

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

DATE OF MEETING: September 19, 2016

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 3, 2016, The Independent on March 9, 2016 & the Star Ledger on March 3, 2016. 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. Stokes; Mrs. Smith; Mr. Wrede, Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.

Mr. Aveta was absent.

ENGINEER'S SUB-DIVISION REPORT:

Presentation : Civil and Environmental Engineering Inc. on TOMSA Project #424; Carnegie Manor Sub-division.

Mr. Zapcic arrived at 8:04 P.M.

2015 FINAL AUDIT:

Presentation: William A. Meyler, CPA

MINUTES OF REGULAR MEETING:

The minutes of August 15, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Stokes, 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. Wrede. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 77/16 through 80/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 77/16 Approving Payment of Operating Bills in the amount of \$613,889.17.

CONSTRUCTION FUND:

Res. 78/16 Approving Payment of Construction Fund bills in the amount of \$303,557.33.

REVENUE FUND REQ:

Res. 79/16 Approving Revenue Fund req. 9/2016 in the amount of \$838,889.17.

GENERAL FUND:

Res. 80/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$303,557.33.

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. Emory Drive Pump Station Improvements (MSA-156) – Construction is nearing completion and is anticipated to be completed this month and closed out in October.
3. NJEIT Funded Projects (MSA-163) – Work is proceeding and is anticipated or has been completed on the various projects.

The status of the individual projects is as follows:

- A. Sanitary Sewer Aerial Crossings (MSA-132)
Construction has been completed, except for Punch List and close out issues. It is anticipated that outstanding issues should be resolved this month so that the project can be closed out in October.
- B. Administration Building ADA Improvements (MSA-153) – As previously reported, has been completed and was closed out in May.

- C. Sludge Thickener Building Roof Replacement (MSA-157) – As previously reported, construction work was completed and the project was closed out in June.
- D. Building Sump Pumps (MSA-162) – Construction work is nearly completed and it is currently anticipated that the project will be completed this month and closed out in September.
- E. New Power Building (MSA-167) – This project was awarded at the April Board Meeting, contracts were executed and the Pre-construction Meeting with NJDEP/NJEIT took place on June 7, 2016, on which date the Notice to Proceed was issued. Submittals and preparation work is ongoing and the Planning Board approval and Building Department Permits are anticipated to be received shortly, after which construction work should be starting. The project should be completed by June 6, 2017.
- F. WWTP Phase II Improvements (MSA-168) – As previously reported, the preparation process has been ongoing with equipment and materials having been ordered, and preliminary construction work started at the end of June and is proceeding. The project should be completed by February 7, 2017.
- G. Flood Barriers (MSA-170) – Installation of flood barrier frames has been substantially completed. A Punch List has been provided and it is anticipated the project should probably be completed this month and closed out in October.

- H. Raw Sludge Building Improvements (MSA-171) – This project is anticipated to be completed later this month and probably closed out in October.
4. Basin #6 I & I Study (MSA-183) – Based on our meeting with TOMSA to review the draft report and findings, a list of recommended repairs was agreed upon by the Authority. A job meeting is scheduled, at which the Contractor will be advised of work required to be completed. Upon completion of the remediation work, the Report will be finalized and submitted.
5. Compton Creek Effluent Barrier Project (MSA-185) – As previously reported, the wrong materials were delivered and construction was delayed extensively. However, the required materials have now been delivered, but per the Authority's request, construction will not be done until October or November.
6. Jumping Brook PS Project (MSA-177) – Pre-construction meeting was held March 29, 2016 and Notice to Proceed was issued. It is currently anticipated that construction work will be started later this month.
7. Clay Pit PS Project – Pre-construction meeting was held on March 29, 2016 and Notice to Proceed was issued. Construction work was started in June and it is anticipated to be completed by October and close-out in November.

8. Broadway Interceptor Project (MSA-197) – Work was started in April and with the exception of punch list items, has essentially been completed. Regarding the issue with the downstream sewer that appears to have been compromised as a result of construction activities, it is proposed that the existing sewer is scheduled to be lined later this month, by IPR Northeast. It is anticipated the work should be completed this month, or next month.

Partial Payment Request No. 11 in the Amount of \$10,535.98 to Allied Construction Group, Inc. for the Emory Drive Pump Station Modifications Project.

Partial Payment Request No. 2 in the Amount of \$6,762.00 to McCauley Construction Co. Inc. for the WWTP Electrical Power System Upgrade Project.

Partial Payment Request No. 4 in the Amount of \$666.40 to MBE Mark III Electric Inc. for the WWTP Phase II Improvements.

Partial Payment Request No. 7 in the Amount of \$175,414.63 to McCauley Construction Co. Inc. for the Raw Sludge Building Electrical Improvements.

Partial Payment Request No. 3 in the Amount of \$25,999.40 to JEV Construction LLC for the Clay Pit Pump Station Modifications Project.

Change Order #1 for the Clay Pit Modifications Project.

