

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

DATE OF MEETING: May 15, 2017

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 March 2, 2017, The Independent on March 2, 2017 & the Star Ledger on March 1, 2017. 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: Mrs. Smith; Mr. Wrede, Mr. Zapcic, Mr. Stokes & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Meyler & Mr. Hrycyk were absent.

MINUTES OF REGULAR MEETING:

The minutes of April 17, 2017 were moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Zapcic, Mr. Rogers, Mrs. Smith, 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. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 44/17 through 47/17.

**TREASURER'S REPORT:**

**OPERATING BILLS:**

Res. 44/17 Approving Payment of Operating Bills in the amount of \$878,992.03.

**CONSTRUCTION FUND:**

Res. 45/17 Approving Payment of Construction Fund bills in the amount of \$306,067.24.

**REVENUE FUND REQ:**

Res. 46/17 Approving Revenue Fund req. 5/2017 in the amount of \$1,103,992.03.

**GENERAL FUND:**

Res. 47/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$306,067.24.

**ENGINEER'S STATUS REPORT:**

The following is a report on the status of projects for which Maser Consulting is responsible:

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. NJEIT Funded Projects (MSA-163) – Work is proceeding or has been completed on the various projects.

The status of the individual projects is as follows:

- A. Sanitary Sewer Aerial Crossings (MSA-132)  
The project was closed out in October 2016.
- B. Administration Building ADA Improvements (MSA-153) –The project was closed out in May 2016.
- C. Sludge Thickener Building Roof Replacement (MSA-157) – The project was closed out in June 2016.
- D. Building Sump Pumps (MSA-162) – The project was closed out in January 2017.
- E. New Power Building (MSA-167) – Construction work is proceeding and is anticipated to be completed by September 2017.
- F. WWTP Phase II Improvements (MSA-168) – All necessary equipment and materials have been received and preliminary construction work was started at the end of June. However, due to some settling issues, TOMSA was delayed as previously reported. Preliminary work resumed last month and is expected to be completed by July 2017.
- G. Flood Barriers (MSA-170) – The project was closed out in January 2017.
- H. Raw Sludge Building Improvements (MSA-171) – The project was closed out in January 2017.

3. Basin #6 I & I Study (MSA-183) – The Contractor has completed grouting work and internal repairs as previously authorized. Upon completion of the remediation work, the Report will be finalized and submitted.
4. Compton Creek Effluent Barrier Project (MSA-185) – As previously reported, the Contractor satisfactorily completed the installation of the stainless steel plate in March. It is anticipated that final documents will be submitted this month and that the project will be closed out in June.
5. Broadway Interceptor Project - Northeast Remsco (NER) is preparing the settlement document, based on TOMSA's acceptance of NER's \$100,00.00 offer, which will then be reviewed by the Authority Attorney before approval by the Board. Until this matter has been resolved, the project cannot be closed out.

Partial Payment Request No. 7 in the amount of \$43,210.56 to MBE MARK III ELECTRIC INC. for the WWTP PHASE II IMPROVEMENTS PROJECT.

Partial Payment Request No. 10 in the amount of \$183,370.80 to MCCAULEY CONSTRUCTION CO. INC. for the ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

Partial Payment Request No. 3 (Revised) – Final in the amount of \$60,263.32 to NORTHEAST REMSCO COBSTRUCTION, INC. for the BROADWAY 30" SANITARY SEWER INTERCEPTOR PROJECT.

Change Order No. 3 – FINAL for the BROADWAY 30" SANITARY SEWER INTERCEPTOR PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

May 8, 2017 report was reviewed. No lost time accidents during the month of April. All operations were conducted within permit guidelines during the month of April. Financial results for year to date through the end of March were presented.

We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

We met with Atlantic Highlands and Highlands on October 14, 2016. We sent a follow-up email to Atlantic Highlands and Highlands indicating a need to meet to discuss the two outstanding items. Neither entity has responded yet.

The closing date for the NJEIT Notes was July 14<sup>th</sup> and we have received \$4,629,864 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.

Capital projects;

The two remaining projects from the original eight are both proceeding according to schedule. These are the power building project and WWTP Phase II project. The two contract projects, sewer TVing and emergency dig-ups are also proceeding as needed. The five projects that have been identified for consideration are listed here:

- Basin 13 I & I project
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Digester cleaning with improvements to the mixer system
- Second set of aerial crossings
- Replacement of gasoline and diesel underground storage tanks

We have an initial proposal for the primary settling tank repairs from Maser. The project cost is estimated at about \$850,000. This was within the anticipated range. We will need to receive estimates for the remaining projects, and determine how many projects can be undertaken within our current financial constraints.

