

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

DATE OF MEETING: October 19, 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. Zapcic; 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.

NJEIT BONDING:

Presentation by John Draikiwicz, Esq.

SIX MONTH AUDIT REPORT:

Presentation by William A. Meyler, C.P.A.

MINUTES OF REGULAR MEETING:

The minutes of September 21, 2015 were moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Zapcic, 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 Mr. Rogers & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 89/15 through 92/15.

**TREASURER'S REPORT:**

OPERATING BILLS:

Res. 89/15 Approving Payment of Operating Bills in the amount of \$351,559.39.

CONSTRUCTION FUND:

Res. 90/15 Approving Payment of Construction Fund bills in the amount of \$54,381.74.

REVENUE FUND REQ:

Res. 91/15 Approving Revenue Fund req. 10/2015 in the amount of \$576,559.39.

GENERAL FUND:

Res. 92/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$54,381.74.

## **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 - Paving work was started last week with inspection being handled by Maser.

Emory Drive Pump Station Improvements As reported at the September Board Meeting, it is now anticipated that construction should begin in November and should be completed by the end of January 2016.

NJEIT Funded Projects – Projects, with the exception of the New Power Building, have been advertised for bid, and in four (4) cases bids were received and projects were awarded at the September Board Meeting.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

Advertised for bid 8/24/15 with bids being received 9/29/15 and currently being reviewed.

B. Administration Building ADA Improvements (MSA-153)

Advertised for bid 8/17/15 with bids being received 9/9/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts are currently being prepared.

- C. Sludge Thickener Building Roof Replacement (MSA-157)  
Advertised for bid 8/17/15 with bids being received 9/3/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts are currently being prepared.
- D. Building Sump Pumps (MSA-162)  
Advertised for bid 8/17/15 with bids being received 9/9/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts are currently being prepared.
- 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 10/15/15. 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 received 10/8/15.
- G. Flood Barriers (MSA-170)  
Advertised for bid 8/17/15 with bids being received 9/3/15, and conditionally awarded by TOMSA 9/21/15. Award was approved by NJEIT on 9/29/15 and contracts are currently being prepared.
- H. Raw Sludge Building Improvements (MSA-171)  
Advertised for bid 8/24/15 with bids received 10/8/15.

Hypochlorite Tank Replacement Project – As previously reported, shop drawings have been approved, and the tanks have been ordered. It is anticipated that delivery should be later this month with installation to follow.

Basin #6 I&I Study - Cleaning and TV Inspection work was begun in mid-June and continues to progress well, being 85% complete. Also, Maser has completed over 85% 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 – The Preconstruction Meeting was held on September 9, 2015. We are currently awaiting a construction schedule and shop drawing submittals for review and approvals.

Jumping Brook PS Project – The TWA Application was approved on September 15, 2015. It is currently anticipated that this project will be bid in October or November, and awarded in December.

Clay Pit PS Project – The TWA Application was approved on September 15, 2015. It is currently anticipated that this project will be bid in October or November, and awarded in December.

**ENGINEER'S SUB-DIVISION REPORT:**

None

## EXECUTIVE DIRECTOR'S REPORT:

### MONTHLY STATUS REPORT:

October 9, 2015 report was reviewed. No lost time accidents occurred during the month of September. All operations were conducted within permit guidelines during September. Financial results for August, and year to date through August were presented. No checks were received from FEMA or the JIF during September. The six month audit was prepared through the EDMUNDS Financial Program. There was a meeting with EDMUNDS to address the problem of the interface between the financial and utility billing modules. A meeting was held with MCBOA to discuss emergency power alternatives. Capital Projects; TWA permits were received for the Jumping Brook and Clay Pit pump station projects. These projects may now be bid.

Rockwell hardware and software has been purchased for the plant and pump station SCADA upgrade projects. The first of the four main pumps has been rebuilt. A new hydraulic press has been purchased. We have met with the Army Corps of Engineers on two occasions to discuss the proposed Port Monmouth Flood Wall and its potential impact on TOMSA pipelines that cross Port Monmouth. The average daily flow during September was 5.65 MGD. The collection crew attended to twenty-four 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 10<sup>th</sup>. There were no new subdivision applications submitted in September. There was one new connection fee collected in September.

AWARD OF CONTRACT:

Res. 93/15 Awarding Contract for "Sanitary Sewer Aerial Crossing Repairs", to MONTANA CONSTRUCTION for a cost of \$871,111.00. It was moved to be adopted by Mr. Wrede and seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 93/15.

AWARD of CONTRACT:

Res. 94/15 Awarding Contract for "WWTP PHASE II IMPROVEMENTS", to MBE MARK III for a cost of \$532,827.00. It was moved to be adopted by Mr. Zapcic and seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede and Mrs. Bouw voted yes. Carried to adopt Res. 94/15.

AWARD OF CONTRACT:

Res. 95/15 Awarding Contract for "RAW SLUDGE BUILDING ELECTRICAL IMPROVEMENT" to MCCAULEY CONSTRUCTION, INC. for a cost of \$580,000.00. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 95/15.

2016 OPERATING BUDGET

INTRODUCTION:

Res. 96/15 Authorizing Introduction of 2016 Operating Budget, to be forwarded to N.J. Division of Local Government Services for review. 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. 96/15.

MEDICAL BENEFITS TRUST FUND:

Res. 97/15 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Rogers, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 97/15.

FLOOD RESERVE TRUST FUND:

Res. 98/15 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund. 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. 98/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through July 30, 2015 was reviewed.



**STAFF ENGINEER'S REPORT:**

October 2015 report was reviewed. Communications upgrades to the remaining ten 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. Preliminary work to update and upgrade the Authority's collection and plant SCADA systems has started. Computer hardware has been ordered and delivered. Conversations with various vendors for the replacement of out-of-date process control hardware in the plant are on-going. 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. Documents for the polymer supply contract were received and reviewed. TOMSA's safety program documents were gathered and discussed with the risk consultant. Each of these programs will be updated. We have been cooperating with the County and their contractors for the replacement of two bridges in Port Monmouth. This is requiring coordination and site visits. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for August 2015 were reviewed.

**PUBLIC COMMENTS:**

There were no public comments.

Mrs. Smith motioned, seconded by Mr. Wrede at 10:05 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, Mrs. Smith motioned, seconded by Mr. Wrede at 10:05 P.M., to adjourn the meeting. All members agreed.

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