

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

DATE OF MEETING: May 20, 2019

MEETING CALLED TO ORDER:

The Caucus and Regular Meeting of the Township of Middletown Sewerage Authority was called to order at 8:00 P.M., 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; Mr. Ciparis & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; William Meyler, C.P.A. & John Van Dorpe, Engineer. Mr. Zapcic, Mrs. Smith & Mr. Hrycyk were absent.
Mr. Aveta arrived at 8:02 P.M.

MINUTES OF REGULAR MEETING:

The minutes of April 15, 2019 were moved to be adopted by Mr. Rogers & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mr. Aveta, Mr. Ciparis, Mr. Rogers, 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. Aveta & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mr. Aveta, Mr. Ciparis & Mrs. Bouw voted yes. Carried to adopt Res. 36/19 through 39/19.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 36/19 Approving Payment of Operating Bills in the amount of \$516,437.73.

CONSTRUCTION FUND:

Res. 37/19 Approving Payment of Construction Fund bills in the amount of \$56,439.00.

REVENUE FUND REQ:

Res. 38/19 Approving Revenue Fund Req. in the amount of \$741,437.73.

GENERAL FUND:

Res. 39/19 Approving Transfer from the General Fund to the Construction Fund in the amount of \$56,439.00.

ENGINEER'S STATUS REPORT:

May 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, and Lucas has now provided estimates for open-cut and lining. However, the lining quote included grouting to stop leaks before lining can be performed, which would be excessively expensive, does not appear to be feasible and is not recommended. Pipe bursting contractors are to be contacted to obtain quotes.
2. Basin #13 Infiltration and Inflow Evaluation-
(MSA-208) The Preconstruction Meeting was held on January 9, 2019 for this project, and the Notice to Proceed was issued on April 15, 2019. Oswald plans to begin work the week of May 6, 2019, at which time Oswald's detailed Construction Schedule is to be submitted.

In addition, Maser Consulting has been inspecting manholes and attempting 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 the cover on Digester #1 was inspected. After further evaluation and discussion with TOMSA, we have been authorized to proceed with preparation of plans and specifications for only cleaning and inspection of both digesters.

4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

May 14, 2019 report was reviewed. No lost time accidents occurred during April. All operations were conducted within permit guidelines during April. Financial results for year to date through the end of March 2019 were presented.

The Sewer Service Agreements for Atlantic Highlands and Highlands are being handled by Special Counsel James Gorman, Esq.

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.

We took a small amount of the water contents of the OHMSETT facility over a six-week period, and the waste stream upset our plant. We stopped the flow, and have outlined a number of tests for them to perform before we would consider taking any more waste water from the facility.

The OHMSETT staff performed the testing that we requested, and although no smoking gun was found, the bioassay test did show that the waste had some effect on our biomass. Although OHMSETT wants to send us the waste stream again at a slower rate, we are entering bathing season over the Memorial Day weekend and are reluctant to do any experimentation at this time.

Capital Projects:

The five projects that have been identified for consideration on this 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

Maser is proceeding with the preparation of plans and specifications for cleaning and inspection of both digesters.

The Basin 13 I & I is underway. Manhole inspection and cleaning and TVing of sewer lines is occurring.

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

Bob Zeller has begun the work of the Belt Filter Press PLC project.

We are continuing with our safety training programs. The updating of our written programs is ongoing. We held our two Workplace Discrimination training classes and need to hold a third class because seven people missed both sessions. We may either have a third session with the Attorney or do an online class if we can. We are looking into this.

The average daily flow during April was 7.68 MGD. The collection crew attended to thirty-six (36) calls throughout the month. The number of service calls requiring clearing of blockages was ten (10). There were three pump station

related calls, four calls referred to maintenance, one manhole overflow, and one lateral dig-up.

There was one new subdivision application submitted during April; Half Mile Road Fitness Center. There were nine connection fees collected in April.

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

Mr. Nierstedt & Mr. Rischman attended the New Jersey Water Environment Association Conference in Atlantic City the week of May 6th.

