

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

DATE OF MEETING: March 21, 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; George Nole, Maintenance Manager; & Sue Braisefield, Engineer. Mr. Zapcic was absent.

MINUTES OF REGULAR MEETING:

The minutes of February 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.

FINANCIAL NOTES AND
FINANCIAL BONDING:

Presentation by John Draikiwicz, Esq. regarding the status of the NJEIT application.

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

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 Mrs. Smith. On roll call, Mr. Rogers, Mr. Stokes, Mrs. Smith, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 28/16 through 31/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 28/16 Approving Payment of Operating Bills in the amount of \$619,823.38.

CONSTRUCTION FUND:

Res. 29/16 Approving Payment of Construction Fund bills in the amount of \$246,883.95.

REVENUE FUND REQ:

Res. 30/16 Approving Revenue Fund req. 3/2016 in the amount of \$844,823.38.

GENERAL FUND:

Res. 31/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$246,883.95.

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) – As previously reported, 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 and a meeting with the Authority Attorney to review the Special Assessment was held prior to the January Board Meeting. A resolution has been introduced for Board approval at this meeting.

Emory Drive Pump Station Improvements (MSA-156) – As previously reported, due to the building foundation being non-existent, it is currently anticipated that construction will not be essentially completed until the end of April 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)

As previously reported, the Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on February 18, 2016. The contract shall be completed by July 17, 2016.

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. Work is proceeding with payments recommended for approval at the March Board Meeting. The Contractor has been asked to provide a price for structural improvements discovered to be required for front entrance stabilization.

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. The project shall be completed by June 15, 2016. Currently shop drawing submittals are being processed.

D. Building Sump Pumps (MSA-162)

A Preconstruction Meeting took place on January 5, 2016 and Notice to Proceed was issued on January 6, 2016. The Contractor is progressing with electrical conduit installation work.

E. New Power Building (MSA-167)

Plans and specifications have been completed to eliminate Co-Gen, and the revised documents were submitted to and approved by NJDEP/NJEIT last month. However, due to bid proposal structure revision, required to include generator and fuel tank in scope of this project, the revised bid documents have been re-submitted to NJDEP for re-approval. After approval is received, the project will be advertised for bid.

F. WWTP Phase II Improvements (MSA-168)

A Preconstruction Meeting was held on January 6, 2016 and Notice to proceed was issued February 8, 2016.

G. Flood Barriers (MSA-170)

A Preconstruction Meeting was held on January 6, 2016 and Notice to Proceed was issued on January 18, 2016. Currently shop drawing submittals are being processed.

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. Contractor started preparation work for building modifications.

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) – We are anticipating deliveries any time now and completion of construction in a week after that.

Jumping Brook PS Project (MSA-177) Bids were received on January 21, 2016 and the Board awarded the project to the lowest bidder, T.R. Weniger, Inc. in the amount of \$391,274.00 at the February meeting. A pre-construction meeting will be scheduled shortly.

Clay Pit PS Project (MSA-178) – Bids were received on January 21, 2016 and the Board awarded the project to the lowest bidder, JEV Construction LLC in the amount of \$365,100.00 at the February meeting. A pre-construction meeting will be scheduled shortly.

Partial Payment Request No. 5 in the amount of \$16,850.74 to National Water Main Cleaning for the replacement of Sanitary Sewer Cleaning, TV Inspection & Repairs Project.

Partial Payment Request No. 3 in the amount of \$42,433.76 to McCauley Construction Company, Inc. for the Administration Building Modifications Project.

Partial Payment Request No. 5 in the amount of \$60,008.34 to Allied Construction Group, Inc. for the Emory Drive Pump Station Modifications Project.

Partial Payment Request No. 1 in the amount of \$2,966.26 to Sodon's Electric, Inc. for the WWTP Building Sump Pumps Project.

