

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

DATE OF MEETING: November 20, 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. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William A. Meyler, C.P.A.; Bryan Hrycyk, Plant Manager; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Stokes was absent.

MINUTES OF REGULAR MEETING:

The minutes of October 16, 2017 were moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith & Mr. Wrede voted yes.

Mr. Zapic arrived at 8:02 P.M.

**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 Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 93/17 through 96/17.

**TREASURER'S REPORT:**

**OPERATING BILLS:**

Res. 93/17 Approving Payment of Operating Bills in the amount of \$433,035.34.

**CONSTRUCTION FUND:**

Res. 94/17 Approving Payment of Construction Fund bills in the amount of \$68,197.81.

**REVENUE FUND REQ:**

Res. 95/17 Approving Revenue Fund req. 11/2017 in the amount of \$658,035.34.

**GENERAL FUND:**

Res. 96/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$68,197.81.

**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 within the next month or so.
  - F. WWTP Phase II Improvements (MSA-168) – Construction work is proceeding and was anticipated to be completed this month. However, due to some plant operational issues, completion may be delayed again.
  - 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 within a few weeks.

Partial Payment Request No. 16 in the amount of \$43,110.44 to MCCAULEY CONSTRUCTION CO. INC. for the WWTP ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

November 13, 2017 report was reviewed. No lost time accidents during the month of October. All operations were conducted within permit guidelines during the month of October. Financial results for year to date through the end of September were presented.

A meeting will be set up with Highlands and Atlantic Highlands about the wastewater service agreements.

The NJEIT Bonds closed during May/June of 2017 and we have received \$5,533,309 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 two remaining projects from the original eight projects are both proceeding on schedule. The power building is near

completion and the emergency generator is on line. The WWTP Phase II project contractor has completed the work on the second clarifier. We are not giving the contractor clarifier #3 until December. 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 Basin 13 I & I project from Maser. The estimate for this project is \$700,000 for the project work and \$145,000 for the Inspection and engineering work.

After discussion at the last Board meeting, it was decided that all capital projects are placed on hold until the five-year plan is reviewed.

The assistant maintenance supervisor has begun work on the belt filter press plc. He is working on this project in between his normal duties.

We held a Lock Out Tag Out training in October. This was a refresher course for those who sat through it before and a new class for those employees who have not had it.

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

programs is ongoing.

The 2018 Budget has been approved by the Board and approved by the Division of Local Government Services. This Budget needs to be adopted by the Board at the December 18<sup>th</sup> Board meeting and Public Hearing.

The average daily flow during October was 5.77 MGD. The collection crew attended to forty-five service calls throughout the month. Four service calls required clearing of blockages.

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.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about twelve gallons per day. The company that is providing the bioxide also provides a service to optimize this amount of bioxide we are using. We are setting up this service to back up our own observations.

Additional potassium permanganate is being added to the Fairview pump station, upstream of the McClees pump station, because of odor complaints in the area of the McClees pump station.

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

Key Indicators for the third quarter of 2017 will be reviewed at the November meeting.

KEY INDICATORS PRESENTATION:

Review Key Indicators 3<sup>rd</sup> Quarter 2017

WWTP ELECTRICAL POWER SYSTEM  
PROJECT CHANGE ORDER NO. 7:

Res. 97/17 Authorizing Change Order No.7 for the WWTP Electrical Power System Upgrade. It was moved to be adopted by Mrs. Smith & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 97/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through September 30, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for November 2, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since October 6th.

1. Discussions are being held with a company named Redzone. Redzone offers pipe assessment technology that offers an alternative method of completing I&I studies. The technology has been successfully used at the Two Rivers Reclamation Authority and the Manasquan River Regional Sewerage Authority (MRRSA). The technology allows assessment of pipe diameter, amount of debris in the pipe and identification of pipe defects. Whereas past TOMSA projects involved televising and cleaning 100% of pipe within the project area, Redzone evaluates the pipeline first and identifies the areas that need to be cleaned as part of the assessment. This method results in the

targeted cleaning of dirty pipelines rather than the cleaning of all pipelines of which a small proportion really require cleaning. All information collected is digitized, searchable and integrated into GIS. Both Two Rivers and MRRSA reported significant savings using Redzone instead of traditional I&I assessment techniques.

2. A meeting was held with NW Financial Group. They work with the Monmouth County Improvement Authority (MCIA). The MCIA is an Authority that allows local governments to leverage the County's bond rating and pool the costs of bond issuance. MCIA could be used as an alternative funding source to the NJEIT. The typical financial and administrative terms between the MCIA and NJEIT were compared. The NJEIT currently offers significantly better financial terms for projects that cost more than \$250,000 and are financed for more than 10 years. The interest expense savings offered by the NJEIT exceeds the additional soft and construction costs incurred to comply with the program's administrative requirements. Administratively, the MCIA has significantly less hurdles and provides funding quicker than the NJEIT.
3. A site visit to the Gloucester County Utilities Authority was made to witness the operation of a dewatering technology that increases the solids content of sewage cake thereby reducing disposal costs. Conversations are being held with the company that sells the technology to evaluate the potential benefits and trialing the process at TOMSA.
4. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
5. The five-year capital plan is being updated to reflect the 2018FY budget, 2017 six-month financial statements, final 2017 bond debt service and capital project schedule.
6. The Annual Stormwater Recertification was prepared and sent to NJDEP.



7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 68% and 52%, respectively, of the proposed flow limits.

Mr. Aveta arrived at 8:28 P.M.

MAINTENANCE DEPARTMENT:

Project Report/work orders for October 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mr. Rogers motioned, seconded by Mrs. Smith at 8:31 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. Zapcic motioned, seconded by Mr. Rogers at 9:05 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 9:05 P.M., to adjourn the meeting. All members agreed.

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