

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

DATE OF MEETING: September 21, 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. 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.
Mr. Ostrander was absent.

MINUTES OF REGULAR MEETING:

The minutes of August 17, 2015 were moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mrs. Smith, Mr. Stokes, 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 Mrs. Smith & seconded by Mr. Stokes. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 74/15 through 77/15.

Mr. Stokes motioned & Mr. Rogers seconded at 8:05 P.M. to come out of Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Stokes motioned & Mr. Rogers seconded at 8:05 P.M. to go into Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

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

Mrs. Smith motioned & Mr. Wrede seconded at 9:11 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mrs. Smith motioned & Mr. Wrede seconded at 9:11 P.M. to go into Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 74/15 Approving Payment of Operating Bills in the amount of \$575,963.43.

CONSTRUCTION FUND:

Res. 75/15 Approving Payment of Construction Fund bills in the amount of \$175,162.78.

REVENUE FUND REQ:

Res. 76/15 Approving Revenue Fund req. 9/2015 in the amount of \$800,963.43.

GENERAL FUND:

Res. 77/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$175,162.78.

ENGINEER'S STATUS REPORT:

The following items were discussed:
Hurricane Sandy Support Services- When requested, Maser Consulting will 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 – 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 -

As previously reported, construction work has essentially been completed, with the exception of final paving. Coordination with the Township on final paving requirements and cost sharing is being handled by Toll Brothers and Lucas Construction. Inspection of paving is to be handled by Maser. Paving is expected to begin on Wednesday, September 23rd.

Emory Drive Pump Station Improvements

The contractor has presented a new start date of late November, with completion expected by the end of January, 2016.

NJEIT Funded Projects - During the past month, approval and authorization to bid were received from DEP and NJEIT.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

Advertised for bid 8/24/15 with bids currently anticipated to be received 9/29/15.

B. Administration Building ADA Improvements (MSA-153)

Project to be awarded at 9/21/15 meeting.

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

Project to be awarded at 9/21/2015 meeting.

D. Building Sump Pumps (MSA-162)

Project to be awarded at 9/21/2015 meeting.

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 the end of the month. 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 currently anticipated to be received 9/29/15.

G. Flood Barriers (MSA-170)

Project to be awarded at 9/21/15 meeting.

H. Raw Sludge Building Improvements (MSA-171)

Advertised for bid 8/24/15 with bids currently anticipated to be received 9/29/15.

Hypochlorite Tank Replacement Project –

As previously reported, shop drawings have been approved, and the tanks have been ordered. It is anticipated that delivery will be in October.

Basin #6 I&I Study - Cleaning and TV Inspection work was begun in mid-June and is about 60% complete. Also, as previously reported, Maser has completed over 80% of manhole inspections, with most of the remaining in high traffic and/or easement areas that will be coordinated with the contractor and TOMSA.

Compton Creek Effluent Barrier Project –

This project was awarded at the July Board meeting. The pre-construction meeting was held on September 11, 2015. A project schedule has been submitted.

Jumping Brook PS Project – The TWA Application has been received. It is recommended that the project be advertised during October for bid opening before the November or December meeting.

Clay Pit PS Project – The TWA Application has been received. It is recommended that the project be advertised during October for bid opening before the November or December meeting.

ENGINEER'S SUB-DIVISION REPORT:

Res. 78/15 Approval Final Application #435, Heritage at Middletown, C/O American Properties at Middletown, LLC., 517 Route 1 North, Suite 2100, Iselin, NJ 08830. It was moved to be adopted by Mr. Wrede and seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 78/15.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

September 14, 2015 report was reviewed. No lost time accidents occurred during the month of August. All operations were conducted within permit guidelines during August. Financial results for July, and year to date through July were presented. No checks were received from FEMA or the JIF during August. The EDMUNDS Financial Super Suite 1 is now in use. More work with EDMUNDS is required before the six month audit can be finalized. A meeting is being set up with MCBOA to discuss emergency power. Capital Projects; TWA permits were received for the Jumping Brook and Clay Pit pump station projects. These projects may now be bid at the appropriate time.

