

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

DATE OF MEETING: October 17, 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. Aveta; 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; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.
Mr. Zapcic & Mr. Meyler were absent.

MINUTES OF REGULAR MEETING:

The minutes of September 19, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, 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 Mr. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 85/16 through 88/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 85/16 Approving Payment of Operating Bills in the amount of \$401,179.94.

CONSTRUCTION FUND:

Res. 86/16 Approving Payment of Construction Fund bills in the amount of \$133,014.26.

REVENUE FUND REQ:

Res. 87/16 Approving Revenue Fund req. 10/2016 in the amount of \$626,179.94.

GENERAL FUND:

Res. 88/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$133,014.26.

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 November.

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. Outstanding issues have been resolved, and the project can be closed out this month.

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 November.

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 on-going 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 November.
- H. Raw Sludge Building Improvements (MSA-171) – This project is anticipated to be completed later this month and probably closed out in November.
- 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, and a job meeting is being 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 be started later this month and should be

completed in November.

6. Jumping Brook PS Project (MSA-177) – Pre-construction meeting was held March 29, 2016 and Notice to Proceed was issued. The shop drawing process has been on-going and equipment and material orders have been placed. It is currently anticipated that construction work will be started within the next few weeks.

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, assuming the issue with one (1) of the pumps tripping out is resolved.

8. Broadway Interceptor Project (MSA-197) – Work was started in April and with the exception of one punch list item, has essentially been completed. The existing downstream section of sewer was lined at the end of September, by IPR Northeast and the project should be closed-out next month.

Partial Payment Request No. 8 in the Amount of \$17,3242.68 to McCauley Construction Co. Inc. for the Raw Sludge Building Electrical Improvements Project.

Partial Payment Request No. 5 in the Amount of \$793.80 to MBE Mark III Electric Inc. for the WWTP Phase II Improvements Project.

Partial Payment Request No. 3 in the Amount of \$49,588.00 to McCauley Construction Co. Inc. for the WWTP Electrical Power System Upgrade Project.

Partial Payment Request No. 4 in the Amount of \$17,672.28 to Montana Construction Inc. for the Sanitary Sewer Aerial Crossing Repairs Project.

Change Order #2 for the Raw Sludge Building Electrical Improvement Project.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Wrede at 8:24 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made at appropriate time. Mr. Stokes motioned, seconded by Mr. Aveta at 8:34 P.M. to come out of Executive Session. On roll call Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

October 11, 2016 report was reviewed. No lost time accidents during the month of September. All operations were conducted within permit guidelines during September. Northeast Remsco has completed installation of the new pipelines and manholes. The pipeline beneath the Creek will be grouted and lined. Financial results for year to date through the end of August were presented.

Both management and the union have filed formal Notices of Impasse with the Public Employees Relation Commission (PERC). The first session with the mediator is set for Thursday, November 17th at 10 A.M. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. The staff had a meeting with representatives of Highlands and Atlantic Highlands to discuss their remaining issues relative to the wastewater agreements. 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.

On September 22nd, John Smith of EMEX, conducted a reverse auction to provide

electric services for a two year period beginning June 1, 2017. As discussed at the September Board meeting, an agreement could be brokered if the cost achieved in the auction was 10% less than the current electric cost. The cost achieved in the auction was 10.16% less than the current cost and the agreement was executed. The new cost is \$0.07088 kWh, which is \$0.00802 less than the present cost of \$0.0789 kWh.

Capital projects; Work at the Clay Pit pump station is substantially complete. Work at the Jumping Brook pump station has begun. The new force main after the Emory Drive pump station has been put into service.

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. The updating of our written programs is ongoing.

The average daily flow during September was 5.63 MGD. The collection crew attended to seventeen service calls throughout the month. GPSing of manholes continues. The Basin 6 I&I project is substantially complete. The maximum amount of work that can be performed using the change order allowance will be performed. This work can now proceed.