Partial Payment Request No. 1 in the amount of \$14,210.00 to McCauley Construction Company, Inc. for the Raw Sludge Building Electrical Improvements Project.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

March 14, 2016 report was reviewed. No lost time accidents occurred during the month of February. All operations were conducted within permit guidelines during February. The Broadway Bridge pipe repair has moved into the repair phase. A contract has been signed with Northeast Remsco to repair the pipeline using a jack and bore technique. On Thursday, March 10th, there was an electrical fire in the main pump building.

The cause of the fire is still under investigation. We have been working with Juan Fernandez relative to the Union negotiations. Financial results for year to date through January were presented. No checks were received from FEMA or the JIF during February. We have not received any additional correspondence from MCBOA relative to emergency power alternatives. We had a meeting with representatives from Atlantic Highlands and Highlands regarding their concerns with the TOMSA agreement for wastewater services. A second meeting will be held to discuss these concerns.

Capital Projects; The third main pump is back in service and the fourth pump is now being worked on. Parts for the fourth pump repair/rebuild have been ordered. Upgrades to the pump station and plant SCADA systems are proceeding. 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 February was 7.39 MGD. The collection crew attended to forty-four 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 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 subdivision applications submitted in February. There were no new connection fees collected in February. The third shift operator position has been filled. We have received resumes for the administrative assistant position and are selecting candidates to interview.

TOWNSHIP APPROPRIATION

TRANSFER:

Res. 32/16 Approving Transfer/Amendment to 2016 Operating Budget/F-8 Revision. It was moved to be adopted by Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 32/16.

ISSUANCE OF PROJECT NOTES:

Res. 33/16 Authorizing the Issuance of Project Notes for T.O.M.S.A Construction Projects. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes. Carried to adopt Res. 33/16.

HIRING RESOLUTION:

Res. 34/16 Authorizing the Hiring of Robert Banta as a Probationary Employee. 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. 34/16.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through January 31, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

March 7, 2016 report was reviewed.

1. Proposals were received for the Broadway Pipe Replacement Project. Four contractors were solicited and two submitted proposals. The contract was awarded to Northeast Remsco for the amount of \$837,300.00. Pre-construction meetings were held on March 3rd and March 11th.

2. Sanitary sewer pipes at four sites were located using underground sensors. Two of the sites were located for the purposes of the Army Corps of Engineers and two sites were evaluated for Monmouth County bridge projects. The pipe alignment at three of the four sites deviated from expectations.
3. Work to update TOMSA's collection system and plant SCADA systems continues. The new collection system SCADA is active and is being run side by side with the existing system. The plant SCADA system will be completed in house after the completion of the collection system SCADA system.
4. Progress meetings for the NJEIT projects continue. Social and Economic Disadvantage (SED) program documents were gathered, reviewed and submitted to the NJDEP.
5. The third union negotiation meeting was held on February 9, 2016. The date for the next meeting has not been set.
6. Safety plans are being updated based on comments from the JIF.
7. Enclosed is a report that contains a comparison of TOMSA financials to industry standards and peers. This report was briefly discussed.
8. Records of influent flows dating back to 1985 and two other influent parameters dating back to 1991 were updated through the end of 2015. The data was charted and analyzed. No items requiring action were identified.
9. Summaries of the monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were presented.

MAINTENANCE DEPARTMENT:

Project Report/work orders for January 2016 were reviewed.

SPECIAL ASSESSMENT:

Res. 35/16 Establishing a Special Assessment for Improvements Benefitting Specific Rate Payers and Basins. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 35/16.

PLANT POWER BUILDING CONTRACT:

It was agreed to include removal of the existing plant emergency generator in the contract. A replacement generator is proposed in the contract.

PUBLIC COMMENTS:

There were no public comments.

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

Mr. Wrede motioned, seconded by Mr. Stokes at 10:31 P.M. to close Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Rogers motioned, seconded by Mr. Wrede at 10:34 P.M. to close public meeting. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned, seconded by Mrs. Smith at 10:34 P.M., to adjourn the meeting. All members agreed.

A handwritten signature or set of initials, possibly 'RW', located at the bottom center of the page.