

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

DATE OF MEETING: August 18, 2016

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 7:34 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 The Two River Times on July 28, 2016 & The Independent on July 28, 2016. 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. Wrede, Mr. Stokes, Mrs. Smith, Mr. Aveta, & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; William Meyler, Accountant; & John Van Dorpe, Engineer.  
Mr. Rogers was absent.

Mr. Richard Leahey arrived at 7:40 PM.  
Mr. Zapcic arrived at 7:45 P.M.

PLANT TOUR:

Tour of Treatment Plant for Board Commissioners

6 MONTH AUDIT REPORT:

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

MINUTES OF REGULAR MEETING:

The minutes of July 18, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Aveda. On roll call, Mr. Zapcic, Mr. Wrede, Mrs. Smith, Mr. Stokes 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 Mrs. Smith & seconded by Mr. Stokes. On roll call, Mr. Stokes, Mr. Zapcic, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 71/16 through 74/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 71/16 Approving Payment of Operating Bills in the amount of \$412,709.86.

CONSTRUCTION FUND:

Res. 72/16 Approving Payment of Construction Fund bills in the amount of \$424,233.22.

REVENUE FUND REQ:

Res. 73/16 Approving Revenue Fund req. 8/2016 in the amount of \$637,709.86.

GENERAL FUND:

Res. 74/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$424,233.22.

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.

3. NJEIT Funded Projects (MSA-163)– Work is proceeding 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 work 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 September.

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 Preconstruction 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. 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 end of June. 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 by October.

H. Raw Sludge Building Improvements (MSA-171)  
The project is anticipated to be completed after the MCC equipment has been delivered later this month and probably closed out by October.

4. Basin #6 I&I Study (MSA-183) – Based on our meeting with TOMSA to review the draft report and findings, the list of recommended repairs agreed upon is being prioritized, and after the Authority makes a final decision, 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, it is anticipated that the required materials will be delivered this week, after which construction will begin and should be completed later this month or in September.

6. Jumping Brook PS Project (MSA-177)  
A pre-construction meeting was held on 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 in September.

7. Clay Pit PS Project (MSA-178) – A Pre-construction meeting was held on March 29, 2016 and Notice to Proceed was issued. Construction work was started in June and is anticipated to be completed this month.

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 be lined. It is anticipated that work should be completed this month or next month.

9. Annual Emergency Service Repair (MSA-200) and TV Inspection and Cleaning (MSA-201) – Two (2) year service contracts for Emergency Repairs and for TV Inspection and Cleaning Work were awarded at the June Board Meeting. Contracts have been executed with J. Fletcher Creamer & Son, Inc., and Oswald

Enterprises, Inc., the respective low bidders.

PARTIAL PAYMENT REQUEST NO. 10  
IN THE AMOUNT OF \$20,520.22 to  
ALLIED CONSTRUCTION GROUP for  
the EMORY DRIVE PUMP STATION  
MODIFICATIONS PROJECT.

PARTIAL PAYMENT REQUEST NO. 6  
IN THE AMOUNT OF \$8,567.05 to  
MCCAULEY CONSTRUCTION  
COMPANY, INC. for the RAW SLUDGE  
BUILDING ELECTRICAL  
IMPROVEMENTS PROJECT.

PARTIAL PAYMENT REQUEST NO. 2  
IN THE AMOUNT OF \$176,669.50 to JEV  
CONSTRUCTION LLC for the CLAY PIT  
PUMP STATION MODIFICATIONS  
PROJECT.

PARTIAL PAYMENT REQUEST NO. 3  
IN THE AMOUNT OF \$114,444.40 to  
MBE MARK III ELECTRIC, INC. for the  
WWTP PHASE II IMPROVEMENTS  
PROJECT.

CHANGE ORDER #1 FOR THE  
ADMINISTRATIVE BUILDING  
MODIFICATIONS PROJECT.

