

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

DATE OF MEETING: October 20, 2014

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 A.P. Press on February 24, 2014 & The Two River Times on February 28, 2014. 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. Rogers; Mr. Ostrander; Mrs. Bouw; Mrs. Smith, Mr. Zapcic & Mr. Wrede. Mr. Stokes was absent. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; William A. Meyler, CPA; Richard C. Leahey, Jr., Counselor & John Van Dorpe, Engineer.

SIX MONTH AUDIT REPORT:

Presentation by William A. Meyler, C.P.A. The six month compilation of the financial statements for TOMSA was presented by William Meyler of Cowan, Guteski & Co., P.A. The financial statements as presented indicate that the Authority is on target with the budget presented to the state of New Jersey for the year 2014.

**MINUTES OF REGULAR MEETING:**

The September 15, 2014 meeting minutes were moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call Mrs. Smith, Mr. Wrede, Mr. Zapcic, 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 Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 84/14 to 87/14.

**TREASURER'S REPORT:**

**OPERATING BILLS:**

Res.84/14 Approving Payment of Operating Bills in the amount of \$ 327,505.95.

**CONSTRUCTION FUND:**

Res.85/14 Approving Payment of Construction Fund bills in the amount of \$98,033.66.

**REVENUE FUND REQ.:**

Res. 86/14 Approving Revenue Fund req. 10/2014 in the amount of \$552,505.95.

**GENERAL FUND:**

Res. 87/14 Approving Transfer from the General und to the Construction Fund in the amount of \$98,033.66.

**ENGINEER'S STATUS REPORT:**

The following items were discussed:  
Hurricane Sandy Support Services-  
Maser Consulting continues to assist TOMSA with submittals to FEMA to get reimbursements for the storm response efforts, emergency repairs and other repairs to the plant.

Main Street Repair/Replacement Evaluation Report - This project is on hold pending the completion of more important projects.

Pump Station Emergency Facilities Evaluation - New Jersey Natural Gas has completed installations at all selected pump stations. The generators now need to be converted for natural gas.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded.

Emory Drive Pump Station Force Main - The only remaining issues and approvals required are the Navy Easement, County and Township Traffic/Detour Plans.

Emory Drive Pump Station Improvements - Change Order #1 was approved and executed to provide a time extension required for the Grant Funding Approval Process to be resolved.

NJEIT Funded Projects -Maser Consulting continues to work on the design documents for the projects submitted for NJEIT funding. These projects are moving through the NJDEP review process. Maser is responding to questions throughout the review process.

Control Building Floor Slab Repair - Shop drawings and a construction schedule have been submitted and the building permit is anticipated to be approved shortly. The Contractor is scheduled to be on-site Wednesday, October 8th.

**ENGINEER'S SUB-DIVISION REPORT:**

None

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

October 14, 2014 report was reviewed. The 2015 draft Authority Budget has been prepared and was presented. Accounting Program software is being reviewed and may be upgraded. An inspection version of our NJPDES permit has been received for review. The collection system crew attended to thirty eight services during the month. GPSing of manholes continues in Basins 7, 9 and 10. A proposal was received from Maser Consulting to prepare the documents to perform an I & I study in Basin 6. A GPS unit was purchased and the collection system crew is beginning to take GPS readings of cleanouts. Four new connection fees were collected during September.

**EMPLOYEE STATUS CHANGE:**

Res. 88/14 Approving Jayson Hasbrouck from Probationary to Regular Employee effective October 2, 2014. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 88/14.

**EMPLOYEE STATUS CHANGE:**

Res. 89/14 Approving Robert Siemer from Probationary to Regular Employee effective October 22, 2014. It was moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 89/14.

**MEDICAL BENEFITS TRUST FUND:**

Res. 90/14 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 90/14.

FLOOD RESERVE TRUST FUND:

Res. 91/14 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 91/14.

2015 OPERATING BUDGET  
INTRODUCTION:

The draft 2015 Authority Budget was presented to the Board and discussed relative to the previous year's budget. Res. 92/14 Authorizing Introduction of 2015 Operating Budget, to be forwarded to N.J. Division of Local Government Services for Review. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 92/14.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru August 31, 2014 was reviewed.

STAFF ENGINEER'S REPORT:

Report for October 5, 2014 was reviewed. Hardware for the new wireless pump station alarm system has been ordered. Reimbursement for the NJ Transit force main break is being pursued. The portion of the Emory Drive Pump Station project that is eligible for a grant by FEMA is being discussed. An insurance claim for the damaged fine screen was submitted, but the project was not large enough for a claim.

MAINTENANCE DEPARTMENT:

Project Report/work orders for October 2014 were reviewed. Six cleanout repairs and five lateral repairs were completed in the collection system during September. In the plant control building, gravity thickener pump #1 was rebuilt from spare parts after failure. Twenty-nine repair and project related work orders and 243 preventive maintenance orders were completed during September.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

+ Mr. Zapcic motioned, seconded by Mr. Rogers, at 9:51 PM to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made at the appropriate time. Mr. Zapcic motioned, seconded by Mrs. Smith at 10:18 P.M. to come out of Executive Session. Executive Session adjourned. All members agreed.

PUBLIC SESSION:

Mr. Zapcic motioned & seconded by Mrs. Smith at 10:19 P.M. to go into Public Session to discuss Executive Director's employment contract and discuss employee retirement account. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Mr. Zapcic motioned & seconded by Mrs. Smith at 10:20 P.M. to close Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned & seconded by Mrs. Smith, at 10:20 P.M. to adjourn the meeting. All members agreed.