

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

DATE OF MEETING: July 18, 2018

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 8:24 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 July 12, 2018, The Independent on July 11, 2018 & the Star Ledger on July 6, 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: Mrs. Smith; Mr. Rogers; Mr. Wrede; Mr. Aveta; Mr. Ciparis & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A.; Bryan Hrycyk, Superintendent; George Nole, Maintenance Manager & John Van Dorpe, Engineer. Mr. Zapcic was absent.

PRESENTATION:

Presentation to honor the thirty years of dedicated service of Thomas Stokes to TOMSA and Middletown Township.

2017 AUDIT:

Presentation by William A. Meyler, CPA.

2017 ATLANTIC HIGHLANDS
& HIGHLANDS COST ANALYSIS:

Presentation by William A. Meyler, CPA.

MINUTES OF REGULAR MEETING:

The minutes of June 18, 2018 were moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Rogers, 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. Wrede. On roll call, Mrs. Smith, Mr. Rogers, Mr. Wrede, Mr. Aveta & Mrs. Bouw voted yes. Carried to adopt Res. 51/18 through 54/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 51/18 Approving Payment of Operating Bills in the amount of \$309,515.45.

CONSTRUCTION FUND:

Res. 52/18 Approving Payment of Construction Fund bills in the amount of \$70,674.29.

REVENUE FUND REQ:

Res. 53/18 Approving Revenue Fund req. 7/2018 in the amount of \$534,515.45.

GENERAL FUND:

Res. 54/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$70,674.29.

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 on hold for years and, now that Main Street has recently been repaved, will probably not be able to be done for at least another three (3) years.
2. NJIT 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) – The project was closed out in January 2018.
- F. WWTP Phase II Improvements (MSA-168) – All construction work has been completed and all units have been returned to service. It is currently anticipated that this project will be closed out and approved at the August Board Meeting.
- 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 will be closed out and approved at the August Board meeting.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

July 9, 2018 report was reviewed. There were 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 2018 were presented.

The AEA is continuing to study the Two Percent Cap issue for Authorities and is soliciting input. They have met with a number of legislators with a goal of having an alternate bill developed. The Two Rivers Water Reclamation Facility is moving forward with a lawsuit and the Rahway Valley and Plainfield Area Regional Sewerage Authorities have joined together in a second lawsuit. The State has answered the Two Rivers lawsuit with a motion to dismiss. Two Rivers is preparing their response.

The Highlands Attorney is still reviewing the sewer service agreement, and Atlantic Highlands is waiting until the Attorney's comments are available. I spoke with the former Executive Director about his understanding of the conditions under which the surcharge billing was removed.

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.

Capital projects;

All of the eight capital projects have been completed.

The five projects that have been identified for consideration on next 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 has been approved and the design work has begun. A preliminary discussion on the various types of mixing equipment available has been held.

The remaining projects are being reviewed relative to the Five-Year Capital Plan.

Bob Zeller will retire before he completes the new Belt Filter Press PLC project. The project is organized so that the project

can continue to completion under a few different scenarios. We are looking at our options now.

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

The average daily flow during June was 7.82 MGD. The collection crew attended to thirty service calls throughout the month. Five service calls required clearing of blockages. There were two pump station related calls, two manhole overflows, one odor complaint and one call referred to the maintenance department.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project. It is anticipated that the project will be closed out at the August Board meeting.

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

The next Key Indicators will be reviewed at the August meeting. This will be for the second quarter of 2018.

WWTP PHASE II IMPROVEMENTS
PROJECT CHANGE ORDER NO. 5:

Res. 55/18 Authorizing Change Order No. 5 to the WWTP Phase II Improvements Project. It was moved to be adopted by Mr. Aveta & seconded by Mr. Wrede. On roll call Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 55/18.

AWARD OF CONTRACT:

Res. 56/18 Awarding Contract for Supply & Delivery of Polymer to Atlantic Coast Polymers, Inc. for a Two-Year Contract. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw. Carried to adopt Res. 56/18.

AWARD OF CONTRACT:

Res. 57/18 Awarding Contract for Supply & Delivery of Sodium Hypochlorite to JCI Jones Chemicals, for a Two-Year contract. It was moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 57/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through June 30, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for July 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since June 11th.

1. A number of procedures and adjustments were made to the plant process this winter in an attempt to avoid the difficulties experienced the last two summers. Now that the warm season is about half way over, the impact of the procedures and adjustments are noticeable. First, there are few signs of midge flies. The birds that eat the adult flies have not returned this summer and there are no significant midge fly populations in the tanks traditionally inhabited. Next, nitrification, a biological process that lowers pH, has not returned. The sampling and testing program in place confirms that there is no measurable amount of nitrification taking place. Lastly, the spontaneous unbalancing of return flows has not occurred since the installation of air release valves. All of this has resulted in an effluent quality not seen this consistently in the last 4 years.
2. Construction on the NJEIT projects is complete. It appears that the total reimbursable expenses will be less than the amount bonded. After administratively completing closeout with the NJEIT and DEP, the difference will be credited to the next NJEIT debt service payment and the duration or final DEP bond payment will be reduced accordingly.
3. As an alternative to replacing the existing underground fuel tanks, the feasibility, terms and logistics of a shared services agreement with Monmouth County or the Township is being investigated. If this option is pursued,

this will save the Authority expenses related to the construction and maintenance of a new facility. The existing underground storage tank would still have to be abandoned in accordance with State regulations. A separate memo with findings and a recommendation will be issued.

4. The five-year capital plan was updated with the results of the 2017 full year audit. It is currently being circulated for comments prior to distribution.
5. Bids for the purchase and delivery of polymer and hypochlorite were opened. Resolutions awarding these contracts are on July's meeting agenda. These contracts typically expire every two years and must be reissued. The chemicals are key elements in three plant processes.
6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 86% and 79%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.:

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

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Wrede motioned, seconded by Mr. Rogers at 9:50 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. Wrede motioned, seconded by Mr. Rogers at 10:01 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Aveta, Mr. Wrede & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Wrede motioned, seconded by Mr. Rogers at 10:01 P.M., to adjourn the meeting. All members agreed.

A handwritten signature in cursive script, appearing to read "A. J. Wrede".