

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

DATE OF MEETING: January 19, 2016

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 The Two River Times on March 16, 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; Mr. Wrede, Mrs. Smith, Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; Bryan Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Meyler was absent.

MINUTES OF REGULAR MEETING:

The minutes of December 14, 2015 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes and Mr. Wrede 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 Mrs. Smith. On roll call, Mr. Rogers, Mr. Stokes, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 1/16 through 4/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 1/16 Approving Payment of Operating Bills in the amount of \$463,583.26.

CONSTRUCTION FUND:

Res. 2/16 Approving Payment of Construction Fund bills in the amount of \$379,345.40.

REVENUE FUND REQ:

Res. 3/16 Approving Revenue Fund req. 1/2016 in the amount of \$688,583.26.

GENERAL FUND:

Res. 4/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$379,345.40.

Mr. Zapcic arrived at 8:11 PM.

ENGINEER'S STATUS REPORT:

The following items were discussed:

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.

Emory Drive Pump Station Force Main (MSA-140) – All construction work has been completed, a two (2) year Maintenance Bond has been submitted and approved, and the Performance Bond has been released. Total project costs have been provided so that the Special Assessment can be calculated. It is anticipated that a meeting will be scheduled with the Authority Attorney to review the Special Assessment.

Emory Drive Pump Station Improvements (MSA-156) – Although the Contractor mobilized 11/30, as scheduled, due to the building foundation being non-existent, it is now anticipated that construction may not be essentially completed by the end of March 2016.

NJEIT Funded Projects (MSA-163) – A Preconstruction Meeting with NJDEP/NJEIT took place on December 10th for all of the projects, except the New Power Building. Separate Pre-Construction Meetings for each project have been scheduled after which Notices to Proceed will or have already been issued.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

Contracts have been executed and are anticipated to be distributed shortly. A Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed will be issued on February 1, 2016.

B. Administration Building ADA Improvements (MSA-153)

Contracts were executed, distributed and a Preconstruction Meeting was held, and Notice to Proceed was issued December 15, 2015. Construction started December 18, 2015 and is proceeding.

C. Sludge Thickener Building Roof Replacement (MSA-157)

Contracts have been executed by the Contractor, but the Performance Bonds and Insurance Certificates are not yet in compliance.

D. Building Sump Pumps (MSA-162)

Contracts have been executed, a Preconstruction Meeting was held on January 5, 2016 and Notice to Proceed was issued January 6, 2016.

E. New Power Building (MSA-167)

Plans and specifications have been completed to eliminate Co-Gen, and the revised documents were submitted to NJDEP/NJEIT last month. After approval is received, the project will be advertised for bid.

F. WWTP Phase II Improvements (MSA- 168)

Contracts have been executed, a Preconstruction Meeting has been scheduled for January 6, 2016, after which a Notice to Proceed will be issued.

G. Flood Barriers (MSA-170)

Contracts have been executed by the Contractor but the Insurance Certificates are not yet in compliance.

H. Raw Sludge Building Improvements (MSA-171)

Contracts have been executed, a Preconstruction Meeting took place on December 22, 2015 and the Notice to Proceed will be issued later this month.

Hypochlorite Tank Replacement Project (MSA-188)

– Both tanks have been installed, tested and placed back into operation. It is currently anticipated that the project will be completed and closed out within the next month.

Basin #6 I&I Study (MSA-183)

– All cleaning and TV Inspection work, as well as manhole inspections, has essentially been completed. Our draft report on the results and findings is nearing completion and is anticipated to be submitted to the Authority in the next week or two. After TOMSA has reviewed the draft report and findings, and recommended repairs have been agreed upon, the Contractor will be advised of work required to be completed. Upon completion of the remediation work, the Final Report will be submitted.

Compton Creek Effluent Barrier Project (MSA-185) – After having received a shop drawing submittal on gate item information, we are currently awaiting confirmation and a construction schedule.

Jumping Brook PS Project (MSA-177) This project is currently out to bid, with bids to be received later this month, and if acceptable, awarded in February.

