

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

DATE OF MEETING: August 17, 2015

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 July 30, 2015 & The Independent on July 30, 2015. 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; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.
Mr. Zapcic, Mr. Ostrander & Mr. Hrycyk were absent.

PLANT TOUR:

Tour of Treatment Plant for Board Commissioners.

MINUTES OF REGULAR MEETING:

The minutes of July 20, 2015 were moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Stokes, 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. Stokes & seconded by Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 68/15 through 71/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 68/15 Approving Payment of Operating Bills in the amount of \$726,296.86.

CONSTRUCTION FUND:

Res. 69/15 Approving Payment of Construction Fund bills in the amount of \$159,399.69.

REVENUE FUND REQ:

Res. 70/15 Approving Revenue Fund req. 8/2015 in the amount of \$951,296.86.

GENERAL FUND:

Res. 71/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$159,399.69.

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. Pump Station Emergency Facilities Evaluation - As previously reported, NJNG has now completed installations at all selected Pump Stations and generators are being converted to natural gas by TOMSA.

Pump Station Susceptibility to Flooding Evaluation – As previously reported, relevant projects were included in the NJEIT Funding Program for which approval is still pending. Emory Drive Pump Station Force Main - Construction work has essentially been completed, with the exception of final paving.

Discussions with the Township on final paving requirements and cost sharing are being handled by Toll Brothers and Lucas Construction.

Emory Drive Pump Station Improvements As previously reported, it is currently anticipated that construction should begin September 1st and be completed by the end of the year.

NJEIT Funded Projects - During the past month, we have continued to tie-up loose ends to finally obtain DEP and NJEIT approvals and authorizations to bid. Updated plans and specifications for all projects were submitted on June 17th, but additional comments and requirements were subsequently received, which have been addressed and resubmitted.

As previously reported, we have discussed and formulated a bidding schedule for the various projects over the next three (3) months or so.

Hypochlorite Tank Replacement Project – Revised shop drawings have been approved, and the tanks have been ordered. It is anticipated that delivery will take several months.

Basin #6 I&I Study - Cleaning and TV Inspection work began in mid-June and continues to progress well. Maser has completed over 80% of the 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. Contracts have been prepared and are anticipated to be executed shortly, after which the Preconstruction Meeting will be scheduled.

Jumping Brook PS Project – Design has essentially been completed and it is anticipated that the TWA Applications will be submitted within a week.

Clay Pit PS Project – Design has essentially been completed and it is anticipated that the TWA Applications will be submitted within a week.

Partial Payment Request No. 1 in the Amount of \$47,370.75 for Basin 6 I&I Project

Documentation is included for payment at this meeting.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

August 10, 2015 report was reviewed. An employee had a hernia operation on August 13th after an on the job injury. This will become a lost time accident in September. All operations were conducted within permit guidelines during July. Financial results for June, and year to date through June were presented. No checks were received from FEMA or the JIF during July. The EDMUNDS Financial Super Suite 1 is now in use. Preparations for the six month audit have shown that our system as set up is not in full compliance with GAAP accounting. EDMUNDS has been working with TOMSA staff to complete this transition.

MCBOA responded to TOMSA's request for a letter detailing their options relative to emergency power. TOMSA will request a meeting time with MCBOA to discuss this item. Capital projects; TOMSA reviewed the design of the Clay Pit and Jumping Brook pump stations and provided comments to Maser. Maser submitted these projects to the NJDEP for approval. Repair of the two sewer lines on Fairfield Avenue in Leonardo was discussed.

Replacement of the four main pumps at the treatment plant, and the Swimming River and Meadowview pump stations was also discussed as possible capital projects. The average daily flow during July was 5.99 MGD. The collection crew attended to twenty-six 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 were no new subdivision applications submitted during July. There were two (2) new connection fees collected in July.

Mr. Rogers arrived at 8:40 P.M.

KEY INDICATORS PRESENTATION:

Review Key Indicators 2nd Quarter 2015

AWARD OF CONTRACT:

Res. 66/15 Awarding Contract for "Supply And Delivery of Polymer" to Atlantic Coast Polymers, Inc. for \$1.615/LB for a One Year Period. It was moved to be adopted by Mr. Stokes and seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 66/15.

BID THRESHOLD INCREASE:

Res. 72/15 Authorizing an Adjustment to the Bid Threshold pursuant to the Local Local Public Contracts Law. It was moved to be adopted by Mr. Stokes and seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede and Mrs. Bouw voted yes. Carried to adopt Res. 72/15.

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 August 6, 2015 was reviewed. Communications upgrades to the remaining 10 pump stations are scheduled to be completed in-house by end of the year. The US Army Corps of Engineers provided updated plans for flood protection in Port Monmouth. A number of conflicts were identified between TOMSA's infrastructure and proposed improvements. A meeting was held to discuss the issues. Proposals to update and upgrade TOMSA's plant and collection system SCADA systems have been received and are under review. The ERB advised that they are unable to fund the co-gen project because it fails to meet HUD's "lender of last resort" requirement. This option for funding the co-gen project is no longer open to TOMSA. A response to the State's comments to the Authority's grant application for flood proofing the McClee's Pump Station is being prepared. This project proposes the installation of flood barriers and elevation of a diesel storage tank. Plans for improvements to the Clay Pit and Jumping Brook Pump Stations were reviewed, and comments sent to Maser. The manual for the accounting system has been finalized.

Preliminary investigations into the addition of a cake drying process are being made. This would allow us to utilize excess digester gas to dry solids and reduce trucking costs. TOMSA's safety programs are gathered. A meeting is scheduled with our insurance risk advisor to discuss updating and expanding the programs, as needed, to meet current requirements. 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 Mrs. Smith, at 9:40 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 Mrs. Smith at 9:55 P.M., to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.