

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

DATE OF MEETING: May 16, 2016

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 was published in the The Two River Times on March 3, 2016, The Star Ledger on March 3, 2016 & The Independent on March 9, 2016. This notice has been posted at the Township of Middletown Sewerage Authority Administration Building, the Township of Middletown Municipal Building, and filed with the Township Clerk.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

On roll call, the following members were present: Mr. Wrede, Mr. Stokes, Mrs. Smith, Mr. Rogers, & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; William Meyler, Accountant; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Aveta was absent.

MINUTES OF REGULAR MEETING:

The minutes of April 18, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Stokes and 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. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mr. Stokes, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 41/16 through 44/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 41/16 Approving Payment of Operating Bills in the amount of \$361,590.08.

CONSTRUCTION FUND:

Res. 42/16 Approving Payment of Construction Fund bills in the amount of \$1,407,331.96.

REVENUE FUND REQ:

Res. 43/16 Approving Revenue Fund req. 5/2016 in the amount of \$586,590.08.

GENERAL FUND:

Res. 44/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$1,407,331.96.

Mr. Zapcic arrived at 8:03 P.M.

ENGINEER'S STATUS REPORT:

The following items were discussed:

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. Emory Drive Pump Station Improvements (MSA-156) – It is currently anticipated that construction will be completed in about a month.
3. NJEIT Funded Projects (MSA-163)- Except for the New Power Building, which was awarded last month, Notices to Proceed have been issued and work is proceeding on the other projects.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

As previously reported, the Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on February 18, 2016. The contract shall be completed by July 17, 2016.

B. Administration Building ADA Improvements (MSA-153)

As previously reported, the Notice to Proceed was issued December 15, 2015 and construction was started December 18, 2015. Construction work has been completed.

C. Sludge Thickener Building Roof Replacement (MSA-157)

A Preconstruction meeting took place on January 5, 2016. Notice to Proceed was issued on February 15, 2016. The project should be completed by June 15, 2016.

D. Building Sump Pumps (MSA-162)

A Preconstruction Meeting was held on January 5, 2016 and Notice to Proceed was issued on January 6, 2016. The Contractor is progressing with installation work. The project should be completed by June 3, 2016.

E. New Power Building (MSA-167)

This project was awarded at the April Board Meeting and contracts should be executed this month, after which the Preconstruction Meeting will be scheduled and the Notice to Proceed will be issued.

F. WWTP Phase II Improvements (MSA- 168)

A Preconstruction Meeting was held on January 6, 2016 and Notice to proceed was issued February 8, 2016. Preparation work and shop drawings have been on-going for the past month or so. The project should be completed by February 7, 2017.

G. Flood Barriers (MSA-170)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on January 18, 2016. Shop drawing submittals have been processed and materials have been ordered. The project should be completed by February 7, 2017.

H. Raw Sludge Building Improvements (MSA-171)

A Preconstruction Meeting took place on December 22, 2015 and the Notice to Proceed was issued on January 18, 2016. Contractor has started work on building modifications and shop drawings. The project should be completed by June 30, 2016.

4. Basin #6 I&I Study (MSA-183) – All cleaning and TV Inspection work, as well as manhole inspections, has essentially been completed. Our draft report on the results and findings was submitted in March to the Authority. After TOMSA has reviewed the draft report and findings, and recommended repairs have been agreed upon, the Contractor will be advised of work required to be completed. Upon completion of the remedial work, the Final Report will be finalized and submitted.

5. Compton Creek Effluent Barrier Project (MSA-185) – Materials have been delivered and construction should be completed this month.

6. Jumping Brook PS Project (MSA-177)

Pre-construction meeting was held on March 29, 2016 and Notice to Proceed has been issued.

7. Clay Pit PS Project (MSA-178) – Pre-construction meeting was held on March 29, 2016 and Notice to Proceed has been issued.

8. Broadway Interceptor Project (MSA-197) – The latest job meeting took place on April 4, 2016 at which outstanding issues and the construction schedule were discussed and resolved. Work was started last month and is proceeding.