CHANGE ORDER #1 FOR THE RAW  
SLUDGE BUILDING ELECTRICAL  
IMPROVEMENTS PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

August 9, 2016 report was reviewed. No lost time accidents occurred during month of July. All operations were conducted within permit guidelines during July. Northeast Remsco has completed installation of the new pipelines and manholes. There is a plan to repair the leak in the pipeline beneath the creek. This pipeline will be grouted and lined during the next month. The field work for the investigation into the cause of the electrical fire has been completed. The results of the study should be available soon. Financial results for year to date through the end of June were presented. There was a negotiation meeting with the Union on July 21<sup>st</sup>. Management presented a counter-proposal to the union's proposal. A follow-up meeting has not been set up yet. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We received a request from Highlands and Atlantic Highlands for a meeting to discuss those items where we still differ regarding the waste water treatment agreements. The closing date for the NJEIT Notes was July 14. Our task now is to provide documentation to the NJEIT after we pay our construction bills each month.

Capital Projects; Work at the Clay Pit pump station is near completion. Work at the Jumping Brook pump station is not scheduled to begin until mid-September. The four main pumps have now been completely rebuilt. Work is continuing to rebuild the spare pump. The new pump station SCADA system is fully in use. The upgrade of the plant SCADA system is next. Investigation is also proceeding for upgrading the belt filter press PLC and rewriting the software that controls the operation of the PLC. The

assistant maintenance supervisor has attended a class about programming new Allen Bradley PLC's and is planning to attempt to program the new equipment himself. We need to purchase some hardware and software, but time is also needed to learn the ladder logic of the present program.

Last month, we completed the 2016 Right to Know Survey and also the semi-annual JIF Incentive Program Self-Assessment Report. This month we began with a Loss Control Inspection by the JIF. The purpose of this inspection was to inspect the plant for any safety violations, and to review the PEOSHA required written programs. This inspection is meant to warn us of any potential violations so that they can be corrected prior to any PEOSHA inspections. This was followed by an inspection of our above-ground and underground storage tanks conducted by the JIF. This inspection went well, and was followed up by a real inspection of our tanks the next day by the NJDEP. That inspection went well. Our fire system also had its annual inspection during July.

The average daily flow during July was 6.12 MGD. The collection crew attended to thirty-three 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 have 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 July. Two employees have set their retirement dates this year. Our donated time program is being used to help an employee whose spouse passed away.



KEY INDICATORS PRESENTATION:

Review Key Indicators 2<sup>nd</sup> Quarter 2016

ADMINISTRATION BUILDING  
CHANGE ORDER #1

Res. 75/16 Authorizing Change Order #1 to the Administration Buildings Modifications Project. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Stokes, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 75/16.

RAW SLUDGE BUILDING  
CHANGE ORDER #1:

Res. 76/16 Authorizing Change Order #1 to the Raw Sludge Building Electrical Improvements Projects. It was 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. Carried to adopt Res. 76/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through June 30, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

August 4, 2016 report was reviewed.

1. Monmouth County has provided a deficiency letter regarding the Broadway Emergency Pipe Repair contract. Northeast Remsco has provided a response. A letter to the County has been prepared and is under review.

A contract for the emergency lining of the pipe section under Compton's Creek has been authorized. The contract amount is \$69,325.00. The lining should be completed by the end of September.

2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. The EIT notes closed in mid-July. The EIT has approved the first disbursement of 1.9M. A second request for approximately \$775,000 has been submitted and is under DEP/EIT review.
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 will be scheduled for mid-August to discuss the plan.
5. Contracts have been prepared and sent for the chemical supply and delivery contracts awarded at the July meeting.
6. Bamm Hollow Pump Station was added to the asset management system. Clay Pit and Emory Drive Pump Station entries into the system will be updated and revised once construction is complete.
7. The annual storm water permit certification was prepared and submitted to NJDEP.
8. Over the last 6 months, New Jersey American Water (NJAW) has been in sporadic contract with TOMSA in connecting the Swimming River Treatment Plant (WTP) plant domestic water discharge. The site is located in Colts Neck on Swimming River Road, on the south side of the river. There are two obstacles beyond the typical application process. First, the property is located outside the sewer service area. NJAW is in contact with Monmouth County about this

item. Second, is the identification and pursuit of upgrades (if needed) to TOMSA facilities to accommodate the connection.

9. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 79% and 56%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for June 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Zapcic motioned, seconded by Mr. Stokes at 9:32 P.M. to go into Executive Session. On roll call, Mr. Stokes, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Aveta at 9:56 P.M. to come out of Executive Session. On roll call, Mr. Stokes, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Aveta at 9:56 P.M. to close Public Session. On roll call, Mr. Stokes, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mr. Wrede at 9:56 P.M., to adjourn the meeting. All members agreed.