

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

DATE OF MEETING: June 15, 2015

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 Star Ledger on April 17, 2015 & The Two River Times on March 16, 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. Zapcic; Mr. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Brian Hrycyk, Plant Superintendent; George Nole, Maintenance Manager; William Meyler, CPA; Richard C. Leahey, Jr., Esq. , Counselor; & John Van Dorpe, Engineer.

PUBLIC HEARING:

Amendments of Schedule of Sewer Charges 40:14 A-8 Rates and Services Charges was reviewed.  
Mr. Ostrander arrived via phone at 8:05 P.M.

INTRODUCTION:

Affidavits of publication for The Independent 6/11/15 and The Two River Times 6/12/15 were reviewed.

TESTIMONY:

Calculation of Fees was reviewed.

AMENDMENTS OF SERVICE CHARGES:

Res. 52/15 Approving Amendment to Sewer Charges Connection Fee. 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. 52/15.

MINUTES OF REGULAR MEETING:

The minutes of May 18, 2015 were moved to be adopted by Mrs. Smith & seconded by Mr. Stokes. On roll call, Mrs. Smith, Mr. Stokes, 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 Mrs. Smith & seconded by Mr. Wrede. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 53/15 through 56/15.

TREASURER'S REPORT:

OPERATING BILLS:

Res.53/15 Approving Payment of Operating Bills in the amount of \$ 579,616.58.

CONSTRUCTION FUND:

Res.54/15 Approving Payment of Construction Fund bills in the amount of \$86,289.55.

REVENUE FUND REQ:

Res. 55/15 Approving Revenue Fund req. 6/2015 in the amount of \$804,616.58.

GENERAL FUND:

Res. 56/15 Approving Transfer from the General Fund to the Construction Fund in the amount of \$86,289.55.

Mr. Ostrander left meeting at 8:30 P.M.

**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 - This project is on hold pending the completion of more important projects. Pump Station Emergency Facilities Evaluation - As previously reported, NJNG has now completed installations at all selected Pump Stations, and the next step is to have the generators converted for natural gas, which is being handled by TOMSA.

Pump Station Susceptibility to Flooding Evaluation - Relevant projects were included in the NJEIT Funding Letter of Intent and are being reviewed to confirm specific projects that can be funded. Emory Drive Pump Station Force Main - Construction work has essentially been completed, with the exception of punchlist items and final paving.

A site meeting with Township and County representatives took place on Thursday, April 30<sup>th</sup> to review and discuss final paving requirements. The County and Contractor came to an agreement about the final paving, but the Township and Contractor have not. The Township will be contacted and urged to come to an agreement with the Contractor, New Jersey American Water, and New Jersey Natural Gas, over the paving.

Emory Drive Pump Station Improvements - The Authority has been advised that the project has been approved. The Contractor has notified us that they are planning to begin the project at the end of August, and finish by the end of the year. Shop drawings are being received and are under review.

NJEIT Funded Projects - Although the Authority has been notified that updated plans and specifications, incorporating NJEIT and DEP requirements, have been approved, the Notice for Public Comments has been advertised, but authorization to bid has not yet been received. A final submission to NJDEP is being made this week.

We have discussed and formulated a bidding schedule for the various projects over the next three (3) months or so.

Hypochlorite Tank Replacement Project - A pre-construction meeting was held on March 12, 2015. Shop drawings are still required to be submitted by the Contractor and approved before the tanks can be ordered. It is anticipated that delivery will take several months.

Basin #6 I&I Study - This project was awarded at the March 2015 Board meeting and a pre-construction meeting was held on May 5<sup>th</sup>. Since then, Maser has been performing manhole inspections and the contractor has been submitting shop drawings and other documents. Cleaning & TV inspection work is scheduled to begin within the next week.

Compton Creek Effluent Barrier Project - Bid documents are currently being finalized with bidding scheduled for later this month and anticipated award at the July Board Meeting.

2015 Annual Contract for Sanitary Sewer System and Service Lateral Repairs - Bids were received on June 11<sup>th</sup>. The project should be awarded at this Board Meeting.

2015 Annual Contract for Sanitary Sewer System Cleaning and TV Inspection - Bids were received on June 11<sup>th</sup>. The project should be awarded at this Board Meeting.

**ENGINEER'S SUB-DIVISION REPORT:**

None

**MONTHLY STATUS REPORT:**

June 9, 2015 report was reviewed.

Res. 60/15 Authorized the Executive Director to proceed with the emergency repair of a Failing Concrete Joint. 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. 60/15.

**AWARD OF CONTRACT:**

Res. 57/15 Awarding Contract for 2015 Annual Contract for Sanitary Sewer System Cleaning and TV Inspection to Oswald Enterprises for \$123,370.40. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 57/15.

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

June 9, 2015 report was reviewed. No lost time accidents in May. All operations were conducted within permit guidelines during May. Financial results for April, and year to date through April, were presented. No checks were received from FEMA or the JIF during May. The EDMUNDS Financial Super Suite 1 is now in use. A problem within the EDMUNDS program caused the operating checks to be numbered improperly. This caused the operating checks to be voided and a new batch run. EDMUNDS was notified of the problem. MCBOA owes us two letters about the condition of their emergency power equipment. Discussions are to continue over this topic. A case of bank fraud occurred as an individual attempted to cash a homemade check against our operating account. Valley Bank immediately shut down our operating account, and opened another account for us.

All information was given to a Middletown Detective, who will follow up on the case. A leak in a concrete joint in the primary influent channel required an emergency repair. The repair was accomplished and plant operation was not negatively affected.

The new NJPDES Permit goes into effect on July 1, 2015. The collection crew attended to twenty-nine service calls throughout the month. GPSing of manholes continues in Basins 6,7,8,9,10 and 13. There were no new subdivision applications submitted during May. There were 3 connection fees collected in May. Seven employees attended the JIF/MEL Safety Expo. A list of possible capital projects for 2015 was submitted to the Board for their review.

AWARD OF CONTRACT:

Res. 58/15 Awarding Contract for 2015 Annual Contract for Sanitary Sewer System and Service Lateral Repairs to J. Fletcher Creamer for \$95,330.00. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 58/15.

GROUP AFFIDAVIT:

Res. 59/15 Certifying that the 2014 Financial Audit has been reviewed by the Board. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw votes yes. Carried to adopt Res. 59/15.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Thru April 30, 2015 was reviewed.

STAFF ENGINEER'S REPORT:

Report for June 5, 2015 was reviewed. The pump station wireless communication pilot test is complete. The start of the roll out is expected in June. It was discovered that the computer software in the base computers needs to be upgraded. Maser is preparing a letter to the Emory Drive Contractor based on comments from Maser's, TOMSA's and Mr. Leahey's review of the Emory Drive Grant Agreement. The leak located in the construction joint in the primary influent channel was declared an emergency, and was repaired. ERB was advised that TOMSA is withdrawing its application for the co-gen project based on calculations showing a payback period of 20+ years, and negative operating cash flows. Bid documents for the purchase and delivery of polymer were prepared. The contract will be advertised June 11<sup>th</sup> and award is anticipated at the July meeting. The EDMUNDS billing and purchasing system manuals were finalized. The manual for the accounting system has been drafted and is under review by the staff accountant. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for June 2015 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Zapcic motioned, seconded by Mr. Wrede, at 10:18 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. Rogers at 10:55 P.M. to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mrs. Bouw voted yes.

At 10:57 P.M., Mr. Zapcic motioned, seconded by Mr. Rogers, to close public meeting. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Zapcic motioned, seconded by Mr. Stokes at 10:59 PM, to adjourn the meeting. All members agreed.

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