

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

DATE OF MEETING: February 20, 2018

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 2, 2017, The Independent on March 2, 2017 & the Star Ledger on March 1, 2017. 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: Mrs. Smith; Mr. Wrede, Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; Bryan Hrycyk, Plant Superintendent & Sue Braisefeld, Engineer. Mr. Stokes & Mr. Zapcic were absent. Mr. Meyler was also absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 5/18 Appointment of Chantal Bouw as Chairperson. It was moved to be adopted by Mrs. Smith & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 5/18.

APPOINTMENT OF VICE-CHAIRPERSON:

Res. 6/18 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 & Mrs. Bouw voted yes. Carried to adopt Res. 6/18.

APPOINTMENT OF SECRETARY/  
TREASURER:

Res. 7/18 Appointment of Joan Smith as Secretary/Treasurer. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Bouw. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 7/18.

APPOINTMENT OF AUDITOR:

Res. 8/18 Appointment of William Meyler, C.P.A. as Auditor. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Bouw. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 8/18.

Mr. Aveta arrived at 8:05 P.M.

APPOINTMENT OF ENGINEER:

Res. 9/18 Appointment of John Van Dorpe of Maser P.A. as Engineer. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 9/18.

APPOINTMENT OF ATTORNEY:

Res. 10/18 Appointment of Richard C. Leahey Jr., as Attorney. It was moved to be adopted by Mrs. Bouw & seconded by Mrs. Smith. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 10/18.

OFFICIAL DEPOSITORY:

Res. 11/18 Designating Two Rivers Community Bank as Official Depository. It was moved to be adopted by Mr. Aveta & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 11/18.

OFFICIAL NEWSPAPERS:

Res. 12/18 Designating The Two River Times, The Star Ledger & The Independent as Official Newspapers. It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 12/18.

FISCAL YEAR:

Res. 13/18 Approving 1/1/18 Thru 12/31/18 as Fiscal Year of the Authority. It was moved to be adopted by Mr. Aveta & seconded by Mrs. Smith. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 13/18.

MEMBERS SALARY:

Res. 14/18 Approving Annual Salary of Chairperson and Members. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 14/18.

MEETING DATES:

Res. 15/18 Approving Regular Meeting Dates from March 2018 to February 2019. It was moved to be adopted by Mrs. Bouw & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 15/18.

MINUTES OF REGULAR MEETING:

The minutes of January 16, 2018 were moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mrs. Smith, 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. Wrede & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith, & Mrs. Bouw voted yes. Carried to adopt Res. 16/18 through 2018.

**TREASURER'S REPORT:**

OPERATING BILLS:

Res. 16/18 Approving Payment of Operating Bills in the amount of \$731,767.69.

CONSTRUCTION FUND:

Res. 17/18 Approving Payment of Construction Fund bills in the amount of \$15,512.75.

REVENUE FUND REQ:

Res. 18/18 Approving Revenue Fund req. 2/2018 in the amount of \$956,767.69.

GENERAL FUND:

Res. 19/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$15,512.75.

**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)  
The project was closed out in October 2016.
  - B. Administration Building ADA Improvements (MSA-153) –The project was closed out in May 2016.
  - C. Sludge Thickener Building Roof Replacement (MSA-157) – The project was closed out in June 2016.
  - D. Building Sump Pumps (MSA-162) – The project was closed out in January 2017.
  - E. New Power Building (MSA-167) – Construction work has been completed. It is anticipated that project close-out and final payment should be in January 2018.
  - F. WWTP Phase II Improvements (MSA-168) – Construction work delays due to plant operational issues will require that final painting now be postponed until March or April at the earliest. Therefore, it will be necessary to provide a further extension to the contract, which may result in additional cost.
  - G. Flood Barriers (MSA-170) – The project was closed out in January 2017.
  - H. Raw Sludge Building Improvements (MSA-171) – The project was closed out in January 2017.
3. Basin #6 I & I Study (MSA-183) – The Contractor has completed all remediation work and the project is being closed-out. It is anticipated that our Final Report will be finalized and submitted this month.

ENGINEER'S SUB-DIVISION REPORT:

None

**EXECUTIVE DIRECTOR'S REPORT:**

MONTHLY STATUS REPORT:

February 12, 2018 report was reviewed. There were no lost time accidents during the month of January. All operations were conducted within permit guidelines during the month of January. Financial results for year to date through the end of December were presented.

The response to the PEOSHA Notice of Order to Comply is being prepared. There were six items cited and we have completed four to date. The items can be quickly identified as:

- Cleanup of speedy dry chemical near polymer mixers (done)
- Installing railing at platform level (done)
- Installing even flooring at platform level (in progress)
- Repair of electrical outlet near platform (done)
- Perform annual inspection of scissor lift (done)
- Perform scissor lift training (in progress)

Our case manager is notified as each task is completed. Each task will be completed by its individual deadline.

I attended an AEA meeting to discuss the new 2% cap on Authority Budgets and how we will all respond. There is much confusion about how this legislation will be administered and there is also confusion about who needs to comply. The AEA has already met with Legislators and representatives of the NJDEP to discuss the Act. The Two Rivers Water Reclamation Facility is considering suing the state because they feel the Act is unconstitutional. There will be more meetings as new information is discussed.

