

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

DATE OF MEETING: June 20, 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 3, 2016, The Star Ledger on March 3, 2016 & The Independent on March 9, 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. 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; William Meyler, Accountant; & John Van Dorpe, Engineer. Mr. Zapcic & Mr. Nole were absent.

PUBLIC HEARING:

Amendments of Schedule of Sewer Charges 40:14 A-8 Rates and Services Charges were reviewed.

Mr. Aveta arrived at 8:03 P.M.

INTRODUCTION:

Affidavits of Publication for The Two River Times 5/25/16 & The Independent 5/26/16 were reviewed.

TESTIMONY:

Calculation of Fees was reviewed.

AMENDMENTS OF SERVICE CHARGES:

Res. 52/16 Approving Amendment to Sewer Charges Connection Fee. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 52/16.

MONMOUTH COUNTY ENGINEER:

Discussion of Broadway Bridge Project by Joseph Ettore, P.E., Monmouth County Engineering. Also attending were Joseph Strafaci, Monmouth County Engineering; Matt Gizzi, French & Perello; & James Buczek, T&M Associates.

MINUTES OF REGULAR MEETING:

The minutes of May 16, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, 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 Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Stokes, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 53/16 through 56/16.

**TREASURER'S REPORT:**

**OPERATING BILLS:**

Res. 53/16 Approving Payment of Operating Bills in the amount of \$1,690,509.92.

**CONSTRUCTION FUND:**

Res. 54/16 Approving Payment of Construction Fund bills in the amount of \$1,509,480.74.

**REVENUE FUND REQ:**

Res. 55/16 Approving Revenue Fund req. 6/2016 in the amount of \$1,915,509.92.

**GENERAL FUND:**

Res. 56/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$1,509,480.74.

## ENGINEER'S STATUS REPORT:

The following items were discussed:

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) – It is currently anticipated that construction should be completed this month.
3. NJEIT Funded Projects (MSA-163)- Notices to Proceed have been issued for all projects, and work is proceeding.

The status of the individual projects is as follows:

A. Sanitary Sewer Aerial Crossings (MSA-132)

As previously reported, the Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on February 18, 2016. Construction work is currently anticipated to be completed within this month.

B. Administration Building ADA Improvements (MSA-153)

As previously reported, the Notice to Proceed was issued December 15, 2015 and construction was started December 18, 2015 and has been completed and was closed out in May.

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

A Preconstruction meeting took place on January 5, 2016. Notice to Proceed was issued on February 15, 2016. Construction work has been completed and it is currently anticipated that the project will be closed out this month.

D. Building Sump Pumps (MSA-162)

A Preconstruction Meeting was held on January 5, 2016 and Notice to Proceed was issued on January 6, 2016. Construction work is nearly completed and it is currently anticipated that the project will be closed out this month.

E. New Power Building (MSA-167)

This project was awarded at the April Board Meeting, contracts have been executed, and the Preconstruction Meeting with NJDEP/NJEIT was held on June 7, 2016, after which the Notice to Proceed was issued.

F. WWTP Phase II Improvements (MSA- 168)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on February 8, 2016. The preparation process has been on-going and equipment and material ordering is underway. The project should be completed by February 7, 2017.

G. Flood Barriers (MSA-170)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on January 18, 2016. Shop drawing submittals have been processed and materials have been ordered. The project should be completed by February 7, 2017.

H. Raw Sludge Building Improvements (MSA-171)

A Preconstruction Meeting took place on December 22, 2015 and the Notice to Proceed was issued on January 18, 2016. Work is proceeding and the project should be completed this month.

4. Basin #6 I&I Study (MSA-183) – As previously reported, all cleaning and TV Inspection work, as well as manhole inspections, has been completed and our draft report on the results and findings was submitted in March to the Authority. A meeting with TOMSA has been tentatively scheduled to review the draft report and findings, and to finalize recommended repairs agreed upon. The Contractor will be advised of work required to be completed. Upon completion of the remedial work, the Report will be finalized and submitted.

5. Compton Creek Effluent Barrier Project (MSA-185) – The wrong materials were delivered. Consequently, construction will be delayed further. However, it is anticipated that work on the barrier will begin in a few weeks.

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.

