

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

DATE OF MEETING: March 18, 2019

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 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. Wrede; Mr. Rogers; Mrs. Smith; Mr. Aveta; Mr. Ciparis; Mr. Zapcic & Mrs. Bouw (by phone). 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 & Sue Brasefield, Engineer. Mr. Meyler was absent.

MINUTES OF REGULAR MEETING:

The minutes of February 19, 2019 were moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, 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. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 23/19 through 26/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 23/19 Approving Payment of Operating Bills in the amount of \$957,348.35.

CONSTRUCTION FUND:

Res. 24/19 Approving Payment of Construction Fund bills in the amount of \$55,741.46.

REVENUE FUND REQ:

Res. 25/19 Approving Revenue Fund req. 3/2019 in the amount of \$1,182,348.35.

GENERAL FUND:

Res. 26/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$55,741.46.

ENGINEER'S STATUS REPORT:

March 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, which Lucas should be providing within the next few weeks. Lucas has indicated that they are awaiting subcontractor costs.
2. Basin #13 Infiltration and Inflow Evaluation-
(MSA-208) The Preconstruction Meeting was held on January 9, 2019 for this project. We are awaiting submittal of Oswald's Construction Schedule. Shop Drawings were approved on January 31, 2019. Maser Consulting is assisting Oswald with the software to ensure the inspections can be uploaded to VueWorks.

In addition, Maser Consulting has been working to locate manholes in easements based upon GPS information.
3. Digester Cleaning and Modifications-
Based upon Authority comments and inquiries, our Digester Mixer Report was amended and has been resubmitted to the Authority. A meeting was held to

discuss the options and recommendations and TOMSA provided additional information which is being reviewed. The cover on Digester #1 was inspected. After further evaluation and discussion with TOMSA, the report will be presented and discussed with the Board.

4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

March 12, 2019 report was reviewed. No lost time accidents occurred during February. All operations were conducted within permit guidelines during February. Financial results for year to date through the end of January 2019 were presented.

The subject of the Sewer Service Agreements with Atlantic Highlands and Highlands was discussed at the prior Board meeting. Our attorney will reach out to both entities regarding their Sewer Service Agreements with TOMSA.

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.

Applied Research Associates, the new Company that is operating the Ohmsett facility for the Navy, has approached us about taking periodic discharges of the treated contents of the Ohmsett tank. We are taking a small amount of this wastewater and monitoring its effect on the plant. We have been told that we have been receiving this flow over many years, but were unaware of it. We were also not being paid for the sanitary wastewater flow.

At the meeting, it was reported that the treatment plant is upset, and the flow from the Navy has been stopped. We will discuss the future of this flow after the plant has stabilized.

Capital Projects:

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 report evaluating new mixer technologies was received and evaluated by the TOMSA staff and comments were returned to MASER.

The Basin 13 I & I Pre-Construction meeting was held on January 9th. The Contractor can begin the work after all of the paperwork is received.

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

The Belt Filter Press PLC project is placed on hold until we have spoken with Bob Zeller. We cannot hire Bob Zeller within six months of his retirement.

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

The average daily flow during February was 8.91 MGD. The collection crew attended to twenty-four (24) calls throughout the month. The number of service calls requiring clearing of blockages was six (6). There were two lateral dig-ups and two pump station related calls.

There were no new subdivision applications submitted during February. There were fifteen (15) new connection fees collected in February.

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

A number of employees attended the Technology Transfer Sessions held at the Sheraton Hotel in Eatontown during the week of March 4th. This is where we obtain our continuing education credits.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through January 31, 2019.

STAFF ENGINEER'S REPORT:

Report for March 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since February 7th.

1. A kick-off conference call with Pure Technologies is scheduled for March 14th. This is the first step towards assessing the seven force mains under the contract awarded at the February meeting.
2. As part of the digester project, its performance

since 1999 is under evaluation. The findings will be reviewed and discussed with Maser prior to deciding on the future of the digester mixer.

Also, the 65 foot diameter floating steel cover on Digester No. 1 was found listing. The cover manufacturer, Evoqua, was contacted. In late February, an inspection of the cover's internals was completed by Evoqua in the presence of TOMSA and Maser. No defects were identified although the most corrosion susceptible portion of the cover, the underside in contact with the digester contents, could not be inspected. The underside can only be inspected once the digester is removed from service and cleaned.

These two items are integral parts of the digester project and will be addressed through the same contract. The options, risks associated with each and costs are being gathered and evaluated.

3. The Monmouth County Improvement Authority (MCIA) held a seminar in late February. The MCIA appears to be a cost-effective alternative to the NJEIT for smaller projects. A memorandum on MCIA's program, the details and how it differs from the NJEIT was prepared. It is scheduled to be included in the March meeting packet.
4. As previously discussed in November's meeting, the Authority's fixed rate two-year contract for electricity is set to expire in June of 2019. This fixed rate is paid to a third party, instead of paying JCP&L's rate which varies month-to-month. An updated memorandum on the Authority's options and their pros and cons was prepared. It is scheduled to be included in the

March meeting packet. Action should be taken before the end of April.

5. In January, a meeting was held with Schneider Electric. Schneider is offering a free evaluation of potential energy efficiency related programs. Relevant information on plant operations and performance has been provided for their use. A meeting to discuss their findings is tentatively scheduled for March.
6. Coordination with Morehouse Engineering on the preparation of a proposal to complete updates to the Authority's SCADA system, which allows remote monitoring of all 14 pump stations, is complete and the proposal is currently under review. Over the last few years, the Authority has incrementally updated its SCADA system. Updates started with the switching from landlines to cellular communication at a significant cost savings, next was the replacement of 15-year old computer hardware and software and finally, under this proposal, is the replacement of remote terminal units (RTUs) at the pump stations. These RTUs are approximately 20 years old and the Authority's stock of spare parts is dwindling as new parts are not available. This leaves websites such as eBay as the only option to procure potentially used parts.
7. Coordination with Maser and Lucas Construction to evaluate options to repair the Main Street sewer pipe is on-going. Relevant information was collected and distributed to Lucas for their preparation of a proposal to repair or replace the pipe.

8. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 82% and 99%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

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

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede at 8:40 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Zapcic, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr. Wrede at 8:54 P.M. to come out of Executive Session. On roll call, Mr. Wrede, Mrs. Smith, Mr. Zapcic, Mr. Rogers & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 8:54 P.M., to adjourn the meeting. All members agreed.