

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

DATE OF MEETING: March 19, 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 1, 2018, The Independent on February 28, 2018 & the Star Ledger on February 28, 2018. 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. Aveta; Mr. Rogers; Mrs. Smith; Mr. Wrede, Mr. Zapcic & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A.; George Nole, Maintenance Manager; & Jordan Volk, Engineer. Mr. Stokes & Mr. Hrycyk were absent.

Moment of silence was observed for Walter Lynch of TOMSA.

MINUTES OF REGULAR MEETING:

The minutes of February 20, 2018 were moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Aveta, Mr. Rogers, 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 Mrs. Smith & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 22/18 through 25/18.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 22/18 Approving Payment of Operating Bills in the amount of \$609,408.27.

CONSTRUCTION FUND:

Res. 23/18 Approving Payment of Construction Fund bills in the amount of \$73,795.26.

REVENUE FUND REQ:

Res. 24/18 Approving Revenue Fund req. 3/2018 in the amount of \$834,408.27.

GENERAL FUND:

Res. 25/18 Approving Transfer from the General Fund to the Construction Fund in the amount of \$73,795.26.

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) – The re-start date is tentatively scheduled for April 2, 2018, with the revised completion date extended to June 30, 2018, in accordance with the proposed Change Order, which will be submitted this week.
 - 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:

PRELIMINARY AND FINAL
APPROVAL:

Res. 26/18 Approving Preliminary & Final Approval for Subdivision No. 438, CVS Pharmacy and Chase bank. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 26/18.

PRELIMINARY AND FINAL
APPROVAL:

Res. 27/18 Approving Preliminary & Final Approval for Subdivision No. 444, 144 Chestnut Avenue. It was moved to be adopted by Mr. Rogers & seconded by Mr. Zapcic. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 27/18.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

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

We have completed the six items required by the PEOSHA Notice of Order to Comply, and notified our case Manager. Our case Manager will perform a final inspection before the end of March. The six items cited are listed here:

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

A second meeting to discuss the new 2% cap for Authorities was held on March 16th at the Passaic Valley Sewerage Commission. Brian Rischman attended this meeting and will report at the Board Meeting.

A final version of the Atlantic Highlands and Highlands Wastewater Services Agreements were sent to each locality, so that they could present the agreement to their new Boards and Council members. We have been told by Atlantic Highlands that they have reviewed the Agreement and a response is coming. They said there were no issues.

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 the design work has begun. The remaining projects are being reviewed relative to the Five 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. In light of Rich Reseter's accident, we will be having a session on **all types of** ladder safety as soon as it can be arranged.

The average daily flow during February was 7.23 MGD. The collection crew attended to twenty-seven service calls throughout the month. Ten service calls required clearing of blockages. There was one force main break, one referred to the maintenance department and 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.

There were no new subdivision applications submitted during February. There were no connection fees collected in February.

The next Key Indicators will be reviewed at the May meeting. This will be for the first quarter of 2018.

WWTP PHASE II IMPROVEMENTS
PROJECT CHANGE ORDER NO. 4:

Res. 28/18 Authorizing Change Order No. 4 to the WWTP Phase II Improvements Project. It was moved to be adopted by Mr. Wrede &

seconded by Mr. Zapcic. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 28/18.

PAYMENT TO TOWNSHIP :

Res. 29/18 Approving Payment of Township Appropriation. It was moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Aveta, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 29/18.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through January 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for March 9, 2018 was reviewed.

The following is a list of major tasks performed and projects I worked on since February 8th.

1. Redzone, a pipeline assessment company, does not appear to be interested in performing a no-cost or small scale demo on TOMSA's terms despite previous conversations. Once authorized to begin an I&I project, the plan is to add data formatting requirements to the contract which will allow integration with the Authority's existing asset management program. Previous specifications accommodate the assessment tools and methods provided by Redzone and others. If Redzone or their competitors are interested in bidding, they will have the opportunity.
2. 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. This has negatively impacted the reliability of natural gas fixtures serviced by the main. Three quotes have been received ranging in cost from approximately \$68,000 to \$128,000. A recommendation to award a contract on an emergency basis is being prepared.

Upon further investigation, the other sections of buried gas piping were installed in the late 80's (compared to the late 60's /early 70's) and the type of pipe used is more resistant to corrosion. At this time only original plant gas piping will be replaced.

3. Annual preventative maintenance contracts for various mechanical and electrical equipment have been awarded. These contracts provide for specialized testing of key equipment in the plant and collection system.
4. Documents for FEMA and the EIT are collected on an on-going basis and submitted as appropriate. A reimbursement request was prepared and submitted to FEMA under the plant emergency generator grant. The amount totals \$558,772. The reimbursement request under the Emory Drive Pump Station FEMA grant (approximately \$525,000) is still being reviewed. Fund disbursement from both grants are expected in March.
5. The setup and use of a system to take credit card payments is being coordinated with the Authority's existing billing and finance software vendor, Edmunds.
6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 80% and 73%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for (February 2018) were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Rogers motioned, seconded by Mr. Zapcic at 8:40 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. Rogers motioned, seconded by Mr. Zapcic at 8:55 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned, seconded by Mr. Zapcic at 8:55 P.M., to adjourn the meeting. All members agreed.