

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

DATE OF MEETING: March 16, 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 A.P. Press on March 14, 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 & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; Richard C. Leahey, Jr., Counselor; William Meyler, CPA & John Van Dorpe, Engineer. Mr. Rogers & Mr. Ostrander were absent.

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

MINUTES OF REGULAR MEETING:

The minutes of February 17, 2015 were moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, 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 Mrs. Smith & seconded by Mr. Zapcic. On roll call, Mrs. Smith, Mr. Wrede, Mr. Stokes, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 25/15 through 28/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.25/15 Approving Payment of Operating Bills in the amount of \$ 562,054.52.

CONSTRUCTION FUND:

Res.26/15 Approving Payment of Construction Fund bills in the amount of \$151,041.54.

REVENUE FUND REQ.:

Res. 27/15 Approving Revenue Fund req. 3/2015 in the amount of \$787,054.52.

GENERAL FUND:

Res. 28/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$151,041.54.

**ENGINEER'S STATUS REPORT:**

The following items were discussed:

Hurricane Sandy Support Services- Maser Consulting continues to 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 - New Jersey Natural Gas has completed installations at all selected pump stations. The generators now need to be converted to operate on natural gas. This will be handled by TOMSA. Hilton Park pump station has already been converted. Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded. Emory Drive Pump Station Force Main - The tie-in of the existing force main has been completed. Final paving needs to be completed.

Emory Drive Pump Station Improvements - Although a positive response to the last submittal was received from the State, we are still awaiting FEMA's approval for funding and construction to proceed.

NJEIT Funded Projects - Updated plans and specifications, incorporating NJEIT and DEP requirements, have been submitted to NJDEP for all projects. We are waiting for NJDEP's responses. Based on our meeting with the Energy Resilience Bank (ERB) on October 21, 2014 and follow-up discussions, the Authority has submitted the application for ERB funding for the MCC/Generator/Co-Gen and Raw Sludge Building. If successful, these projects will then be removed from the NJEIT Funding Application. A meeting was held on February 12, 2015. Everything that the ERB has requested has been provided. We are waiting for the ERB's responses.

Control Building Floor Slab Repair - Partial payment #2 was made to the contractor for \$18,654.00. This project is substantially complete, although Final approval and closeout of the project are conditioned upon the receipt of a one-year maintenance bond.

Hypochlorite Tank Replacement Project - This project was awarded at the February 2015 Board meeting and a pre-construction meeting was held on March 12, 2015. Construction is anticipated to begin once shop drawings are submitted by the Contractor and approved.

Basin #6 I&I Study - This project was awarded at this meeting. The contract was awarded to National Water Main Cleaning Company for \$489,428.00.

Compton Creek Effluent Barrier Project - Bid documents are currently being finalized with bidding scheduled for later this month and possible award at the April Board meeting.

**AWARD OF CONTRACT:**

Res. 29/15 Awarding the Contract for Basin 6 Sanitary Sewer Cleaning, TV Inspection & Repairs to National Water Main Cleaning Co. for \$489,428. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 29/15.

**ENGINEER'S SUB-DIVISION REPORT:**

None

**EXECUTIVE DIRECTOR'S REPORT:**

MONTHLY STATUS REPORT:

March 9, 2015 report was reviewed. One lost time accident occurred in February. All operations were conducted within permit guidelines during February. Financial results for January are good. One small check received from FEMA. The adopted budget was sent to the Department of Community Affairs by the January 1<sup>st</sup> deadline. We are still waiting for Acceptance and Certification of the Budget.

The EDMUNDS Financial Super Suite 1 is now in use. The operating and construction bill lists and the budget statement for this meeting came from the EDMUNDS program. AEA will poll their membership to see how other authorities deal with natural gas lines penetrating sewer laterals. The lawsuit between the Coastal Dischargers and the NJDEP has been settled. We have not yet received our new NJPDES Permit. The NJSEMS is preparing to go out to bid for electric costs for one and two year contracts.

Discussion of NJSEMS or EMEX to be decided.

Collection crew attended to twenty-one service calls throughout the month. GPSing of manholes continues in Basins 7, 9 & 10. There were two connection fees collected in February. Many employees attended the WEA Technology Transfer sessions during the week of March 2<sup>nd</sup>.

PUMP PURCHASE:

Res. 30/15 Approving Purchase of Backup Pump for Main Pump Station. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mrs. Smith, Mr. Stokes, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 30/15.

ONLINE ELECTRICITY AUCTION:

Res. 31/15 Authorizing Executive Director to Act on behalf of TOMSA with respect to Electricity Auction. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 31/15.

SALE OF SURPLUS EQUIPMENT:

Res. 32/15 Approving Auction of Surplus Equipment on GOVDEALS.com. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 32/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru January 31, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for March 5, 2015 was reviewed. The pump station wireless communication pilot test is near completion, with deployment expected soon. The Emory Drive pump station improvements and the new plant emergency generator passed all FEMA environmental and technical reviews. Approval to break ground is expected at month's end. Two meetings were held with ERB and NJEIT personnel. The first meeting was held to discuss funding the ERB and EIT projects and the second meeting involved the ERB and the technical aspects of the project. Oswald is addressing deficiencies that were discovered during the TVing of the various sewer lines downstream of restaurants.

A list of grease traps in the Township is being prepared as part of increasing the Authority's grease program effectiveness. The Monmouth County Health Department inspected the McClees and Fairview Pump stations relative to air permits. New permit applications were prepared and submitted to the NJDEP. Historical electric prices have been gathered from past Authority bills, JCP&L and the NJSEMS, in preparation of determining where to purchase electrical power. A non-binding auction was performed by EMEX for demonstration purposes. Preparations are being made to develop a series of operations manuals in an effort to formalize and record the collective knowledge of the operators. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for March 2015 were reviewed.

**PUBLIC COMMENTS:**

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mrs. Smith, at 9:35 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. Stokes did not attend Executive Session.

Mr. Zapcic motioned, seconded by Mr. Wrede at 10:45 P.M. to close Executive Session. On roll call, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mrs. Smith at 10:45 to open Public Session. On roll call, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes.

Res. 33/15 Authorizing Appointment of Special Conflicts Counsel. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Wrede Mr. Zapcic & Mrs. Bouw voted yes.

At 10:55 P.M. Mr. Zapcic motioned, seconded by Mrs. Smith, to close public meeting. On roll call, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mrs. Smith at 10:55 PM, to adjourn the meeting. All members agreed.

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