utility contractor. The associated costs are not included in PT's proposal nor does the company perform this type of work. PT's cost to perform the assessment is \$379,951. The latest, unpublished 10-year plan sets aside \$500,000 for the force main assessment and currently unspecified repairs in 2019.

2. The Authority was contacted about the potential for sewer service by an owner of properties located on the southeast corner of the Cooper Road and Patterson Lane intersection. The owner was advised that these properties are outside the sewer service area and therefore service was not an option. The owner has expressed interest in adding the properties to the sewer service area.
3. Monmouth County purchased the former Chris's Deli property located between West Front Street and the Navesink River. The County plans to turn the property into a park. Contaminated soil on a portion of the property above the Authority's interceptor was identified by the County. The contamination is believed to be related to the previous Owner's activities. The County is preparing to replace the contaminated soil. Due to the location of the interceptor, the pipe was televised prior to construction and will be televised after.
4. 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.

5. The capital plan is being revised in accordance with direction provided at the December meeting. Distribution of the revised plan is expected at the February meeting. 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 for these projects is \$8,000,000.

Maser has nearly completed the digester mixer evaluation which will lead to the start of a design. The capital plan shows the use of the NJEIT to fund the next group of capital projects. Design of the other capital projects should be authorized soon so that the designs can be reviewed and approved by the NJEIT concurrently. This will minimize soft costs associated with bond issuance.

6. Maser submitted its review of available digester mixing technologies. The report was reviewed and comments sent.

7. 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.
8. Since the last lien sale, The Authority has started accepting credit card payments. Below is a table comparing the number of accounts eligible for the lien sale in 2017 and 2018.

NUMBER OF LIEN ELIGIBLE ACCOUNTS

Year	Milestone No. 1	Milestone No. 2	Number of Liens Sold	Total Reduction
2017	1715	837	456	1,259
Percentage Change*	-	-51%*	-46%*	-73%
2018	1710	650	298	1,412
Percentage Change*	-	-62%*	-54%*	-83%

*Calculated based on number of accounts eligible from last milestone.

Milestone No. 1 consists of mailed notifications sent to lien eligible account holders in late September. Milestone No. 2 consists of a second mailed notification to the lien eligible account holders and two separate publications of account information and amount owed in the local newspaper in

December. Account holders have the option to pay the overdue balance until noon on the day before the lien sale (late December) to avoid placement of the lien. There were approximately 35% fewer accounts sent to lien (456 vs. 298) in 2018 than 2019 even though nearly the same number of accounts started as eligible for lien (1,715 vs. 1710) in both years.

9. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 89% and 99%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

Project Report/work orders for (Dec. 2018) were reviewed.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Rogers motioned, seconded by Mr. Wrede at 9:18 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. Wrede motioned, seconded by Mr. Zapcic at 9:30 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. Wrede motioned, seconded by Mr. Zapcic at 9:30 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. Wrede motioned, seconded by Mr. Zapcic at 9:30 P.M., to adjourn the meeting. All members agreed.