

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

DATE OF MEETING: May 18, 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 Star Ledger on April 17, 2015 & The Two River Times on March 16, 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; George Nole, Maintenance Manager; William Meyler, CPA & John Van Dorpe, Engineer. Mr. Rogers, Mr. Zapcic & Mr. Hrycyk were absent.

MINUTES OF REGULAR MEETING:

The minutes of April 20, 2015 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

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

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. Stokes & seconded by Mr. Ostrander. On roll call, Mrs. Smith, Mr. Wrede, Mr. Ostrander, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 42/15 through 45/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.42/15 Approving Payment of Operating Bills in the amount of \$ 332,882.00.

CONSTRUCTION FUND:

Res.43/15 Approving Payment of Construction Fund bills in the amount of \$57,225.89.

REVENUE FUND REQ:

Res. 44/15 Approving Revenue Fund req. 5/2015 in the amount of \$557,882.00.

GENERAL FUND:

Res. 45/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$57,225.89.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Hurricane Sandy Support Services- When requested, Maser Consulting will 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. Four pump stations remain to be converted. A natural gas meter has been installed at Clay Pit.

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 - Construction work has essentially been completed, with the exception of punchlist items and final paving. A site meeting with Township and County representative took place on Thursday, April 30th to review and discuss final paving requirements. The County and Contractor came to an agreement about the final paving, but the Township and Contractor have not. A separate letter will be prepared with requirements and recommendations.

Emory Drive Pump Station Improvements - The Authority has been advised that the project has been approved. We have notified the Contractor and are awaiting his response on a construction schedule and other issues of approval.

NJEIT Funded Projects - The Authority has been notified that updated plans and specifications, incorporating NJEIT and DEP requirements, have been approved. The Notice for Public Comments has been advertised.

As previously reported, the Authority has submitted the application and updates for ERB Funding for the MCC/Generator/Co-Gen and Raw Sludge Building. If successful, these projects would be removed from the NJEIT Funding Application. A weekly conference call has been instituted to keep all those involved informed about new developments.

Hypochlorite Tank Replacement Project - A pre-construction meeting was held on March 12, 2015. Shop drawings are still required to be submitted by the Contractor and approved before the tanks can be ordered. It is anticipated that delivery will take several months.

Basin #6 I&I Study - This project was awarded at the March 2015 Board meeting and Contracts have been executed. A pre-construction meeting was held on May 5th.

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

2015 Annual Contract for Sanitary Sewer System and Service Lateral Repairs - Bid documents are currently being prepared with bidding scheduled for later this month and anticipated award at the June Board meeting.

2015 Annual Contract for Sanitary Sewer System Cleaning and TV Inspection - Bid documents are currently being prepared with bidding scheduled for later this month and anticipated award at the June Board meeting.

Mr. Leahey arrived at 8:24 P.M.

ENGINEER'S SUB-DIVISION REPORT:

PRELIMINARY AND FINAL APPLICATION:

Res. 46/15 Approving Preliminary and Final Application for Sub-Division #433 Bayshore Village, C/O Middletown Senior Citizens Housing Corporation, 100 Shoal Harbor Court, Port Monmouth, NJ 07758. It was moved to be adopted by Mr. Stokes & seconded by Mr. Ostrander. On roll call, Mr. Ostrander, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 46/15.

PRELIMINARY APPLICATION:

Res. 47/15 Approving Preliminary Application for Sub-Division #434, Four Ponds, C/O Four Ponds Center Associates, LLP; 328 Newman Springs Road, Red Bank, NJ 07701. It was moved to be adopted by Mr. Ostrander & seconded by Mr. Wrede. On roll call, Mr. Ostrander, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Mr. Stokes voted no. Carried to adopt Res. 47/15.

