

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

DATE OF MEETING: November 19, 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. Wrede; Mr. Rogers & Mr. Ciparis. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; Bryan Hrycyk, Plant Superintendent & John Van Dorpe, Engineer. William Meyler, Mr. Aveta & Mrs. Smith were absent.

MINUTES OF REGULAR MEETING:

The minutes of October 15, 2018 were moved to be adopted by Mr. Rogers & seconded by Mr. Ciparis. On roll call, Mr. Rogers, Mr. Ciparis & Mr. Wrede 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. Rogers & seconded by Mr. Ciparis. On roll call, Mr. Rogers, Mr. Wrede, Mr. Ciparis voted yes. Carried to adopt Res. 81/18 through 84/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 81/18 Approving Payment of Operating Bills in the amount of \$387,306.54.

CONSTRUCTION FUND:

Res. 82/18 Approving Payment of Construction Fund bills in the amount of \$5,562.22.

REVENUE FUND REQ:

Res. 83/18 Approving Revenue Fund req. 11/2018 in the amount of \$612,306.54.

GENERAL FUND:

Res. 84/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$5,562.22.

ENGINEER'S STATUS REPORT:

November 2018 Meeting.

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

1. Main Street Repair/Replacement (MSA-139)
Due to higher priority, and in some cases, emergency nature of other projects, the Main Street Sewer Replacement Project has been on hold for years and, now that Main Street has recently been repaved, will probably not be able to be done for at least another three (3) years. There was some discussion at the meeting about reviewing this project.

2. Basin #13 Infiltration and Inflow Evaluation- (MSA-208) Bids were received on November 2, 2018, and recommendation of award is anticipated to be provided in the next few days.
3. Digester Cleaning and Modifications- The Digester Report is currently anticipated to be submitted later this month. After having to repeatedly contact the various equipment representatives to provide previously discussed and requested cost estimates, they were finally provided last week. We will be completing and submitting our report later this month.
4. Various Construction/Extension Projects

Mr. Zapcic arrived at 8:07 P.M.

ENGINEER'S SUB-DIVISION REPORT:

None

Mrs. Bouw joined the meeting at 8:08 P.M.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

November 13, 2018 report was reviewed. There were no lost time accidents during the month of October. All operations were conducted within permit guidelines during October. Financial results for year to date through the end of September 2018 were presented.

Two percent cap update: No new information about the 2% cap. The most recent information is that the 2% cap would not be implemented in the 2019 budget, but it would be implemented in the 2020 budget.

On the subject of the Sewer Service Agreements with Atlantic Highlands & Highlands, we have not yet followed through on the recommendations made by the Board at the last meeting.

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.

The request of John Smith of EMEX to perform a new energy auction on our behalf, and a presentation by another company urging us to perform a new energy auction, alerted us to review how much money we were actually saving when compared to staying with JCP&L. This analysis will be presented during Brian Rischman's report.

Approximately 1600 lien letters were sent out. We are hoping to see a dramatic reduction in the actual number of liens that are processed this year because of the opportunity to use credit cards. Last year, almost 600 liens were sold.

The first session of the Union negotiations was held on October 10th at 2 P.M.

Capital Projects:

The five projects that have been identified for consideration on next 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

The Digester Cleaning Project investigative work has begun.

The Basin 13 I & I Bids were received and will be reviewed and possibly awarded at this meeting.

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

The Belt Filter Press PLC project is placed on hold until we know how to proceed.

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

The Employee Personnel Policies and Procedures Manual was updated with a target date of October 1st. This date was provided by the Municipal Excess Liability/Joint Insurance Fund. Failing to meet this deadline would cause hardship on TOMSA in the way of higher fees for processing insurance claims and other penalties. The Board has expressed interest in reviewing this manual before it gets distributed.

The average daily flow during October was 7.14 MGD. The collection crew attended to thirty-five (35) calls throughout the month. The number of service calls requiring clearing of blockages was five (5). There were four pump station related calls, two manhole overflows, two referred to the maintenance department and two assisted by Roto-Rooter.

There were two new subdivision applications submitted during October; Wet Side Car Wash and West Nut Swamp Road. There were two connection fees collected in October.

The next Key Indicators will be reviewed at this meeting. These will be for the third quarter of 2018.

KEY INDICATORS PRESENTATION:

Review Key Indicators- 3rd Quarter 2018

EMPLOYEE STATUS CHANGE:

Res. 85/18 Approving Thomas Kane transition from Probationary Employee to regular employee effective October 28, 2018. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mr. Wrede, Mr. Ciparis, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 85/18.

AWARD OF CONTRACT:

Res. 86/18 Awarding Contract for “Sanitary Sewer Cleaning, TV Inspection and Repairs” to Oswald Enterprises, Inc. in the amount of \$390,448.50. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Ciparis, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 86/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through September 30, 2018.

STAFF ENGINEER'S REPORT:

Report for November 13, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since October 3rd.

1. Pure Technologies has submitted a proposal and additional information has been provided. A memo outlining the costs, pros and cons is being prepared.
2. The Authority's fixed rate two year contract for electricity is set to expire in June of 2019. This fixed rate was paid to a third party, instead of paying JCP&L's rate which varies month-to-month. A comparison of JCP&L's rate to the fixed rate contract is included in this meeting's package.
3. The NJDEP underground storage tank registration renewal was prepared and sent to the State. The agreements to enter into a shared services agreement with the County for vehicle fueling are being gathered.
4. An organization called Sustainable New Jersey offers grants for sustainability related projects. The grants are issued in cycles. The latest cycle offered grants of \$10,000 and \$30,000 for energy projects focused on conservation, efficiency and renewable energy. Sustainable New Jersey was contacted and confirmed the potential viability of the digester improvements project with one caveat: the application would have to be through the Township. The Township advised that they have an active grant with the program and only one grant can be active at a time. Future grant opportunities provided by the organization will be considered.
5. A meeting and site visit was held with Evoqua, the vendor that provides an odor and corrosion control chemical called Bioxide and associated equipment. Two pump stations that currently use potassium permanganate are being evaluated for the possibility of using Bioxide instead.

6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 86% and 74%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

Mr. Tony Marione, 148 Sears Ave., Atlantic Highlands, NJ, explained to the Board that he would like to connect his house to Atlantic Highlands sewer system, which runs closer to his house than the TOMSA system, but that he would like to pay Middletown Sewerage Authority rates.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede at 8:48 P.M. to go into Executive Session to discuss matters of personnel and litigation. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Ciparis, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:21 P.M. to come out of Executive Session. It was moved to be adopted by Mr. Ciparis, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw.

PUBLIC SESSION:

Mr. Rogers motioned, seconded by Mr. Ciparis at 9:21 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Ciparis, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 9:21 P.M., to adjourn the meeting. All members agreed.

