

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

DATE OF MEETING: June 18, 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 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:

Moment of silence for Tom Stokes.

ROLL CALL:

On roll call, the following members were present: Mrs. Smith; Mr. Rogers; Mr. Wrede & 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.

PUBLIC HEARING:

Amendments of Schedule of Sewer Charges 40:14 A-8 Rates and Services Charges.

INTRODUCTION:

Affidavits of Publication in The Independent 5/30/18 and Two River Times 5/30/18.

TESTIMONY:

Calculation of Fees

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

AMENDMENTS OF SERVICE CHARGES:

Res. 45/18 Approving Amendment to Sewer Charges Connection Fee. It was moved to be adopted by Mrs. Smith & seconded by Mr. Zapcic. On roll call, Mrs. Smith, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 45/18.

Mr. Aveta arrived at 8:13 P.M.

MINUTES OF REGULAR MEETING:

The minutes of May 21, 2018 were moved to be adopted by Mr. Aveta & seconded by Mr. Zapcic. On roll call, Mr. Aveta, Mr. Rogers, Mr. Zapcic & 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. Wrede & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 46/18 through 49/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 46/18 Approving Payment of Operating Bills in the amount of \$587,853.65.

CONSTRUCTION FUND:

Res. 47/18 Approving Payment of Construction Fund bills in the amount of \$1,125,871.99.

REVENUE FUND REQ:

Res. 48/18 Approving Revenue Fund req. 6/2018 in the amount of \$812,853.65.

GENERAL FUND:

Res. 49/18 Approving Transfer from the

General Fund to the Construction Fund in the amount of \$1,125,871.99.

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) – 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:

June 12, 2018 report was reviewed. There were no lost time accidents during the month of May. All operations were conducted within permit guidelines during May. Financial results for year to date through the end of April 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 is looking for other Authorities to join with them.

I have asked Atlantic Highlands and Highlands for an update to their situations relative to the Sewer Service Agreements, but have not received anything to date.

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;

The work on the last remaining project from the original eight projects has been completed, and Final Clarifier No. 3 is back online. Only punch list items remain.

Bids were received on May 3rd for the two contract projects; Sewer TVing and emergency dig-ups. Each of these contracts will expire June 30. These bids should be awarded at this meeting. The five projects that have been identified for consideration 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 and improvements project has been approved and the design work has begun. We have met with a few manufacturers' representatives and are looking at the mixing equipment available.

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

Bob Zeller has informed us that he will not be able to complete the belt filter press PLC project before he retires. We will look into our options for getting this work completed.

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

The average daily flow during May was 8.21 MGD. The collection crew attended to sixty-one service calls throughout the month. Eleven service calls required clearing of blockages. There were eleven pump station related calls, and three manhole overflows.

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 May. There were six connection fees collected in May.

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

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through May 31, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for June 2018 was reviewed.

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

1. Henkels and McCoy completed installation of the new natural gas main. The main has been tested and is active.
2. Documents for FEMA and the EIT are collected on an on-going basis and submitted as appropriate. Reimbursement requests for both FEMA grants, totaling \$1,068,451 were received in late May.
3. Credit card payments from customers are now accepted on the Authority's website and in person at the Administration Building. Notice of this option has been provided on the Authority's website and posted at the Administration Building. It will also be noted on future bills and in Middletown Matters and Minutes. Additional options for electronic payment acceptance and processing are being investigated.
4. As an alternative to replacing the existing underground fuel tanks, the feasibility, terms and logistics of a shared services agreement with Monmouth County 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.
5. An investigation into replacement of a key piece of equipment in the collection SCADA system called an RTU has begun. The RTU is a key component in the communication links between all of TOMSA's pump stations and the plant. The existing RTUs are approximately 20 years old, are no longer manufactured and the spares in stock have been used to replace units that no longer work. A proposal for programming the new RTUs has been requested from Morehouse Engineering. To limit costs and increase familiarity with the proposed RTUs, TOMSA labor will be used for the installations.

6. Specifications for the purchase and delivery of polymer and hypochlorite were prepared. Notice of the bids was advertised and the bid opening date is June 21st. These contracts typically expire every two years and must be reissued. The chemicals are key elements in three plant processes.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 81% and 83%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Wrede motioned, seconded by Mr. Rogers at 8:55 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. Rogers motioned, seconded by Mr. Zapcic at 9:17 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic , Mr. Wrede & Mrs. Bouw voted yes.

HIRING RESOLUTION:

Res. 50/18 to hire Thomas Kane as Probationary Employee. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers.

On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 50/18.

Mr. Zapcic motioned & seconded by Mr. Rogers at 9:17 P.M. to close Public Meeting. Mrs. Smith, Mr. Rogers, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 9:22 P.M., to adjourn the meeting. All members agreed.