Clay Pit PS Project (MSA-178) – This project is currently out to bid, with bids to be received later this month, and if acceptable, awarded in February.

Partial Payment Request No. 3 in the amount of \$70,079.80 was recommended for payment to Allied Construction Group.

Change Order No. 2 for the Emory Drive Pump Station Improvements. This included a cost increase of \$54,899.00, with no increase in the time schedule.

**EMORY DRIVE PUMP STATION
MODIFICATIONS CHANGE ORDER No.2**

Res. 5/16 Approving Change Order No. 2 Site modifications. It was moved to be approved 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. 5/16.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

January 11, 2016 report was reviewed. No lost time accidents occurred during the month of December. There were two discharge violations during the month of DECEMBER due to process upset over Thanksgiving weekend. A pipe break occurred where Monmouth County was repairing a bridge on Broadway. This constitutes an emergency, and the problem is being dealt with as an emergency. Financial results for the year to date through November were presented. No checks were received from FEMA or the JIF during December. Plans to borrow up to \$7 million dollars from the New Jersey Environmental Infrastructure Trust were discussed. A five year plan was developed and reviewed at this meeting. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We have spoken with both Highlands and Atlantic Highlands regarding the need to finalize TOMSA's Sewer Service Agreements with each entity. Atlantic Highlands responded that they are reviewing the agreement and will get back to us with comments.

Capital Projects; the Jumping Brook and Clay Pit pump stations have been bid with a due date of January 21, 2016. The second main pump is being worked on. This pump is requiring special work. Parts for the third pump repair/rebuild have been ordered. Upgrades to the pump station and plant SCADA systems are in the works. Investigation is also proceeding for upgrading the belt filter press PLC, and rewriting the software that controls the operation of the PLC.

The average daily flow during December was 5.98 MGD. The collection crew attended to thirty-one service calls throughout the month. GPSing of manholes continues. We have made a goal of finishing the GPSing of the manholes over this winter. The sewer line cleaning and TVing of the Basin 6 I&I project has been completed. There has not been much repair work identified. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new connection fees collected in December. Three employees will celebrate twenty-five year anniversaries this year, and one employee will celebrate thirty-five years. No employees are expected to retire this year.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through November 30, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

January 11, 2016 report was reviewed. On the morning of New Year's Eve, a pipe break occurred where Monmouth County was repairing a bridge on Broadway. Bypass pumping was set up immediately through coordination with Pumping Services. The overflows ceased by 1:00 PM.

A meeting was held on the morning of January 11th, with all of the agencies, consultants, and TOMSA, and an overall plan for addressing the repair was developed. This plan is being carried out at this time. As a result of this occurrence, each of the Monmouth County bridge replacement projects where TOMSA sewer lines are involved will be located via a GPS beacon before work begins. As a result of the Thanksgiving plant upset, strategies to identify the source of future upsets have been researched. The strategies include targeted flow metering at specific locations in the collection system, additional lab testing, and effluent sample preservation. Work to update and upgrade the Authority's collection and SCADA systems has started. The engineering consultant for the collection system upgrade has the hardware and software required and is currently configuring it. A meeting was held with the Army Corps of Engineers for the proposed Port Monmouth Flood Improvements. The Corps has revised their design to be more "friendly" towards sanitary sewer operations. The sluice gates previously proposed on interceptors have been removed. Pre-bid meetings were held for the Clay Pit and Jumping Brook Pump Station Improvement Contracts. A number of preconstruction meetings have been held for the NJEIT projects. Assistance was provided to prepare and finalize the 2016 budget submission to the State. The EPA held a conference on financing capital projects. Topics covered included long term financial planning, setting user rates, and funding opportunities. Based on this conference, a report is being prepared to compare TOMSA's financial strength to similar entities and bond rating criteria. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for November 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Rogers motioned, seconded by Mrs. Smith at 9:43 P.M., to go into Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mrs. Smith at 10:24 P.M. to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Zapcic motioned, seconded by Mrs. Smith at 10:24 P.M. to close public meeting. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mrs. Smith at 10:25 P.M., to adjourn the meeting. All members agreed.

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