

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

DATE OF MEETING: February 21, 2017

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. Rogers; Mrs. Smith; Mr. Wrede, Mr. Zapcic & Mrs. Bouw. Mr. Stokes tried to call in. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; Richard Leahey, Jr., Esq., Counselor; & John Van Dorpe, Engineer. Mr. Meyler & Mr. Nole were absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 11/17 Appointment of Chantal Bouw as Chairperson. 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. 11/17.

APPOINTMENT OF  
VICE CHAIRPERSON:

Res. 12/17 Appointment of Emil Wrede as Vice Chairperson. It was moved to be adopted by Mrs. Bouw & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 12/17.

APPOINTMENT OF  
SECRETARY/TREASURER:

Res. 13/17 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

APPOINTMENT OF AUDITOR:

Res. 14/17 Appointment of Mr. William Meyler, C.P.A. as Auditor. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 14/17.

APPOINTMENT OF ENGINEER:

Res. 15/17 Appointment of John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mrs. Smith &

seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 15/17.

Mr. Aveta arrived at 8:12 P.M.

APPOINTMENT OF ATTORNEY:

Res. 16/17 Appointment of Richard C. Leahey Jr. as Attorney. 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. 16/17.

OFFICIAL DEPOSITORIES:

Res. 17/17 Designating Valley National Bank and Two Rivers Community Bank as Official Depositories. It was moved to be adopted by Mrs. Smith & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 17/17.

Mr. Stokes arrived at 8:15 P.M. (conf call)

OFFICIAL NEWSPAPERS:

Res. 18/17 Designating the Two River Times, The Star Ledger & The Independent as Official Newspapers. It was moved to be adopted by Mr. Zapcic & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 18/17.

FISCAL YEAR:

Res. 19/17 Approving 1/1/17 Through 12/31/17 as Fiscal Year of the Authority. 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. 19/17.

**MEMBERS SALARY:**

Res. 20/17 Approving Annual Salary of Chairperson and Members. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 20/17.

**MEETING DATES:**

Res. 21/17 Approving Regular Meeting Dates from March 2017 to February 27, 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. 21/17.

**MINUTES OF REGULAR MEETING:**

The minutes of January 17, 2017 were moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Zapcic, Mrs. Smith, Mr. Rogers, Mr. Wrede & 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. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 22/17 through 25/17.

**TREASURER'S REPORT:**

OPERATING BILLS:

Res. 22/17 Approving Payment of Operating Bills in the amount of \$427,506.65.

CONSTRUCTION FUND:

Res. 23/17 Approving Payment of Construction Fund bills in the amount of \$285,114.05.

REVENUE FUND REQ:

Res. 24/17 Approving Revenue Fund req. 2/2017 in the amount of \$652,506.65.

GENERAL FUND:

Res. 25/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$285,114.05.

**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. 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)

Outstanding issues were resolved and the project was closed out in October.

B. Administration Building ADA Improvements (MSA-153) – As previously reported, this project has been completed and was closed out in May.

C. Sludge Thickener Building Roof Replacement (MSA-157) – As previously reported, this project was completed and the project was closed out in June.

D. Building Sump Pumps (MSA-162) – Construction work has been completed, tested, approved and was closed-out in January.

E. New Power Building (MSA-167) – Construction work is proceeding and is anticipated to be completed by August 2017.

F. WWTP Phase II Improvements (MSA-168) – All necessary equipment and materials have been received and preliminary construction work was started at the end of June. However, due to some settling issues, TOMSA has delayed the start of construction, which is now planned to resume the end of March and be completed by early July.

G. Flood Barriers (MSA-170) – Installation of flood barriers has been completed and was closed-out in January.

H. Raw Sludge Building Improvements (MSA-171) – Construction work has been completed and was closed-out in January.

3. 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 has been agreed upon by the Authority. The Contractor has substantially completed grouting work and is anticipated to confirm remaining work and schedule within the next few weeks. Upon completion of the remediation work, the Report will be finalized and submitted.

4. Compton Creek Effluent Barrier Project (MSA-185) – Although the Contractor returned to install the stainless steel plate at the bottom of the gate, the required work was not performed satisfactorily and therefore needs to be rescheduled.

5. Jumping Brook PS Project (MSA-177) Construction work was started in October and was completed in January. It is anticipated this project should be closed-out in February.

6. Clay Pit PS Project (MSA-178)  
Construction work has been completed and the project was closed-out in January.
  
7. Broadway Interceptor Project (MSA-197) Punch list items have been completed and Northeast Remsco has been advised that TOMSA intends to hold them responsible for the lining, additional bypass pumping and associated costs of lining the downstream section of sewer that was lined at the end of September, after having been damaged during Remsco's construction work. Communications have been traded back and forth, and discussions have been ongoing. It is currently anticipated that an offer to resolve this matter will be forthcoming in the next few weeks. Until this matter has been resolved the project cannot be closed-out.

Partial Payment Request No. 4 – FINAL in the amount of \$9,285.68 to T.R. Weniger, Inc. for the Jumping Brook Pump Station Modifications Project.

Partial Payment Request No. 7 in the amount of \$176,245.16 to McCauley Construction Co., Inc. for the Electrical Power System Upgrade Project.

Change Order No. 1 for the Jumping Brook Pump Station Modifications Project.