Change Order #1 for the WWTP Electrical Power System Upgrade Project.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

September 13, 2016 report was reviewed. No lost time accidents during the month of August. All operations were conducted within permit guidelines during August. Northeast Remsco has completed installation of new pipelines and manholes. The pipeline beneath the Creek will be grouted and lined during the next month. Financial results for year to date through the end of July were presented.

There was a negotiation meeting with the Union on September 1st. At that meeting, it was determined that both sides are at an impasse and that mediation should be pursued. A formal Notice of Impasse has been filled out and submitted to the Public Employment Relations Commission. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We received an email from Atlantic Highlands stating their position relative to the Wastewater Service Agreement. We have not received a response from Highlands yet. Atlantic Highlands raised some issues that need to be discussed. Brian & I will schedule a meeting with them to discuss these issues. The closing date for the NJEIT Notes was July 14th. Our task now is to provide documentation to the NJEIT after we pay our construction bills each month.

John Smith of EMEX, who brokered our contract for electrical service, is recommending that we go out for a new contract by the end of September, for a start date of June 1, 2017. The Board agreed to this and passed a resolution allowing the Executive Director to enter into a new agreement if the quoted electrical cost came in ten percent less than our present agreement.

Capital projects; Work at the Clay Pit pump station is near completion. Work at the Jumping Brook pump station is starting now. The new force main after the Emory Drive pump station will be put into service soon.

The assistant maintenance supervisor is taking a series of online classes and is preparing to program the new PLC. We need to purchase some hardware and software. This programming knowledge is the same for the plant SCADA system and the belt filter press PLC.

We are continuing with our safety training programs. Lock out Tag Out training was held last week. We need to attend all of these training sessions to cultivate an attitude of safety, but also to achieve the required score in the JIF safety incentive program. The updating of our written programs is ongoing.

The average daily flow during August was 5.76 MGD. The collection crew attended to thirty-five service calls throughout the month. GPSing of manholes continues. The Basin 6 I&I project is substantially complete. The repairs to the collection system have been divided into high, medium and low priority work.

We gave all of the costs to perform this work and have worked through the numbers to determine the maximum amount of work we could perform using the change order analysis.

We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in August. There were no connection fees collected in August. Three employees have set their retirement dates this year. The laboratory position has been advertised.

The Key Indicators report for the third quarter of 2016 will be reviewed at the November meeting.

CLAY PIT PUMP STATION
CHANGE ORDER #1:

Res. 81/16 Authorizing Change Order #1 to the Clay Pit Pump Station Modifications Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 81/16.

WWTP ELECTRICAL POWER SYSTEM
UPGRADE CHANGE ORDER #1:

Res. 82/16 Authorizing Change Order #1 to the WWTP Electrical Power System Upgrade Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 82/16.

GROUP AFFIDAVIT:

Res. 83/16 Certifying that the 2015 Financial Audit has been reviewed by the TOMSA Board. It was moved to be Adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 83/16.

ONLINE ELECTRICITY AUCTION:

Res. 84/16 Authorizing Executive Director to act on behalf of TOMSA with respect to EMEX Energy Auction. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 84/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through July 31, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

Report for September 12, 2016 was reviewed.

The following is a list of major tasks performed and projects I worked on since August 4th.

1. TOMSA responded to a Monmouth County deficiency letter regarding the Broadway Pipe Repair contract and a meeting was held with the County. At this time TOMSA is waiting for a response from Monmouth County.

A contract for the emergency lining of the pipe section under Compton's Creek has been authorized. Construction is expected to start and end during the week of September 19th. The costs associated with the lining are expected to be withheld from funds owed to NE Remsco.

2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. There is coordination on-going between EIT and FEMA funding sources.
3. Coordination with the various contractors continues on a daily basis to minimize interruption to Authority activities.
4. The County has provided a plan to relocate the sanitary sewer in conflict with the bridge replacement on Cherry Tree Farm Road. A meeting was held on August 22, 2016. TOMSA is waiting for a response on the proposed design from the County.
5. The new two year polymer supply and delivery contract is in place. Comments on the sodium hypochlorite contract documents were sent to the bidder and TOMSA is waiting revised documents.

6. An odor control system similar to that recently installed at the Emory Drive Pump Station is being considered for the Fairview Pump Station. Design information was collected and sent to the system manufacturer. The manufacturer will be submitting a proposal for consideration.
7. Maser completed the TVSS Failure Study Report. The conclusion is that the cause of the failure is likely a loose neutral. Preparations are being made to look for the loose neutral and then follow-up with a load bank test. The report also made recommendations for upgrading over voltage protection throughout the plant.
8. Three quotes were requested and received for digitizing sewer applications and easement documentation. Once digitized, the documents will be added to the GIS system for easy access.
9. A policy for deploying flood barriers ahead of a storm was formalized.
10. Highlands and Atlantic Highlands are still reviewing TOMSA's comments on the proposed service agreement.
11. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 76% and 54%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for August 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC MEETING:

Mr. Stokes motioned, seconded by Mr. Zapcic at 9:44 P.M. to close public meeting. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Zapcic at 9:44 P.M., to adjourn the meeting. All members agreed.

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