

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

DATE OF MEETING: June 17, 2019

MEETING CALLED TO ORDER:

The Caucus and Regular Meeting of the Township of Middletown Sewerage Authority was called to order at 8:00 P.M., 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 February 28, 2019, The Independent on February 27, 2019 & the Star Ledger on March 2, 2019. 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. Aveta; Mrs. Smith; Mr. Wrede; Mr. Rogers; Mr. Zapcic; Mr. Ciparis & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; William Meyler, C.P.A.; Mr. Fernandez, Esq. (via phone) & John Van Dorpe, Engineer.

PUBLIC HEARING:

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

INTRODUCTION:

Affidavits of Publication – The Independent 5/29/19 and Two River Times 5/30/19.

TESTIMONY:

Calculation of Fees

AMENDMENTS OF SERVICE CHARGES:

Res. 43/19 Approving Amendment to Sewer Charges Connection Fee. It was moved to be adopted by Mr. Aveta & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 43/19.

EXECUTIVE SESSION:

Mr. Zapcic motioned & Mr. Rogers seconded at 8:10 P.M. to go into Executive Session to discuss issues of personnel and litigation. All members agreed and results to be made public at the appropriate time.

PUBLIC SESSION:

Mr. Wrede motioned & Mr. Rogers seconded at 8:50 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes, to return to Public Session.

MINUTES OF REGULAR MEETING:

The minutes of May 20, 2019 were moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Rogers, 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 Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 44/19 through 47/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 44/19 Approving Payment of Operating Bills in the amount of \$1,053,762.41.

CONSTRUCTION FUND:

Res. 45/19 Approving Payment of Construction Fund bills in the amount of \$1,087,613.90.

REVENUE FUND REQ:

Res. 46/19 Approving Revenue Fund Req. 6/2019 in the amount of \$1,278,765.41.

GENERAL FUND:

Res. 47/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$1,087,613.90.

ENGINEER'S STATUS REPORT:

June 3, 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) after review of Oswald's TV inspection video performed in early

January, Maser Consulting and the Authority met with Lucas at the site to discuss rehabilitation/replacement options. Cost estimates were requested, and Lucas has now provided estimates for open-cut and lining. However, the lining quote included grouting to stop leaks before lining can be performed, which would be excessively expensive, does not appear to be feasible and is not recommended. Pipe bursting contractors have been contacted to obtain quotes; however, due to the small size of the project, the costs and feasibility seem to be prohibitive.

2. Basin #13 Infiltration and Inflow Evaluation-

(MSA-208) Since starting work the week of May 6, 2019, TV inspection and cleaning work has been progressing well and is currently about 50% complete.

In addition, Maser Consulting has continued to inspect manholes and is attempting to locate manholes in easements based upon GPS information.

3. Digester Cleaning and Modifications- As previously reported, after the meeting held to discuss the options and recommendations outlined in our report and inspection of the cover on Digester No. 1, TOMSA decided and authorized Maser Consulting to proceed with preparation of plans and specifications for only cleaning and inspection of both digesters.

4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

June 11, 2019 report was reviewed. No lost time accidents occurred during May. All operations were conducted within permit guidelines during May. Financial results for year to date through the end of April 2019 were presented.

The Sewer Service Agreements for Atlantic Highlands and Highlands are being handled by Special Counsel James Gorman, Esq.

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.

We are continuing to have discussions with union representatives regarding the proposed Union Contract.

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

Maser is proceeding with the preparation of plans and specifications for cleaning and inspection of both digesters.

The Basin 13 I & I is underway. Manhole inspection and cleaning and TVing of sewer lines is occurring.

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

Bob Zeller has begun the work of the Belt Filter Press PLC project.

We are continuing with our safety training programs. The updating of our written programs is ongoing. We held our two Workplace Discrimination training classes and need to hold a third class because eight people missed both sessions. We are scheduling a third session with Genova Burns.

The average daily flow during May was 8.85 MGD. The collection crew attended to forty-one (41) calls throughout the

month. The number of service calls requiring clearing of blockages was six (6). There were nine pump station related calls and one work order directed to the maintenance department.

There were no new subdivision applications submitted during May. There were 22.84 connection fees collected in May.

The next Key Indicators will be reviewed at the August meeting. This will be for the second quarter of 2019.

Mr. Rischman met with members of Pure Technologies to prepare for the work to be done.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through April 30, 2019.

STAFF ENGINEER'S REPORT:

Report for June 11, 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since May 13th.

1. Leading up to Pure Technologies field visit, coordination took place with the following – Township police for traffic control; a company to

provide tankers to supplement flow to the small pump stations during the assessments; Maser for ground penetrating radar services; the Authority's on-call contractor to excavate section of certain force mains; and select residents whose property needed to be accessed for the project. Pure Technologies started field work on June 4th. One pump station is scheduled each day for the next seven business days. Field data on four force mains have been collected to date.

2. Equipment for the replacement of RTUs in the collection SCADA system has been ordered. Two conference calls were held with Emerson to confirm details of the order and integrating their installation with existing peripherals. Delivery is expected this month. Upon delivery, Morehouse will begin their contract to assemble, program and install the units with TOMSA assistance.
3. Coordination with Maser and Lucas Construction to evaluate options to repair the Main Street sewer pipe is on-going. Lucas provided a proposal to dig-up and replace the main at an estimated cost of \$135,000. Lucas is preparing a quote to dewater and line the pipe.
4. As requested last meeting, documentation was reviewed to determine whether the Board made a decision to enter into a shared services agreement of vehicle fueling or replace the Authority's existing underground facilities with above-ground tanks. No written record of a decision was found. To facilitate discussion on the topic at the upcoming meeting, the July 18, 2018 memorandum is attached. This was

previously presented to the Board. This memorandum evaluates the options and costs for this work.

5. The sludge conveyor is a piece of equipment that moves dewatered sludge from the belt filter presses to a storage area prior to being hauled and disposed offsite. The conveyor is approximately 20 years old. Due to environmental conditions, the conveyor is subject to severe corrosion and has been patched and repaired numerous times. At this point, replacement of the existing unit is recommended. Preliminary cost estimates to replace the conveyor through a contractor are approximately \$250,000. Cost savings from the Basin 13 I&I Study and Pure Technologies Force Main Assessment, based on the capital program estimated price versus the contract amount, cover approximately 90% of the estimated cost. This would require the preparation of bid plans and specifications. As an alternative, procurement through State Contract and installation with in-house man-power is being investigated.
6. A request for final reimbursement from the NJEIT was prepared and sent for the second time.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 84% and 87%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

Project Report/work orders for (April 2019) were reviewed.

PUBLIC COMMENTS:

None

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Wrede at 9:23 P.M., to adjourn the meeting. All members agreed.