ENGINEER'S SUB-DIVISION REPORT:

None

**EXECUTIVE DIRECTOR'S REPORT:**

MONTHLY STATUS REPORT:

February 13, 2017 report was reviewed. No lost time accidents during the month of January. Our employee who suffered whiplash is still receiving physical therapy. All operations were conducted within permit guidelines during January. Financial results for year to date through end of December were presented.

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. There are only two issues and it is felt that one issue can be worked out with the insertion of new wording in the agreement.

The closing date for the NJEIT Notes was July 14<sup>th</sup> and we have received \$2,671,617.00 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.

Capital Projects; The Clay Pit pump station upgrade project is complete and the project was closed out in January. The Jumping Brook pump station upgrade project is complete and should be closed out at this meeting.

The maintenance supervisor has been taking classes from Rockwell Automation on programming PLC's. He assisted in troubleshooting the belt filter press PLC and is updating the plant SCADA system. He is going to attempt to program a new PLC for the Raw Building. When he is successful with this, he will move to the belt filter press project.

We are continuing with our safety training programs. The updating of our written programs is ongoing.

The cause of the leaking sodium hypochlorite tank was found to be a hairline crack near the tank discharge. This was repaired. We received a one year extension on the warranty for the repaired tank.

The stop logs for the Compton Creek bypass gate project were installed on November 3<sup>rd</sup>. A second shutdown occurred so that a metal sill plate could be installed properly. This was attempted, but the sill was not installed properly. Therefore, a third shutdown will be necessary.

The average daily flow during January was 7.01 MGD. The collection crew

attended to thirty-four service calls throughout the month. Eight service calls required clearing of blockages. The repairs phase of the Basin 6 I&I project is proceeding. The grouting repairs have been completed and the cured in place liners are the next repair to be accomplished.

The new bioxide system at the Emory Drive pump station is in use. The result of the air sampling program at the discharge manhole is that bioxide needs to be added at a rate of about eight gallons per day. A higher dose will be required over the summer. We are continuing to monitor the discharge manhole for hydrogen sulfide.

We are adding potassium permanganate to the Fairview wet well to address odor concerns.

There were no new subdivision applications submitted in January. There were 6.5 connection fees collected in January.

The Key Indicators for the fourth quarter of 2016 will be reviewed at this meeting.

The source of the water leak was found to be a number of pumps in the control building that had been switched from using non-potable water for seal water to using potable water for seal water. This condition was corrected.

JUMPING BROOK PUMP STATION  
MODIFICATIONS PROJECT  
CHANGE ORDER No. 1:

Res. 26/17 Authorizing Change Order No. 1 to the Jumping Brook Pump Pump Station Modifications Project. It was moved to be adopted by Mr. Mr. Rogers, seconded by Mr. Zapcic. On roll call, Mr. Wrede, Mr. Zapcic, Mr. Rogers, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 26/17.

TOWNSHIP APPROPRIATIONS  
TRANSFER:

Res. 28/17 Approving Transfer/Amendment to 2017 Operating Budget/F-8 revision. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call Mr. Rogers, Mr. Wrede, Mr. Zapcic, Mrs. Smith & Mrs. Bouw voted yes. Carried to adopt Res. 28/17.

KEY INDICATORS PRESENTATION:

Review Key Indicators 4<sup>th</sup> Quarter 2016

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through December 31, 2016 was reviewed.

**STAFF ENGINEER'S REPORT:**

February 9, 2017 Report was reviewed.

The following is a list of major tasks performed and projects I worked on since January 6th.

1. The 5-year capital plan is being updated and is expected to be presented at the February Board meeting.
2. Maser has been in contact with Northeast Remsco regarding the costs associated with lining the pipe damaged by their activities on Broadway. A formal response to TOMSA's claims has not been provided at this time.
3. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
4. FEMA responded positively to TOMSA's and NJOEM's request for confirmation that FEMA and NJEIT grant funds can be used to fund separate portions of the same project. This was forwarded to NJEIT to address their concern about potential FEMA objections. NJEIT has indicated that FEMA's response was not satisfactory and is pursuing further clarification from FEMA. TOMSA and NJOEM resumed correspondences with FEMA to properly frame and present the facts.
5. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority activities.
6. Additional testing of the plant's emergency generator and other components in response to the surge suppressor fire that occurred

early last year was completed. As a result, a floating neutral in the generator building was discovered. This condition allowed voltage variations that most likely caused TVSS failures. The floating neutral was properly grounded and other buildings were checked for similar issues. Because of the way power is distributed through the plant, the floating neutral did not impact the majority of plant equipment. It is believed that the floating neutral was present since the mid-1980's plant expansion.

7. Last year, two sodium hypochlorite tanks were replaced. A small leak in one of the FRP sodium hypochlorite storage tanks was found in November. The tank was evaluated by the manufacturer and a small crack was found near the tank bottom. To address the leak, the manufacturer applied a patch to the crack. The tank has not leaked since the application of the patch.
8. Seminars with the plant and collection system operators on various topics continue to be held. In addition, review and study materials for the operator tests have been gathered and are made available.
9. The maintenance department identified seal water usage in the control building to be the source of excess water usage. The seal water source has been changed to process water.
10. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 80% and 69%, respectively, of the proposed flow limits.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for January 2017 were reviewed.

**EXECUTIVE SESSION:**

Mr. Zapcic motioned, seconded by Mr. Wrede at 9:38 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. Zapcic motioned, seconded by Mr. Wrede at 10:22 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Rogers motioned, seconded by Mr. Stokes at 10:23 P.M., to adjourn the meeting. All members agreed.

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