PRELIMINARY APPLICATION:

Res. 48/15 Approving Preliminary Application for Sub-Division #435 Heritage at Middletown, C/O American Properties at Middletown, LLC; 517 Route 1 South, Iselin, NJ 08830. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Ostrander, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 48/15.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

May 11, 2015 report was reviewed. No lost time accidents in April. All operations conducted within permit guidelines during April. Financial results for March and year to date through March, were presented. No checks were received from FEMA or the JIF. The EDMUNDS Financial Super Suite 1 is now in use. The financial data from the month of January needed to be re-input by hand. A meeting with MCBOA to discuss emergency power equipment was held on May 6th. More discussions will follow on this topic. The new NJPDES Permit has been received and goes into effect on July 1, 2015.

There will be some sampling changes and some cost savings through reduced sampling in this new permit.

The Authority has contracted with Respond Power, LLC for electric generation services starting in June 2015 and continuing through May 2017 after a cost of \$0.0789/kwhr was received. This represents a decrease of 9.3% over the present electricity cost. An annual savings of \$36,000 over the generation cost for the past two years is anticipated. An estimated savings of about \$52,000 per year over the next two years should be realized as a result of TOMSA withdrawing from the NJSEM. The average flow for the month of April was 6.92 mgd.

The collection crew attended to thirty service calls throughout the month. GPSing of manholes continues in Basins 6,7,8, 9 and 10. There were no new subdivision applications submitted during April. There were 1.15 connection fees collected in April. Our new mechanic started work on May 11, 2015.

KEY INDICATORS PRESENTATION:

Review Key Indicators 1st Quarter 2015

ADVERTISE PUBLIC HEARING:

Res. 49/15 Advertise Public Hearing for Schedule of Connection Fee Sewer Charges. It was moved to be adopted by Mr. Stokes & seconded by Mr. Ostrander. On roll call, Mrs. Smith, Mr. Stokes, Mr. Ostrander, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 38/15.

SALE OF SURPLUS EQUIPMENT:

Res. 50/15 Approving Auction of Surplus Equipment on GOVDEALS.COM. It was moved to be adopted by Mrs. Smith & seconded by Mr. Stokes. On roll call, Mr. Ostrander, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 50/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru March 31, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for May 8, 2015 was reviewed. The pump station wireless communication pilot test is complete. The start of roll out is expected in May, with set-up completion of the three test pump stations in June. It was discovered that the computer software in the base computers needs to be upgraded. The Emory Drive pump station contractor has been notified that they can proceed. The contractor needs to provide a mobilization date and project schedule. Discussions and emails involving the Co-Gen's costs and benefits are on-going with the ERB. Conference calls with the ERB are held on a weekly basis. The 48 page "full" application has not yet been released by the Governor's office. This application will be very large in scope and also includes engineering reviews and some value engineering. Shop drawings for the sodium hypochlorite tank replacement contract have not been submitted by the contractor.

The annual certification for the NJDEP's diesel retrofit program was completed and submitted. As a result of an appeal submitted to FEMA by TOMSA. TOMSA is eligible for an additional \$1,842.00 in Super Storm Sandy reimbursements that were originally denied. Upgrades to the Authority's anti-virus and malware software were made. A manual for using the billing system is being prepared and is about 80% complete. Upon completion, a manual will be prepared for the accounting system. Summaries of the monthly sewage flows from the Borough of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for May 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Ostrander, at 9:33 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 motioned, seconded by Mr. Ostrander at 10:00 P.M. to close Executive Session. On roll call, Mr. Ostrander, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Ostrander at 10:00 P.M. to open Public Session. On roll call Mr. Stokes, Mr. Wrede, Mr. Ostrander, Mrs. Smith & Mrs. Bouw voted yes.

Res. 51/15 Authorizing payment to the State of NJ Programs related to Super Storm Sandy. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Ostrander, Mr. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.
Carried to adopt Res. 51/15.

At 10:13 P.M., Mr. Ostrander motioned, seconded by Mr. Stokes, to close public meeting. On roll call, Mr. Ostrander, Mr. Wrede, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mrs. Smith at 10:13 PM, to adjourn the meeting. All members agreed.

RS