Upgrades to the plant and pump station SCADA systems were discussed. Rockwell hardware and software for these projects will be purchased as sole source equipment, and programming will be performed under a professional service contract. The average daily flow during August was 5.68 MGD. The collection crew attended to thirty-eight service calls throughout the month. GPSing of manholes continues in Basins 6,7,8,9,10 and 13.

Basin 6 I&I Project is proceeding smoothly. A project progress meeting was held on August 10th. There was one new subdivision application submitted in August. There was one new connection fee collected in August.

RENEWAL OF MEMBERSHIP:

Res. 79/15 for Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund. It was moved to be adopted by Mr. Wrede and seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 79/15.

AWARD OF CONTRACT:

Res. 80/15 Awarding Contract for "Sludge Thickener Building Roof Replacement Project", with Alternate A, to MTB LLC, for a cost of \$145,200.00. It was moved to be adopted by Mr. Zapcic and seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 80/15.

AWARD of CONTRACT:

Res. 81/15 Awarding Contract for "WWTP Flood Barrier Installation", with Alternate A, to JEV Construction, LLC for a cost of \$209,900.00. It was moved to be adopted by Mr. Rogers and seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede and Mrs. Bouw voted yes. Carried to adopt Res. 81/15.

AWARD OF CONTRACT:

Res. 82/15 Awarding Contract for "WWTP Building Sump Pumps Project" to Sodon's Electric, Inc., 25 West Highland Ave, Atlantic Highlands, NJ 07716 in the amount of \$245,650.00. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 82/15.

AWARD OF CONTRACT:

Res. 83/15 Awarding Contract for Administration Building ADA Modifications" to McCauley Construction Company, Inc. 48 Community Place, Unit C, Long Branch, NJ 07740 in the amount of \$97,000.00. 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. 83/15.

AWARD OF CONTRACT:

Res. 84/15 Hiring Morehouse Engineering, Inc. under a Professional Services Agreement to upgrade the Collection System SCADA System. 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. 84/15.

SOLE SOURCE PURCHASE:

Res. 85/15 Authorizing the Purchase of Allen Bradley-Rockwell Automation SCADA System Software Though Turtle and Hughes, a Sole Source Vendor. 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. 85/15.

HIRING OF SPECIAL COUNSEL:

Res. 86/15 Authorizing Engagement of Special Labor Counsel. It was moved to be adopted by Mrs. Smith & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 86/15.

TAX REIMBURSEMENT RESOLUTION:

Res. 87/15 Approving Tax Reimbursement Resolution for Project Financing. 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. 87/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through June 30, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for September 9, 2015 was reviewed. Communications upgrades to the remaining 10 pump stations are scheduled to be completed in-house by winter. The hardware to complete the installations has been delivered and is currently being configured and installed. Proposals to update and upgrade TOMSA's plant and collection system SCADA systems have been received. Resolutions to purchase hardware, software and professional services are to be accepted at this meeting. Alternate uses for the excess digester gas are being evaluated. One of the options is to utilize it as a source of heat for drying sludge cake. This will reduce sludge cake hauling and disposal costs. TOMSA's safety program documents were gathered and discussed with the risk consultant. Each of these programs will be updated. The plant capital budget was updated for presentation in the Authority 2016 Budget. The annual storm water discharge permit renewal was prepared and submitted to the NJDEP. Preconstruction conferences were attended for two county bridge replacements in Port Monmouth. Coordination with the County's contractors is on-going. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for July 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Zapcic, at 10:06 P.M., 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 Mr. Stokes at 10:09 P.M., to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

PUBLIC SESSION:

Mr. Zapcic motioned & seconded by Mrs. Smith at 10:09 P.M. to go into Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Res. 88/15 to hire clerical person to temporarily fill in for staff person on disability. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 88/15.

Mr. Zapcic motioned, seconded by Mr. Stokes at 10:13 P.M., to close public meeting. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Stokes at 10:13 P.M., to adjourn the meeting. All members agreed.

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