We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in September. There were 2.3 connection fees collected in September. Three employees have set their retirement dates this year and one employee

has set his retirement date for next year. The laboratory position has been advertised.

Brian Rischman and I attended a half day seminar on Labor Negotiations-Collective Negotiations, Chapter 78 and the Cadillac Tax, Sponsored by the New Jersey Department of Community Affairs.

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

2017 OPERATING BUDGET
INTRODUCTION:

Res. 89/16 Authorizing Introductions of 2017 Operating Budget, to be forwarded to N.J. Division of Local Government Services for review. It was moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 89/16.

MEDICAL BENEFITS TRUST FUND:

Res. 90/16 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund, it was tabled for next month's meeting.

FLOOD RESERVE TRUST FUND:

Res. 91/16 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund, it was tabled for next month's meeting.

RAW SLUDGE BUILDING
CHANGE ORDER NO.2:

Res. 92/16 Authorizing Change Order No. 2 to the Raw Sludge Building Electrical Improvement Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 84/16.

STATE HEALTH BENEFITS
PROGRAM INCENTIVE PROGRAM:

Res. 93/16 Authorizing TOMSA to Participate in a State Health Benefits Program Incentive Program. It was moved to be adopted by Mr. Stokes and seconded by

Mr. Aveta. On roll call, Mr. Rogers voted no, Mrs. Smith voted no, Mr. Wrede voted no, Mr. Stokes voted no & Mrs. Bouw voted no. This Resolution, provided by the State, would require a significant payment by the Authority to employees to induce them to modify their existing State Health Benefit Plan without the occurrence of any reciprocal cost savings to the Authority.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through August 31, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

Report for October 6, 2016 was reviewed.

The following is a list of major tasks performed and projects I worked on since September 12th.

1. The contract for the emergency lining of the pipe section under Compton's Creek was successfully completed on September 29th. The costs associated with the lining are expected to be withheld from funds owed to NE Remsco. The Broadway by-pass operation was demobilized on September 30th.

The County has issued a revised deficiency letter to be addressed by NE Remsco. This work will be scheduled shortly.

2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. The EIT provided a letter outlining their concerns about funding projects with both EIT and FEMA grants. A formal request to the NJ Office of Emergency Management (NJOEM), who administers FEMA grants, was prepared and sent requesting confirmation that projects can be funded with both FEMA and EIT grants.
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.
6. In response to the plant upset caused by the midge flies, methods to reduce the severity of the upset and avoid future upsets were investigated. The NJDEP Department of Fish and Wildlife was contacted about stocking the secondary clarifiers with larva eating fish. A permit to stock the clarifiers with fathead minnows was obtained although the decision to not stock was made after receipt. Next spring, the intention is to stock the clarifiers to reduce larva populations. Bug zappers were purchased and deployed. Different types of chemical treatments were researched and dosing requirements were determined. Eventually about 400 gallons of larvacide was dosed over two applications.
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. Quotes for the hardware are being gathered and the work is expected to be completed in-house.
8. Three quotes were requested and received for digitizing sewer applications and easement documentation. Scanning is expected to be complete by Thanksgiving.
9. The 2008 Series Bond Bank Trustee report was prepared and sent.

10. Assistance to prepare the draft 2017 Authority Budget was provided. The previously prepared financial projections will be revised and updated.
11. The Emory Drive Force Main Extension installed as part of the Bamm Hollow development was activated. Flow from the Emory Drive Pump Station is now discharged downstream of Jumping Brook Pump Station rather than to the pump station.
12. A meeting with Highlands and Atlantic Highlands regarding the proposed service agreement is scheduled for October 14th.
13. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 51%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for September 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Rogers at 9:12 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. Stokes motioned, seconded by Mr. Wrede at 9:22 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.

Mr. Wrede motioned, seconded by Mr. Rogers at 9:22 P.M. to close Public meeting. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Wrede motioned, seconded by Mr.

Rogers at 9:22 P.M., to adjourn the meeting.
All members agreed.

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