7. Clay Pit PS Project (MSA-178) – A Pre-construction meeting was held on March 29, 2016 and Notice to Proceed has been issued. The shop drawing process has been on-going and equipment and material orders have been placed.

8. Broadway Interceptor Project (MSA-197) – Work was started in April and is still proceeding. It's anticipated that work should be completed this month.

9. Annual Emergency Service Repair (MSA-200) and TV Inspection and Cleaning (MSA-201) – Annual service contracts for Emergency Repairs and for TV Inspection and Cleaning Work have been prepared and advertised, with bids scheduled to be received June 2, 2016.

PARTIAL PAYMENT REQUEST NO. 2 IN THE AMOUNT OF \$88,021.64 to JEV CONSTRUCTION, LLC for the WWTP FLOOD BARRIERS INSTALLATION.

PARTIAL PAYMENT REQUEST NO. 8 IN THE AMOUNT OF \$128,563.56 to ALLIED CONSTRUCTION GROUP for the EMORY DRIVE PUMP STATION MODIFICATIONS PROJECT.

PARTIAL PAYMENT REQUEST NO. 2 IN THE AMOUNT OF \$564,559.38 to MONTANA CONSTRUCTION, INC. for the SANITARY SEWER AERIAL CROSSINGS PROJECT.

PARTIAL PAYMENT REQUEST NO. 2 IN THE AMOUNT OF \$439,138.00 to NORTHEAST REMSCO CONSTRUCTION, INC. for the BROADWAY 30" SANITARY SEWER INTERCEPTOR REPLACEMENT.

PARTIAL PAYMENT REQUEST NO. 4 IN THE AMOUNT OF \$61,337.76 to MCCAULEY CONSTRUCTION COMPANY, INC. for the RAW SLUDGE BUILDING ELECTRICAL IMPROVEMENTS PROJECT.

PARTIAL PAYMENT REQUEST NO. 6 IN THE AMOUNT OF \$7,938.00 to NATIONAL WATER MAIN CLEANING COMPANY for the SANITARY SEWER CLEANING, TV INSPECTION & REPAIRS PROJECT.

PARTIAL PAYMENT REQUEST NO. 2 IN THE AMOUNT OF \$38,872.81 to MTB, LLC for the SLUDGE THICKENER BUILDING ROOF REPLACEMENT PROJECT.

PARTIAL PAYMENT REQUEST NO. 4 IN THE AMOUNT OF \$108,976.60 to SODON'S ELECTRIC, INC. for the WWTP BUILDING SUMP PUMPS PROJECT.

CHANGE ORDER #1 for the WWTP PHASE II IMPROVEMENTS PROJECT.

CHANGE ORDER # 2 for the BROADWAY INTERCEPTOR REPLACEMENT PROJECT.

CHANGE ORDER #1 for the SANITARY SEWER AERIAL CROSSINGS REPAIRS PROJECT.

CHANGE ORDER # 1& 2 for the BASIN #6 SANITARY SEWER CLEANING, TV INSPECTION & REPAIRS PROJECT.



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

None

**EXECUTIVE DIRECTOR'S REPORT:**

**MONTHLY STATUS REPORT:**

June 14, 2016 report was reviewed. No lost time accidents occurred during month of May. All operations were conducted within permit guidelines during May. Work is proceeding on the Broadway Bridge pipe repair. Northeast Remsco has completed installation of the pipeline and construction of the new manholes is almost complete. A leak in the pipeline beneath the Creek is being investigated. The investigation into the cause of the electrical fire in the main pump building is proceeding. Field work for the Maser electrical study has started and will run for one week. Financial results for year to date through April were presented. There was a negotiation meeting with the Union on June 2<sup>nd</sup> at which the Union members made their demands known and management is discussing how to proceed. We have been working with Juan Fernandez relative to the Union negotiations. The date for the next meeting is June 23<sup>rd</sup>. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. The concerns raised by the representatives from Atlantic Highlands and Highlands were addressed at the last Board Meeting. A response was sent to the two representatives. The closing date for the NJEIT Notes will be about June 28<sup>th</sup>.

