

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

DATE OF MEETING: May 21, 2018

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 1, 2018, The Independent on February 28, 2018 & the Star Ledger on February 28, 2018. 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. Aveta; Mr. Rogers; & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A.; Bryan Hrycyk, Plant Manager; George Nole Maintenance Manager & John Van Dorpe, Engineer. Mr. Stokes, Mrs. Smith & Mr. Wrede were absent.

MINUTES OF REGULAR MEETING:

The minutes of April 16, 2018 were moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Rogers & 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. Aveta & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers & Mrs. Bouw voted yes. Carried to adopt Res. 36/18 through 39/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 36/18 Approving Payment of Operating Bills in the amount of \$878,141.95.

CONSTRUCTION FUND:

Res. 37/18 Approving Payment of Construction Fund bills in the amount of \$261,057.14.

REVENUE FUND REQ:

Res. 38/18 Approving Revenue Fund req. 5/2018 in the amount of \$1,103,141.95.

GENERAL FUND:

Res. 39/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$261,057.14.

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) – The project was closed out in January 2018.
 - F. WWTP Phase II Improvements (MSA-168) – All construction work has been completed and all units have been returned to service. It is currently anticipated that this project will be closed out and approved at the June Board Meeting.
 - 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 all remediation work and the project is being closed out. It is anticipated that our Final Report will be finalized and submitted this month.

Mr. Zapic arrived at 8:09 P.M.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

May 14, 2018 report was reviewed. There were no lost time accidents during the month of April. All operations were conducted within permit guidelines during April. Financial results for year to date through the end of March were presented.

The AEA is continuing to study the Two Percent Cap issue for Authorities and is soliciting input. They have met with a number of legislators with a goal of having an alternate bill developed. The Two Rivers Water reclamation Facility is moving forward with a lawsuit and is looking for other Authorities to join with them.

The Administrators and Attorneys for Atlantic Highlands and Highlands met on Tuesday, May 1st to review the Wastewater Service Agreements with TOMSA. As a result of that meeting, Atlantic Highlands has two issues that they want to discuss with us; the surcharge and the possibility of requesting a flow increase in the future. Highlands is still reviewing the agreement.

The NJEIT Bonds closed during May/June 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.

Capital projects;

The work on the last remaining project from the original eight projects has been completed, and Final Clarifier No. 3 is back online. Only punch list items remain.

Bids were received on May 3rd for the two contract projects; Sewer TVing and emergency dig-ups. Each of these contracts will expire June 30. These bids should be awarded at this meeting. The five projects that have been identified for consideration are listed here:

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

The digester cleaning and improvements project has been approved and the design work has begun. We have met with a few manufacturers' representatives and are looking at the mixing equipment available.

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

The belt filter press plc project equipment is being moved to the temporary location in the operators' area, where a temporary installation is being made. At least one belt filter press will be able to operate while the new equipment is installed. Our electrician is working on this project in between his normal duties.

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

The average daily flow during April was 7.77 MGD. The collection crew attended to forty service calls throughout the month. Nine service calls required clearing of blockages. There were four pump station related calls, one odor complaint and one dig-up.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project and the project is being closed out. It is anticipated that Maser will provide the Final Report this month.

There were no new subdivision applications submitted during April. There were six connection fees collected in April.

The Key Indicators will be reviewed at this meeting. This will be for the first quarter of 2018.

KEY INDICATORS PRESENTATION:

Review Key Indicators 1st Quarter 2018

AWARD OF CONTRACT:

Res. 40/18 Awarding Contract for 2018 Annual Contract for Sanitary Sewer System and Service Lateral Repairs to Lucas Construction Group for \$91,730.00. It was moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 40/18.

AWARD OF CONTRACT:

Res. 41/18 Awarding Contract for 2018 and 2019 Annual Contract for Sanitary Sewer System Cleaning & TV Inspection to Oswald Enterprises, Inc. for \$271,270.40. It was moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 41/18.

BASIN NO. 6 SANITARY SEWER
CLEANING PROJECT CHANGE
ORDER NO.3:

Res. 42/18 Authorizing Change Order No. 3 to the Basin No. 6 Sanitary Sewer Cleaning, TV Inspection and Repairs Project. It was moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 42/18.

PUBLIC HEARING:

Res. 44/18 Authorizing a Public Hearing to be held on June 18, 2018 for a proposed amendment to the Schedule of Connection Fee Sewer Charges. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Aveta & Mrs. Bouyw voted yes. Carried to adopt Res. 44/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through April 30, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for May 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since April 5th.

1. Henkels and McCoy mobilized and started replacement of a section of the plant's natural gas main on May 8th. Construction is expected to continue through the week of May 14th.
2. Documents for FEMA and the EIT are collected on an on-going basis and submitted as appropriate. Reimbursement requests for both FEMA grants, totaling \$1,068,451 have been approved by the State. The State indicated that the funds were dispersed to the Township in mid-April.
3. The set-up and use of a system to take credit payments is being coordinated with the Authority's existing billing and finance software vendor, Edmunds. The system is scheduled to be fully implemented by month's end. Additional

options for electronic payment acceptance and processing are being investigated.

4. As an alternative to replacing the existing underground fuel tanks, the feasibility, terms and logistics of a shared services agreement with Monmouth County is being investigated. If this option is pursued, this will save the Authority expenses related to the construction and maintenance of a new facility. The existing underground storage tank would still have to be abandoned in accordance with State regulations. A separate memo with findings and a recommendation will be issued.
5. The annual diesel retrofit certification was prepared and sent to the State.
6. The policies of neighboring treatment plants regarding the discharge of septage hauling trucks were gathered. A separate memo comparing TOMSA's policy will be issued.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 77% and 91%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for (April 2018) were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Rogers at 8:42 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. Rogers motioned, seconded by Mr. Wrede at 9:21 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Aveta, Mr. Zapcic & Mrs. Bouw voted yes.

EMPLOYEE STATUS CHANGE:

Res. 43/18 Approving Joseph Lynch Transition from Probationary Employee to regular Employee Effective May 18, 2018. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 43/18.

Mr. Zapcis motioned & seconded by Mr. Rogers at 9:21P.M. to close Public Meeting. Mr. Aveta, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 9:22 P.M., to adjourn the meeting. All members agreed.