

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

DATE OF MEETING: November 16, 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 was published in the Two River Times on March 6, 2015 & in The Star Ledger on April 17, 2015. 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. Stokes; Mrs. Smith; Mr. Wrede, Mr. Zapcic; Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.

MINUTES OF REGULAR MEETING:

The minutes of October 19, 2015 were moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Zapcic, Mr. Rogers, Mr. Wrede 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 Mr. Rogers. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 99/15 through 102/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 99/15 Approving Payment of Operating Bills in the amount of \$341,576.93.

CONSTRUCTION FUND:

Res. 100/15 Approving Payment of Construction Fund bills in the amount of \$157,506.13.

REVENUE FUND REQ:

Res. 101/15 Approving Revenue Fund req. 11/2015 in the amount of \$566,576.93.

GENERAL FUND:

Res. 102/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$157,506.13.

ENGINEER'S STATUS REPORT:

The following items were discussed:

Hurricane Sandy Support Services (MSA-143) - We don't anticipate that TOMSA should require any further assistance with FEMA from Maser so this project will be closed. 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.

Emory Drive Pump Station Force Main (MSA-140) - Paving work has been completed and it is anticipated that the Final Punchlist will be sent out this week. It is suggested that the Authority Attorney request that the total project cost will be provided so that the Special Assessment can be calculated.

Emory Drive Pump Station Improvements (MSA-156) - As reported previously, it is now anticipated that construction should begin later this month and should be completed by the end of January 2016.

NJEIT Funded Projects (MSA-163) - Projects, with the exception of the New Power Building, have been bid, and awarded at the September and October Board Meetings.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

Advertised for bid 8/24/15 with bids being received 9/29/15 and conditionally awarded by TOMSA 10/19/15. Upon approval by NJEIT, contracts can be executed.

B. Administration Building ADA Improvements (MSA-153)

Advertised for bid 8/17/15 with bids being received 9/9/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts have been executed.

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

Advertised for bid 8/17/15 with bids being received 9/3/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts have been executed.

D. Building Sump Pumps (MSA-162)

Advertised for bid 8/17/15 with bids being received 9/9/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts have been executed.

E. New Power Building (MSA-167)

Plans and specifications are currently being revised to eliminate Co-Gen. It is anticipated that the revised documents should be completed and submitted to NJDEP/NJEIT for approval by 10/15/15. After approval is received, the project will be advertised for bid.

F. WWTP Phase II Improvements (MSA- 168)

Advertised for bid 8/24/15 with bids received 10/8/15. Upon approval by NJEIT, contracts can be executed.

G. Flood Barriers (MSA-170)

Advertised for bid 8/17/15 with bids being received 9/3/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts have been executed.

H. Raw Sludge Building Improvements (MSA-171)

Advertised for bid 8/24/15 with bids received 10/8/15, and conditionally awarded by TOMSA 10/19/15. Upon approval by NJEIT, contracts can be executed.

Hypochlorite Tank Replacement Project (MSA-188) – Both tanks were delivered on 10/19/15 and one (1) tank was set in-place the same day. It is anticipated that the installation and testing should be completed in a few weeks, after which the 2nd tank will be installed.

Basin #6 I&I Study (MSA-183) - Cleaning and TV Inspection work was begun in mid-June and continues to progress well, being 90% complete. Also, Maser has now completed over 92% of manhole inspections, with most of the remaining in easement being coordinated with the contractor and TOMSA.

Compton Creek Effluent Barrier Project (MSA-185) -The Preconstruction Meeting was held on September 9, 2015. We are currently awaiting a construction schedule and shop drawing submittals for review and approvals.

Jumping Brook PS Project (MSA-177) TWA Application was approved on September 15, 2015. It is currently anticipated that this project will be bid in November or December, and awarded in December or January.

Clay Pit PS Project (MSA-178) - TWA Application was approved on September 15, 2015. It is currently anticipated that this project will be bid in November or December, and awarded in December or January.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

November 9, 2015 report was reviewed. No lost time accidents occurred during the month of October. All operations were conducted within permit guidelines during October. Financial results for year to date through September were presented. No checks were received from FEMA or the JIF during October. The errors surrounding the opening balances for the EDMUNDS program were addressed, and the financial and utility billing modules of the program are now in agreement. These modules need to be balanced on a daily basis. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We shut the plant down for two hours so that MCBOA could remove a blockage in one of their pumps. Capital Projects; the Jumping Brook and Clay Pit pump stations have been approved by the NJDEP, and may now be bid.

Rockwell hardware and software has been purchased and received for the plant and pump station SCADA upgrade projects. Investigation is also proceeding for upgrading the belt filter press PLC, and rewriting the software that controls the operation of the belt filter presses. The second of the four main pumps is being rebuilt. Both new sodium hypochlorite tanks were delivered, and one has been installed. We have met with the Army Corps of Engineers on two occasions to discuss the proposed Port Monmouth Flood Wall and its potential impact on TOMSA pipelines that cross

Port Monmouth. The average daily flow during October was 5.76 MGD. The collection crew attended to thirty-four service calls throughout the month. GPSing of manholes continues in Basins 6,7,8,9, 10 and 13. We have made a goal of finishing the GPSing of the manholes over this winter.

The sewer line cleaning and TVing of the Basin 6 I&I Project has been completed. The manhole inspection portion of this project is near completion, but requires TOMSA assistance. There has not been much repair work identified. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in October. There were two new connection fees collected in October. TOMSA Key Indicators were reviewed.

KEY INDICATORS PRESENTATION:

Review Key Indicators 3rd Quarter 2015

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through September 30, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

November 4, 2015 report was reviewed. Communications upgrades to the remaining ten pump stations are scheduled to be completed in-house by winter. To date, more than half of the pump stations have been converted. Preliminary work to update and upgrade the Authority's collection and plant SCADA systems has started. Computer hardware and software for the collection system SCADA system has been received, and is being configured.

The plant SCADA system will be completed in-house. Conversations with various vendors for the replacement of out-of-date process control hardware in the plant are on-going. This will be performed after the collection system and plant SCADA systems. Coordination and site visits with the County and their contractors for the replacement of two bridges in Port Monmouth continue. The annual bond trustee report was prepared and submitted to TD Bank. A second meeting was held with NJDEP and the Army Corps of Engineers regarding the proposed Port Monmouth Flood protection project. Several conflicts between the proposed improvements and existing sanitary sewers were discussed. The risk consultant provided comments on the updating of the TOMSA safety program. These comments will be added as documents are upgraded. The underground fuel storage tank NJDEP registration renewal was prepared and submitted to NJDEP. The Borough of Atlantic Highlands submitted an inquiry regarding service to a property in the Borough that is outside of the sewer service area (SSA). A response letter is being drafted. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for September 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Stokes motioned, seconded by Mr. Zapcic at 9:07 P.M., to go into Executive Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Zapcic at 10:20 P.M. to close Executive 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. Wrede motioned, seconded by Mr. Zapcic at 10:20 P.M., to adjourn the meeting. All members agreed.

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