

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

DATE OF MEETING: September 17, 2018

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 7:30 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. Zapcic Mr. Rogers & 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.; Bryan Hrycyk, Superintendent & John Van Dorpe, Engineer. Mr. George Nole & Mr. Ciparis were absent.

MINUTES OF REGULAR MEETING:

The minutes of August 20, 2018 were 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.

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, Mrs. Smith, Mr. Rogers, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 63/18 through 66/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 63/18 Approving Payment of Operating Bills in the amount of \$602,271.91.

CONSTRUCTION FUND:

Res. 64/18 Approving Payment of Construction Fund bills in the amount of \$3,570.02.

REVENUE FUND REQ:

Res. 65/18 Approving Revenue Fund req. 9/2018 in the amount of \$827,271.91.

GENERAL FUND:

Res. 66/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$3,570.02.

Mr. Aveta arrived at 8:05 P.M.

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 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. Various Construction/Extension Projects

ENGINEER'S SUB-DIVISION REPORT:

Res. 67/18 Approval of Final Application #448, Oak Hollow at Middletown, C/O Roger Mumford Homes, LLC, 247 Bridge Ave., Suite 5, Red Bank, NJ 07701. It was moved to be adopted by Mr. Aveta & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 67/18.

Res. 68/18 Approval of Final Application #415, Bamm Hollow Estates, Phase IV North & Phase II South, Toll NJ III, LP, 100 Willow Brook Road, Suite 200, Freehold, NJ 07728. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 68/18.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

September 11, 2018 report was reviewed. There were no lost time accidents during the month of August. All operations were conducted within permit guidelines during August. Financial results for year to date through the end of July 2018 were presented.

Two percent cap update: The Department of Community Affairs notified the AEA and said 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.

No progress has been made on the subject of the Sewer Service Agreements with Atlantic Highlands & Highlands.

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.

Capital projects: All of the eight capital projects have been completed.

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 has been approved and the design work has begun. The Basin 13 I&I project was approved.

The remaining projects are being reviewed relative to the Five-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 August was 7.07 MGD. The collection crew attended to forty (40) calls throughout the month. The number of service calls requiring clearing of blockages was ten (10). There were five pump

station related calls, two odor complaints, and one work order given to the maintenance department.

There were two new subdivision applications submitted during August; Oak Hollow at Middletown and Guttenplan's Warehouse Addition. There were no new connection fees collected in August.

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

RENEWAL OF MEMBERSHIP:

Res. 69/18 for Renewal of Membership in the New Jersey Utility Authorities Joint Insurance Fund. It was moved to be adopted by Mr. Aveta & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 69/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through July 31, 2018 was reviewed.

STAFF ENGINEER'S REPORT:

Report for September 6, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since August 9th.

1. A meeting was held with a company called Pure Technologies. They offer remote location and non-destructive structural evaluations of force mains through the use of sensors that travel inside a force main. The structural evaluation provides enough detail to identify specific sections of pipe that have (or don't have) significant defects. This leads to addressing specific sections of pipe rather than replacing an entire force main. Given

the age of the majority of the Authority's force mains (up to 45 years) and in some cases, their location on sensitive land (i.e. parks, main roads, water bodies), the ability to evaluate and address defects prior to failure has the potential to save significant money and maintain a high level of service. Pure Technologies will be submitting a proposal.

2. The 5-year capital plan is being extended to 10 years. Budgetary estimates for additional capital projects were prepared and the text of the report was updated accordingly. A draft plan has been circulated internally and will be revised as appropriate prior to distribution to the Board.
3. At the last Board Meeting, the Board expressed concern about the ability of Monmouth County to honor a vehicle fueling shared services agreement during an emergency. The county was contacted about the topic and advised the following:
 - a. That they have not prioritized who is allowed to use the facilities during emergencies.
 - b. Keeping the fueling stations stocked and operational has not been an issue during emergencies.

The proposed shared services agreement provided by the County was reviewed for language that defined a party's obligation to the other. The following two clauses were found:

a. No obligation by Local Government Entity.

The Local Government Entity is under no obligation to purchase any commodities offered by the County.

- b. No Obligation by County.** The County is under no obligation to provide a commodity requested by the Local Government Entity if the County is not then in a position to honor the request.

Past history suggests that emergencies will not interrupt the ability or willingness of the County to provide fueling services.

4. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 91% and 77%, respectively, of the proposed flow limits.

MAINTENANCE DEPT. :

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

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Aveta at 8:54 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 9:35 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

PUBLIC SESSION:

Mr. Zapcic motioned, seconded by Mr. Rogers at 9:35 P.M. to go into Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Res. 70/18 Authorizing payment to Richard Leahey, Esq. for Legal Services during month of August 2018. 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. 70/18.

Mr. Zapcic motioned, seconded by Mrs. Smith at 9:41 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 Mrs. Smith at 9:41 P.M., to adjourn the meeting. All members agreed.