

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

DATE OF MEETING: July 17, 2017

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, Mr. Zapcic & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, CPA; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Rogers, Mr. Stokes & Mr. Hrycyk were absent.

2016 FINAL AUDIT:

Presentation by William A. Meyler, C.P.A.

Mr. Richard Leahey arrived at 8:09 P.M.
Mr. Christopher Aveta arrived at 8:09 P.M.

FLOOD INSURANCE:

Presentation by Peter Soriero- TOMSA
Risk Manager

MINUTES OF REGULAR MEETING:

The minutes of June 19, 2017 were moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Zapcic, Mrs. Smith, 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. Zapcic. On roll call, Mr. Aveta, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 58/17 through 61/17.

Res. 64/17 Authorizing payment to Richard Leahey, Esq. for June legal services. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 64/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 58/17 Approving Payment of Operating Bills in the amount of \$432,415.74.

CONSTRUCTION FUND:

Res. 59/17 Approving Payment of Construction Fund bills in the amount of \$949,361.71.

REVENUE FUND REQ:

Res. 60/17 Approving Revenue Fund req. 7/2017 in the amount of \$657,415.74.

GENERAL FUND:

Res. 61/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$949,361.71.

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 is proceeding and is anticipated to be completed by September 2017.
- F. WWTP Phase II Improvements (MSA-168) – Construction work is proceeding and is currently expected to be completed by end of September 2017.

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 grouting work and internal repairs as previously authorized. Upon completion and approval of remediation work, the project will be closed-out and the Report will be finalized and submitted.

Partial Payment Request No. 12 in the amount of \$55,855.49 to MCCAULEY CONSTRUCTION CO. INC. FOR THE ELECTRICAL POWER SYSTEM UPGRADE PROJECT,

Partial Payment Request No. 8 in the amount of \$20,638.80 to MBE MARK III ELECTRIC INC. FOR THE WWTP ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

FINAL APPROVAL:

Res. 62/17 Approving Preliminary and Final Approval for Subdivision No. 442, 65 Center Avenue, Ken Ruby Jr, Enterprises, Inc. 37 Acker Drive, Middletown, NJ 07748. It was moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 62/17.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

July 10, 2017 report was reviewed. No lost time accidents during the month of June. All operations were conducted within permit guidelines during June. Financial results for year to date through the end of May were presented.

We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

A meeting with Highlands and Atlantic Highlands was held on July 6th at TOMSA. The meeting was very informative and helped everyone to know what TOMSA was talking about, as accounting procedures are different for municipalities and authorities. A second meeting is set for July 26th.

The NJEIT Bonds closed during April/May 2017 and we have received \$4,629,864 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.

Capital projects;

The two remaining projects from the original eight projects are both proceeding according to schedule. These are the power building project and WWTP Phase II project. 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

We have an initial proposal for the primary settling tank repairs from Maser. A second proposal for the aerial crossings project is being prepared. This was within the anticipated range. We will need to receive estimates for the remaining projects, and determine how many projects can be undertaken within our current financial constraints.

The assistant maintenance supervisor is programming a PLC for the raw sludge pumping operation. He has completed the programming for the project and is ready to begin moving the equipment to the raw building for installation. When he is successful with this, he will move to the belt filter press project. Other projects that require electrical assistance are slowing down his progress on this project.

The five year sludge removal bid will be advertised this month.

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

The average daily flow during June was 7.32 MGD. The collection crew attended to twenty-seven service calls throughout the month. Two service calls required clearing of blockages.

The final repair work for the Basin 6 I&I project is being performed at this time. Upon completion and removal of the remediation

work, the project will be closed-out and the report will be finalized.

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.

We are adding potassium permanganate to the Fairview wet well to address odor concerns.

The Union Contract is being reviewed by the Union members.

There were no new subdivision applications submitted in June. There were eleven connection fees collected in June.

Key Indicators for the second quarter of 2017 will be reviewed at the August meeting.

WWTP ELECTRICAL POWER SYSTEM
UPGRADE PROJECT CHANGE ORDER
NO. 5:

Res. 63/17 Authorizing Change Order No. 5 to the WWTP Electrical Power System Upgrade Project. It was moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 63/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through May 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for July 7, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since June 9th.

1. Oversight of plant operations is on-going due to the long-term absence of Bryan Hrycyk.
2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
3. A memo outlining the Authority's obligation to obtain and maintain flood insurance as part of FEMA grant requirements has been finalized. The memo will be in this month's meeting package with the intention of discussing it at the July Board Meeting. Peter Soriero, the Authority's risk advisor, is scheduled to attend the meeting.
4. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority's activities.
5. Updates to the Authority's records reflecting recent capital projects are on-going. Recently this includes review of as-built drawings and documenting changes to the plant power distribution system.
6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 80% and 85%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for June 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mrs. Smith motioned, seconded by Mr. Wrede at 9:32 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. Zapcic motioned, seconded by Mr. Wrede at 10:26 P.M. to come out of Executive Session. On roll call, Mr. Aveta, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

PUBLIC SESSION:

Res. 65/17 authorization to hire Joseph Lynch. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call Mr. Aveta, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 65/17.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Wrede at 10:28 P.M., to adjourn the meeting. All members agreed.

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