Capital Projects; Preconstruction meetings were held for the Jumping Brook and Clay Pit pump station projects and Notices to proceed were issued. The rebuilding of main pump #4 has been completed. The pump that was removed from the pump #4 location will be rebuilt and saved as a spare. The new pump station SCADA system has been put into use. There will be an initial period of getting used to the new equipment, but it provides many advantages that we did not have previously. For example, when there is an alarm at a pump station, the new system will contact the collection operator on call, and tell which pump station and what alarm it is. Prior to this, the operator needed to come to the plant to see which pump station was in alarm. 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 average daily flow during May was 6.35 MGD. The collection crew attended to thirty-one service calls throughout the month. GPSing of manholes continues. The sewer line cleaning and TVing of the Basin 6 I&I project has been completed. There is enough money available to do the high priority repair work and we are checking how much it would cost to do the medium priority repair work also. We are adding potassium permanganate to the Fairview wet well to address odor concerns. There were no new subdivision applications submitted in May. There were seventeen new connection fees collected in May. The maintenance department project/administrative assistant position is still open. As many as three employees may be retiring this year.

AWARD OF CONTRACT:

Res. 57/16 Awarding Contract for 2016 and 2017 Annual Contract for Sanitary Sewer System and Service Lateral Repairs to J. Fletcher Creamer & Son, Inc. for \$190,660.00. It was moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 57/16.

AWARD OF CONTRACT:

Res. 58/16 Awarding Contract for 2016 and 2017 Annual Contract for Sanitary Sewer System Cleaning & TV Inspection to Oswald Enterprises, Inc. for \$269,603.00. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 58/16.

WWTP PHASE II IMPROVEMENTS  
CHANGE ORDER #1:

Res. 59/16 Authorizing Change Order #1 to the WWTP Phase II Improvements Project. It was moved to be adopted by Mr. Wrede & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 59/16.

SANITARY SEWER AERIAL CROSSING  
REPAIRS CHANGE ORDER #1:

Res. 60/16 Authorizing Change Order #1 to the Sanitary Sewer Aerial Crossing Repairs. It was moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 60/16.

BASIN #6 SANITARY SEWER CLEANING,  
TV INSPECTION & REPAIRS,  
CHANGE ORDERS #1 & 2:

Res. 61/16 Authorizing Change Orders #1&2 to the Basin #6 Sanitary Sewer Cleaning, TV Inspection & Repairs Project. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 61/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through April 30, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

June 9, 2016 report was reviewed.

1. Northeast Remsco has completed the installation of the existing pipe and is nearly complete with manhole installation. Infiltration through the existing pipe under the river has been found and is being investigated.

Through June 9<sup>th</sup>, which includes bill on the June agenda, approximately \$1.1M has been expended. Invoices continue to be submitted to the JIF. The JIF has provided a \$200,000 advance. Upon submission and review of a report to the JIF by their consultant, additional funds will be provided. The report is expected to be submitted the week of June 13<sup>th</sup>.

2. Last year TOMSA received a FEMA grant for resiliency and flood hardening. The grant was applied to the Emory Drive Pump Station Contract, The portion of the Power Plant Upgrades Contract associated with the emergency generator and flood proofing the McClees Pump Station. The grant distribution was based on the Engineer's Plant Power Building estimate. The contract for this project was awarded at the last meeting. Costs eligible under the grant differed from that in the Engineer's estimate. A request was submitted to FEMA to redistribute grant money between projects in an effort to keep 100% of the funds utilized.

3. Letters to the Boroughs of Atlantic Highlands and Highlands regarding the draft service agreements were prepared. The finalized letters were sent the week of June 13<sup>th</sup>.
4. The NJEIT notes are expected to close on June 28<sup>th</sup>. Reimbursement documentation for eligible expenses through June 1<sup>st</sup> were gathered and submitted to the State for reimbursement on June 8<sup>th</sup>.
5. The Authority's 5-year capital plan was updated.
6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 78% and 59%, respectively, of the proposed flow limits.

**MAINTENANCE DEPARTMENT:**

Project Report/work orders for April 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

Mr. Stokes motioned, seconded by Mrs. Smith at 9:49 P.M. to go into Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Wrede at 11:00 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.

Mr. Wrede motioned, seconded by Mr. Stokes at 11:00 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Stokes & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Wrede motioned, seconded by Mr. Stokes at 11:01 P.M., to adjourn the meeting. All members agreed.

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