Partial Payment Request No. 1 in the amount of \$227,850.00 to MONTANA CONSTRUCTION INC. for the SANITARY SEWER AERIAL CROSSINGS REPAIRS PROJECT.

Partial Payment Request No. 3 in the amount of \$116,612.56 to McCAULEY CONSTRUCTION COMPANY, INC. for the RAW SLUDGE BUILDING ELECTRICAL IMPROVEMENTS PROJECT.

Partial Payment Request No. 1 in the amount of \$460,184.48 to NORTHEAST REMSCO CONSTRUCTION, INC. for the BROADWAY 30" SANITARY SEWER INTERCEPTOR REPLACEMENT.

Partial Payment Request No. 1 in the amount of \$120,613.50 to MTB, LLC. for the SLUDGE THICKENER BUILDING ROOF REPLACEMENT PROJECT.

Partial Payment Request No. 1 in the amount of \$44,222.50 to MBE MARK III ELECTRIC INC. for the WWTP FLOOD BARRIERS INSTALLATION PROJECT.

Partial Payment Request No. 1 in the amount of \$114,740.36 to JEV CONSTRUCTION, LLC for the WWTP FLOOD BARRIERS INSTALLATION PROJECT.

Partial Payment Request No. 3 in the amount of \$77,195.12 to SODON'S ELECTRIC, INC. for the WWTP BUILDINGS SUMP PUMPS PROJECT.

Partial Payment Request No. 7 in the amount of \$142,997.68 to ALLIED CONSTRUCTION GROUP, INC. for the EMORY DRIVE PUMP STATION MODIFICATIONS PROJECT.

Change Order #1 for the SLUDGE THICKENER BUILDING ROOF REPLACEMENT PROJECT.

Change Order # 2 for the EMORY DRIVE PUMP STATION PROJECT.

Change Order #1 for the BROADWAY 30" INTERCEPTOR REPLACEMENT PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

May 10, 2016 report was reviewed. No lost time accidents occurred during month of April. All operations were conducted within permit guidelines during April. Work is proceeding on the Broadway Bridge pipe repair. The two cofferdams have been constructed and the pilot tube between the two cofferdams has been completed. Next week, the pushing of the new pipe from one cofferdam to the other will take place. The investigation into the cause of the electrical fire in the main pump building is proceeding. While a specific cause may not be found, we can plan for better protection in the future.

Financial results for year to date through April were presented. We have not received any checks from FEMA or the JIF this month. We have been working with Juan Fernandez relative to the Union negotiations. There is no set date for the next meeting at this time. We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

We had a second meeting with the representatives from Atlantic Highlands and Highlands regarding their concerns with the TOMSA agreement for wastewater services. A list of their concerns was generated and was discussed during the executive session. We had workplace discrimination training for all employees.

Capital Projects; Preconstruction meetings were held for the Jumping Brook and Clay Pit pump station projects and Notices to proceed were issued. The third main pump is back in service and the fourth pump is now being worked on. Parts for the fourth pump repair/rebuild have been ordered. This pump is requiring an extensive rebuild of the impellor. Upgrades to the pump station SCADA is near completion. A change order is necessary because of unexpected complexity in the project. The upgrade of the plant SCADA system is next. Investigation is also proceeding for upgrading the belt filter press PLC and rewriting the software that controls the operation of the PLC. The NJ Sustainable Energy Marketplace (SEM) went out to bid on April 27th for natural gas pricing and received a cost that is 15% lower than our present cost. This contract will go into effect on January 1, 2017. The closing date

for the NJEIT Notes is May 27, 2016. These notes are being received at 0% interest. The average daily flow during April was 6.42 MGD. The collection crew attended to thirty-four service calls throughout the month. GPSing of manholes continues. The sewer line cleaning and TVing of the Basin 6 I&I project has been completed. The repair work identified needs to be prioritized and discussed before it can be started. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in April. There were 3.3 new connection fees collected in April. The maintenance department project/administrative assistant position is still open. The Key Indicators were reviewed at this meeting.