KEY INDICATORS PRESENTATION:

Review Key Indicators 1st Quarter 2019

ADVERTISE FOR PUBLIC HEARING:

Res. 40/19 Approving Advertising for Public Hearing for Schedule of Connection Fee Charges. It was moved to be adopted by Mr. Ciparis & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Ciparis, Mr. Rogers, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 40/19.

EMPLOYEE STATUS CHANGE:

Res. 41/19 Approving Jaena Sigue transition from probationary employee to regular employee effective Apr. 28, 2019. It was moved to be adopted by Mr. Aveta & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Ciparis, Mr.

Rogers, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 41/19.

NEW HIRE SUZANNE CORCORAN:

Res. 42/19 Authorizing Hiring of Suzanne Corcoran as a part-time utility billing supervisor. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Ciparis, Mr. Rogers, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 42.19.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through March 31, 2019.

STAFF ENGINEER'S REPORT:

Report for May 14, 2019 was reviewed.

The following is a list of major tasks performed and projects I worked on since April 8th.

1. In preparation of obtaining NJEIT funding for a number of projects, soft costs associated with the projects are being incurred. If the projects are funded through the NJEIT, TOMSA pays the invoices on a monthly basis and is reimbursed the amount once the NJEIT financing is in place. The costs will be reflected in the bond amount and annual debt services. There will be likely up

to one or two years between incurring the expense and receiving reimbursement from the NJEIT. The Boroughs of Highlands and Atlantic Highlands are responsible for sharing these expenses. This can be accomplished by one of two methods:

- a. The Boroughs are billed annually for the amount expended. When NJEIT reimburses the expenses, money is refunded to the Boroughs. The Boroughs then pay for the expense as part of the debt service.
- b. The Boroughs are not billed for the expenses until debt service is paid by TOMSA. There will be a period between TOMSA paying the expense and reimbursement by the NJEIT. From an accounting perspective and past precedence, Item b is the recommended method.

Additional discussion took place regarding the Atlantic Highlands/ Highlands billing for debt service and the Board agreed that all debt service should be included in the monthly billing calculations.

2. Information requested by Pure Technologies as part of the force main assessment contract was developed, gathered and integrated to the asset management program. There have been two site visits and field work is scheduled to be completed before mid-June. The contract amount has been reduced from \$379,951.00 to \$209,238.00 due to information which confirmed that the Fairview Force Main was constructed of cast iron rather than ductile iron pipe. As anticipated, limited excavation will be undertaken under the force account contract.

Ground penetrating radar, provided by Maser, is expected to be used to pinpoint key locations on two force mains.

3. Consistent with Resolution 34/19, a two-year energy procurement contract was executed after the auction held on April 30th. The new contract provides power at a rate of \$0.0685 per kWh compared to the expiring contract rate of \$0.07088 per kWh, a savings of over 3%.
4. After a number of meetings, Schneider Electric provided recommendations on potential energy efficiency related projects. To be cost effective, one project required increasing digester efficiency to generate more gas. The efficiency targets required are already met. The second project required reconfiguration of the aeration tanks to allow a different type of treatment, more energy intensive than the current method, so that a specialized control system could be installed to save power for that specific type of treatment. Neither project is viable at this time or the foreseeable future.
5. Equipment for the replacement of RTU's in the collection system SCADA system has been ordered. Delivery is expected in June. Upon delivery, Morehouse will begin their contract to assemble, program and install the units with TOMSA assistance.
6. Coordination with Maser and Lucas Construction to evaluate options to repair the Main Street sewer pipe is on-going. Lucas provided a proposal to dig-up and replace the main at an estimate cost of \$135,500. Lucas is still soliciting quotes from sub-contractors for a

replacement method called pipe bursting.

7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 67% and 74%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

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

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Ciparis motioned, seconded by Mr. Rogers at 9:08 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Ciparis, Mr. Rogers, Mr. Wrede, Mr. Aveta & Mrs. Bouw voted yes.

Mr. Rogers motioned, seconded by Mr. Ciparis at 9:12 P.M. to come out of Executive Session. On roll call, Mr. Wrede, Mr. Aveta, Mr. Ciparis, Mr. Rogers & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Ciparis motioned, seconded by Mr. Rogers at 9:12 P.M., to adjourn the meeting. All members agreed.