Final versions of the Atlantic Highlands and Highlands Wastewater Services Agreements were sent to each locality, so that they could present the agreements to their new Boards and Council members. We have not received any response to date.

The NJEIT Bonds closed during May/June of 2017 and we have received \$5,687,351 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. The bond amount requested at this time is \$6,080,982.

Capital projects;

The last project from the original eight projects is proceeding. The WWTP Phase II project contractor cannot work on the third clarifier until spring. The two contract projects, sewer TVing and emergency dig-ups are also proceeding as needed. The five projects that have been identified for consideration are listed here:

- Basin 13 I & I project
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Digester cleaning with improvements to the mixer system
- Second set of aerial crossings
- Replacement of gasoline and diesel underground storage tanks

The digester cleaning and improvements project has been approved and we had one working session with Maser about the project.

The ability to perform these projects is considered within the 5-year capital plan.

The assistant maintenance supervisor has begun work on the belt filter press plc. He is

working on this project in between his normal duties.

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

The average daily flow during January was 6.17 MGD. The collection crew attended to forty-three service calls throughout the month. Fifteen service calls required clearing of blockages and there was one pump station related call.

The I&I Contractor has completed all remediation work for the Basin 6 I&I project and the project is being closed-out. It is anticipated that Maser will provide the Final Report this month.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about twelve gallons per day. The company that is providing the bioxide also provides a service to optimize this amount of bioxide we are using. We are setting up this service to back up our own observations.

Additional potassium permanganate is being added to the Fairview pump station, upstream of the McClees pump station, because of odor complaints in the area of the McClees pump station.

There was one new subdivision application submitted during January. There were nine connection fees collected in January.

The next Key Indicators will be reviewed at the February meeting. This will be for the fourth quarter of 2017.



It was moved to be adopted by Mr. Wrede & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 20/18.

SALE OF SURPLUS EQUIPMENT:

Res. 21/18 Approving Auction of Surplus Equipment on GOVDEALS.com. It was moved to be adopted by Mr. Aveta & seconded by Mrs. Smith. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt 21/18.

KEY INDICATORS PRESENTATION:

The Key Indicators were reviewed at this meeting. This was for the fourth quarter of 2017.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through December 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for February 12, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since January 5th.

1. Investigation into the services of a pipe assessment company called Redzone continues. Coordination of a pilot study is on-going. The data generated is believed to be compatible with VueWorks, TOMSA's existing collection system asset management program. This will be confirmed in the pilot study.

It was discovered that data generated in a number of past pipe assessment projects are likely formatted properly for integration into VueWorks. Data will be turned over to Maser in batches

for integration.

2. Polymer is a chemical additive that helps remove water from sludge. The currently used polymer and polymer preparation system were evaluated. Information was gathered on alternative systems and lab testing of different polymers was completed. It was determined that the existing system is the most efficient and cost effective compared to the two other systems and dozens of polymers considered.
3. Water has been found in the natural gas main serving the plant's west side. The main is owned by TOMSA and not NJ Natural Gas (NJNG). Natural gas improvements installed as part of construction of the Power Building were excavated and re-evaluated for leaks. None were found. It is believed that the existing gas main serving that part of the plant is defective allowing water to enter the pipe. Quotes are being solicited for replacement of the gas main. Replacement costs are expected to be in the range of \$50,000 to \$75,000.

This issue has brought to light that the majority of the plant's natural gas piping is nearly 50 years old and constructed of steel. NJNG has similar pipe in their system that they are replacing proactively because they have found that this type of pipe has reached its useful life. Regardless of the water source, replacement of all original steel gas piping at the plant might be considered in the near future.

4. Annual preventative maintenance RFP's for various mechanical and electrical equipment have been prepared and distributed. These contracts provide for specialized testing of key equipment in the plant and collection system.
5. On the morning of February 5<sup>th</sup>, a pipe break at the Village Green Pump Station Force Main was identified. The station was bypassed and the leak stopped that evening. Fletcher Creamer, under the emergency contract, repaired the force main

the next day. The cause of the break is believed to be due to exploratory borings completed by New Jersey American Water (NJAW) related to their effort to identify and address a water main break. NJAW has been notified. Reimbursement for costs associated with the pipe break will be requested from NJAW as appropriate.

6. Documents for FEMA and the EIT are collected on an on-going basis and submitted as appropriate. Reimbursement under the Emory Drive Pump Station FEMA grant (approximately \$525,000) is expected in March. Additional information was provided to the NJDEP in support of TOMSA's request to release approximately \$40,000 of expenses previously disallowed.
7. The setup and use of a system to take credit card payments is being investigated.
8. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 70% and 66%, respectively, of the proposed flow limits.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for January 2018 were reviewed.

**PUBLIC COMMENTS:**

There were no public comments.

**EXECUTIVE SESSION:**

Mr. Rogers motioned, seconded by Mr. Aveta at 9:13 P.M., to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to be made public at the appropriate time.

Mr. Aveta motioned, seconded by Mr. Wrede at 9:48 P.M. to come out of Executive Session. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

**ADJOURNMENT:**

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

9:48 P.M., to adjourn the meeting. All members agreed.