

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

DATE OF MEETING: October 15, 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: Mrs. Smith; Mr. Wrede; Mr. Rogers Mr. Ciparis, Mr. Aveta & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A.; & John Van Dorpe, Engineer. Mr. George Nole & Mr. Bryan Hrycyk were absent.

Mr. Zapcic arrived at 8:03 P.M.

MINUTES OF REGULAR MEETING:

The minutes of September 17, 2018 were moved to be adopted by Mr. Aveta & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

EXECUTIVE SESSION:

Mr. Zapcic moved & seconded by Mrs. Smith at 8:04 P.M. to go into Executive Session to discuss matters of personnel and litigation. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

PUBLIC SESSION:

Mrs. Smith moved & seconded by Mr. Zapcic at 8:30 P.M. to come out of Executive Session and back into Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & 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. Zapcic & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 71/18 through 74/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 71/18 Approving Payment of Operating Bills in the amount of \$344,687.54.

CONSTRUCTION FUND:

Res. 72/18 Approving Payment of Construction Fund bills in the amount of \$5,809.00.

REVENUE FUND REQ:

Res. 73/18 Approving Revenue Fund req. 10/2018 in the amount of \$569,687.54.

GENERAL FUND:

Res. 74/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$5,809.00.

ENGINEER'S STATUS REPORT:

October 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.
2. Basin #13 Infiltration and Inflow Evaluation-
Bid documents have been prepared and are scheduled to be received on October 21, 2018.
3. Digester Cleaning and Modifications- The Digester Report is currently anticipated to be submitted later this month. We have had to repeatedly contact the various equipment representatives to provide previously discussed and requested cost estimates, which has resulted in delay in completion of the report.
4. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

Res. 75/18 Approval of Preliminary and Final Application #449, Guttenplans Warehouse Addition/Office Relocation Submitted by 221 Associates a NJ Partnership, 100 Highway 36, Middletown NJ 07748. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 75/18.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

October 9, 2018 report was reviewed. There were no lost time accidents during the month of September. All operations were conducted within permit guidelines during September. Financial results for year to date through the end of August 2018 were presented.

Two percent cap update: The Department of Community Affairs formally announced that the 2% cap would not be implemented in the 2019 Budget. It would be included in the 2020 Budget. There is no new information on any action being taken to stop this implementation.

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.

John Smith of EMEX is recommending that we go out for a new electric service contract, with a start date of June 2, 2019. Our present contract is for two years, and it runs from 06/01/2017 to 06/01/2019. There was some discussion about having a second firm review our electric service history.

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 2019 Authority Budget is included as an item at this Board Meeting. This is an exercise that involves the entire management staff and generally takes a few weeks to prepare.

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 Engineering Proposal was signed on February 6, 2018. Maser has begun work on the Investigation Services part of the proposal.

A Resolution allowing the Executive Director to sign the Basin 13 I & I Project Engineering Proposal was passed at this meeting. It is Resolution 78/18. This project has been bid, and the bids are due on October 31, 2018.

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 average daily flow during September was 7.02 MGD. The collection crew attended to twenty-one (21) calls throughout the month. The number of service calls requiring clearing of blockages was eight (8). There were three pump station related calls.

There were no new subdivision applications submitted during September. There were seventeen connection fees collected in September.

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

2019 OPERATING BUDGET:

Was reviewed.

2019 OPERATING BUDGET
INTRODUCTION & APPROVAL:

Res. 76/18 Authorizing Introduction and Approval of 2019 Operating Budget. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. Res. 76/18.

2019 OPERATING BUDGET
PUBLIC HEARING:

Res. 77/18 Authorizing Forwarding of 2018 Budget to the NJ Division of Local Government Services for Review and Advertising for the Public Hearing. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr.

Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. Re. 77/18.

APPROVAL OF CAPITAL PROJECT:

Res. 78/18 Approving Basin 13 Infiltration and Inflow Project. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 78/18.

MEDICAL BENEFITS TRUST FUND:

Res. 79/18 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 79/18.

FLOOD RESERVE TRUST FUND:

Res. 80/18 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw Voted yes. Carried to adopt Res.80/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through August 31, 2018. Was reviewed.

STAFF ENGINEER'S REPORT:

Report for October 3, 2018 was reviewed.

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

1. Pure Technologies has submitted a proposal and additional information has been requested. They offer remote location and non-destructive structural evaluations of force mains through the use of sensors that travel inside a force main. Once the information has been received, a memo outlining the costs, pros and cons will be prepared.
2. The 5-year capital plan is being extended to 10 years. A copy of the plan is included in the October meeting package for discussion.
3. The belt filter press (BFP) is a piece of equipment that removes water from sludge before it is hauled off-site. An investigation to quantify its performance was completed. The investigation involved lab testing and visual observations. By comparing the results of the lab testing to visual observations made at the time of the sampling, BFP performance is now quantified against a number of different types of observations. This information will be distributed to the operators to provide further guidance on the proper operation of the belt. This information is also useful for benchmarking the units' current performance.
4. 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 being prepared.
5. The annual Bond Trustee Report was prepared and sent.
6. The 2019 Budget was prepared and is scheduled to be presented at the October Meeting.
7. Monthly sewage flows from the Boroughs of

Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 91% and 74%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

There were no public comments.

PUBLIC SESSION:

Mr. Zapcic motioned, seconded by Mr. Rogers at 10:01 P.M. to close Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Rogers at 10:01 P.M., to adjourn the meeting. All members agreed.