KEY INDICATORS PRESENTATION:

Key Indicators 1st Quarter 2016 were reviewed.

PERFORMANCE BOND REDUCTION:

Res. 45/16 Allowing Reduction of Performance Bonds (\$200,000) and Cash Bonds (\$24,000) to Bamm Hollow Investors, TOMSA Subdivision #415. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 45/16.

ADVERTISE FOR PUBLIC HEARING:

Res. 46/16 Advertise for Public Hearing for Schedule of Connection Fee Charges. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 46/16.

PURCHASE OF PREVENTATIVE
MAINTENANCE SERVICES:

Res. 47/16 Authorizing the Annual Purchase of Preventative Maintenance, Breakdown and Extended Warranty Services for the Township of Middletown Sewerage Authority Electronic Equipment. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 47/16.

PROFESSIONAL SERVICES
CHANGE ORDER #1:

Res. 48/16 Authorizing Change Order to Professional Services Contract for "Upgrade to the Collection System SCADA Software" Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 48/16.

CHANGE ORDER #1:

Res. 49/16 Authorizing Change Order #1 to the Sludge Thickener Building Roof Replacement Project. It was moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mr. Zapcic, Mrs. Smith, Mr. Wrede, Mrs. Bouw voted yes. Mr. Rogers voted yes with reservations. Carried to adopt Res. 49/16.

CHANGE ORDER #3:

Res. 50/16 Authorizing Change Order #3 to the Emory Drive Pump Station Modifications Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 50/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through March 31, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

May 4, 2016 report was reviewed.

1. Northeast Remsco is continuing to replace the damaged section of pipe on Broadway. Construction is scheduled to be completed by the end of the month. The JIF is pursuing subrogation against the County's contractor who damaged the pipe.

As of April 1st, approximately \$100,000 has been expended, mainly on soft costs and by-pass pumping. The invoices have been submitted to the JIF. The JIF advised that a \$200,000 advance should be received shortly.

2. Work to update and upgrade the Authority's collection and plant SCADA systems continues. The engineering consultant for the collection system upgrade has completed the configuration and is now troubleshooting, the new collection system is active and being run side by side with the existing. Updating of the plant SCADA system is expected to be completed in house after completion of the collection SCADA system.
3. Progress meetings for the EIT projects continue. Social and Economic Disadvantage (SED) program documents were gathered, reviewed and submitted to the DEP. This is a requirement of receiving funding through the NJEIT and continues on a monthly basis.

4. Quarterly reports were prepared and submitted to FEMA for the Emory Drive Pump Station and Plant Emergency Generator Grants.
5. A response to the State's comments on the McClees Pump Station Flood Protection grant application was prepared and sent. The project proposes flood proofing the pump station. Work is expected to be completed in-house.
6. Grease trap inspections are nearly complete. Just over one hundred inspections were completed. About ten establishments were found to have excessive grease in their traps. Letters advising the Owners of the trap's condition, strategies to prevent grease discharge and potential costs to them for discharging grease are being prepared and will be sent shortly.
7. A meeting was held with the Boroughs of Atlantic Highlands and Highlands regarding the draft service agreements. Their requests were summarized and will be a topic of discussion for executive session.
8. Summaries of monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands show the Boroughs utilized 78% and 59%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for April 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Stokes motioned, seconded by Mr. Wrede at 8:53 P.M. to go into Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Wrede at 10:50 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Wrede at 10:51 P.M. to go into Public Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

Res. 51/16 Authorizing Executive Director to extend an offer of employment for the position of Administrative Assistant to Maintenance Department in the amount of \$44,000 annual salary to Ms. Massell. If not accepted, then an offer to Anita Sawyer. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 51/16.

Mr. Stokes motioned, seconded by Mr. Wrede at 10:51 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Zapcic at 10:51 P.M., to adjourn the meeting. All members agreed.

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