

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

DATE OF MEETING: July 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 Star Ledger on April 17, 2015 & The Two River Times on March 6, 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. Stokes; Mrs. Smith; Mr. Wrede, Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; & John Van Dorpe, Engineer.
Mr. Nole & Mr. Hrycyk were absent.

MINUTES OF REGULAR MEETING:

The minutes of June 15, 2015 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede and 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. Stokes & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 60/15 through 63/15.

The Board requested further clarification on the miscellaneous bills.

Mr. Ostrander arrived at 8:05 P.M.
Mr. Zapcic arrived at 8:08 P.M.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 60/15 Approving Payment of Operating Bills in the amount of \$427,015.03.

CONSTRUCTION FUND:

Res. 61/15 Approving Payment of Construction Fund bills in the amount of \$847,490.35.

REVENUE FUND REQ:

Res. 62/15 Approving Revenue Fund req. 7/2015 in the amount of \$652,015.03.

GENERAL FUND:

Res. 63/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$847,490.35.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Hurricane Sandy Support Services- When requested, Maser Consulting will 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 - As previously reported, NJNG has now completed installations at all selected Pump Stations and generators are being converted to natural gas by TOMSA.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Program for which approval is still pending. Emory Drive Pump Station Force Main - Construction work has essentially been completed, with the exception of final paving.

Discussions between the Township, Toll Brothers and Lucas Construction on final paving requirements are ongoing.

Emory Drive Pump Station Improvements -The Authority has been advised that the project has been approved and we have notified the Contractor. It is currently anticipated that construction should begin September 1st and be completed by the end of the year.

NJEIT Funded Projects - During the past month, we have been trying to tie-up loose ends to finally obtain DEP and NJEIT approvals and authorizations to bid. Updated plans and specifications for all projects were submitted on June 17th but additional comments and requirements were subsequently received, which were addressed and resubmitted.

As previously reported, we have discussed and formulated a bidding schedule for the various projects over the next three (3) months or so.

Hypochlorite Tank Replacement Project - A pre-construction meeting was held on March 12, 2015. Revised shop drawings have been submitted by the Contractor and expect to be approved this week. It is anticipated that delivery will take several months.

Basin #6 I&I Study - Cleaning and TV Inspection work began in mid-June and is progressing well. Maser continues performing manhole inspections.

Compton Creek Effluent Barrier Project - Bids were received July 7th, and Award of Contract is recommended for this meeting.

2015 Annual Contract for Sanitary Sewer System and Service Lateral Repairs - Following award at the June Board meeting, contracts have been prepared and executed.

2015 Annual Contract for Sanitary Sewer System Cleaning and TV Inspection - Following award at the June Board meeting, contracts have been prepared and executed.

AWARD OF CONTRACT:

Res. 64/15 Awarding Contract for Effluent Chamber Sluice Gate Repair and Barrier Installation to Montana Construction for \$74,000. It was moved to be adopted by Mrs. Smith and seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 64/15.

ENGINEER'S SUB-DIVISION REPORT:

None

FINAL APPLICATION:

Res. 65/15 Approving Final Application for #434, Four Ponds, C/O Four Ponds Center Assoc., LLP; 328 Newman Springs Rd., Red Bank, NJ 07701. It was moved to be adopted by Mr. Wrede & seconded by Mr. Ostrander. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 65/15.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

July 13, 2015 report was reviewed. No lost time accidents in June. All operations were conducted within permit guidelines during June. Financial results for May, and year to date through May were presented. No checks were received from FEMA or the JIF during June. The EDMUNDS Financial Super Suite 1 is now in use. Preparations for the six month audit have shown that our system as set up is not in full compliance with GAAP accounting. EDMUNDS has been working with TOMSA staff to complete this transition.

The capital projects list as handed out at the last meeting was discussed and authorization was received to bid the Clay Pit and Jumping Brook Pump Station Projects.

MCBOA will be providing two letters about the condition of their emergency power equipment. Discussions are to continue over this topic.

The average daily flow during June was 6.04 MGD. The new NJPDES Permit went into effect on July 1, 2015. This includes some new sampling and reporting requirements.

The collection crew attended to fourteen service calls throughout the month. GPSing of manholes continues in Basins 6,7,8,9,10 and 13. Basin 6 I&I Project is proceeding smoothly. There were no new subdivision applications submitted during June. There were six (6) connection fees collected in June. Six employees attended a mini-seminar on pipeline inspection.

AWARD OF CONTRACT:

Res. 66/15 Awarding Contract for "Supply and Delivery of Polymer" to Atlantic Coast Polymers, Inc. for a period of two years, was tabled for next month's meeting.

PERFORMANCE BOND
REDEUCTION:

Res. 67/15 Allowing reduction of Performance Bonds and Cash Bonds to Bamm Hollow Investors, TOMSA subdivision application #415. It was moved to be adopted by Mr. Wrede and seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 67/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through May 31, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for July 5, 2015 was reviewed. The pump station wireless communication pilot test is complete, and three pump stations are now wireless. The remainder of the pump stations will be converted to wireless communications over the next few months.

A meeting was held to discuss computer hard-ware and software needs for the pump station and plant SCADA systems.

A scope of work was prepared. Communication

is continuing between TOMSA and the ERB regarding funding of the Co-Gen Project. Bids were received for the delivery of polymer.

Only one bid was received and that product is being tested. Rehabilitation of the primary settling tanks is being considered as a capital project. A response to the State's comments to the Authority's grant application for flood proofing the McClee's Pump Station

is being prepared. The project proposes the installation of flood barriers and elevation of a diesel storage tank. The manual for the accounting system has been drafted and is under review by the staff accountant. The Health Department has provided a partial list of grease traps identified in the Township. The list will be expanded as their yearly food preparation establishment inspections continue.

The list will be used as a basis for establishing a more robust FOG inspection and enforcement pro-gram. A sewer pipe camera has been purchased for use by the collections department. The cost effectiveness of the existing digester gas boiler was evaluated. The boiler was found to avoid nearly \$70,000 per year of natural gas usage.

Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for June 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede, at 10:18 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 10:55 P.M., to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

At 10:57 P.M., Mr. Zapcic motioned, seconded by Mr. Rogers, to close public meeting. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Stokes at 10:59 P.M., to adjourn the meeting. All members agreed.

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