The assistant maintenance supervisor is programming a PLC for the raw sludge pumping operation. When he is successful with this, he will move to the belt filter press project.

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

We held our second training session on Workplace Discrimination and completed Hazard Communications training and Bloodborne Pathogen training. We had fit tests scheduled for those employees who may use respirators during their work activities. We have scheduled Lock Out Tag Out training in October for those employees who need it.

The average daily flow during April was 8.59 MGD. The collection crew attended to forty-three service calls throughout the month. Ten service calls required clearing of blockages.

The final repair work for the Basin 6 I&I project is being performed at this time. The cured-in-place liners have been installed. The project is nearing completion.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about eight gallons per day. A higher dose will be required during the summer. We are continuing to monitor the discharge manhole for the presence of hydrogen sulfide gas.

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 2 connection fees collected in April.

Raymond Nierstedt and Brian Rischman attended the AEA Utility Management Conference on April 25 and 26. Brian Rischman attended the New Jersey Water Environment Association Annual Conference during the week of May 8<sup>th</sup>.

Diana Watson, our laboratory supervisor, will be awarded the Robert Rowe Laboratory Excellence Award at the NJWEA Annual Conference on May 8, 2017. This award recognizes individuals for outstanding performance, professionalism and contributions to the water quality analysis laboratory profession. Diana has been with TOMSA for 28 years and has served as Laboratory Supervisor since 2001.

KEY INDICATORS PRESENTATION:

Review Key Indicators 1<sup>st</sup> Quarter 2017

BROADWAY 30" SANITARY SEWER  
INTERCEPTOR PROJECT CHANGE  
ORDER NO. 3 FINAL:

Res. 48/17 Authorizing Change Order No. 3 - Final to the Broadway 30" Sanitary Sewer Interceptor Project. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw & Mrs. Smith voted yes. Carried to adopt Res. 48/2017.

SALE OF SURPLUS EQUIPMENT:

Res. 49/17 Approving Auction of Surplus Equipment on GOV.DEALS.COM. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 49/17.

RETURN OF FUNDS TO NJEIT:

Res. 50/17 Authorizing return of funds in the amount of \$131,928.00 made to the NJEIT in accordance with invoice dated May 8, 2017. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Bouw. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 50/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through March 31, 2017 was reviewed.



**STAFF ENGINEER'S REPORT:**

Report for May 8, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since April 10th.

1. Lockheed Martin contacted and met with the Authority about design-build-finance services it can provide centered on energy efficiency and infrastructure. Lockheed Martin is preparing a preliminary report (at no cost or obligation to the Authority) that is expected to summarize opportunities for solar panels and co-generation tailored to the plant as well as a variety of methods to finance potential projects. The preliminary report will also layout the cost and framework for a formal study. Once the preliminary report is issued, the Authority will have the option to further pursue the topic.
2. The opportunity to use the plant's emergency generator to remove the plant from the electric grid during periods of high state-wide periods of demand was investigated. The state program which allows this provides financial incentives for doing so. It was determined that the plant is within a very restrictive area of the State and the NJDEP air permit does not allow it.
3. Coordination with Maser continues to develop and refine the scope of work for engineering services for the next round of capital projects.
4. The Board of Public Utilities offers rebates for replacing old light fixtures with LED fixtures. Coordination with the maintenance department to prepare an application and maximize the rebate is on-going.
5. An email was sent to the Borough of Highlands and Atlantic Highlands about the status of the proposed service agreements. To date, they have not responded. If a response is not received shortly, phone calls will be made.
6. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going

basis and submitted as appropriate.

7. Updated flood insurance rate quotes have been requested and are currently being reviewed. A report is being prepared outlining the Authority's insurance options and potential obligations.
8. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority's activities.
9. TOMSA's records and manuals are being updated to reflect recently completed capital projects.
10. The billing procedures manual is being updated. Lab documentation and standard operating procedures are being added to the electronic records.
11. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 90% and 98%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for April 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Zapcic at 9:11 P.M., to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made public at the appropriate time.

Mr. Stokes motioned, seconded by Mr. Wrede at 10:01 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr. Stokes at 10:01 P.M. to come back in Public Session. All members agreed.

CONFIRMING BOND RESOLUTION:

Res. 51/17 Determining and Confirming details of the Sewer Revenue Bonds, Series 2017A and Series 2017B of TOMSA. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 51/17.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Rogers at 10:02 P.M., to adjourn the meeting. All members agreed.

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