

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

DATE OF MEETING: November 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 the meeting date was published in the Two River Times on March 3, 2016, The Independent on March 9, 2016 & the Star Ledger on March 3, 2016. 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. Rogers & Mrs. Bouw. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Bryan Hrycyk, Plant Superintendent; William Meyler, CPA; Richard C. Leahey, Jr., Esq., Counselor; George Nole, Maintenance Manager; & John Van Dorpe, Engineer.

MINUTES OF REGULAR MEETING:

The minutes of October 17, 2016 were moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mrs. Smith, Mr. Stokes, Mr. Wrede, Mr. Rogers & Mrs. Bouw voted yes.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Wrede at 8:02 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and results to made available at the appropriate time.

Mr. Aveta arrived at 8:07 P.M.

Mr. Zapcic arrived at 8:13 P.M.

Mr. Stokes motioned, seconded by Mr. Rogers at 8:48 P.M. to come out of Executive Session. Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mrs. Bouw voted yes.

Mr. Stokes motioned, seconded by Mr. Rogers at 8:48 P.M. to go back into Public Session. Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & 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 Mrs. Smith. On roll call, Mrs. Smith, Mr. Wrede, Mr. Rogers, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 96/16 through 99/16.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 96/16 Approving Payment of Operating Bills in the amount of \$440,891.39.

CONSTRUCTION FUND:

Res. 97/16 Approving Payment of Construction Fund bills in the amount of \$664,116.72.

REVENUE FUND REQ:

Res. 98/16 Approving Revenue Fund req. 11/2016 in the amount of \$665,891.39.

GENERAL FUND:

Res. 99/16 Approving Transfer from the General Fund to the Construction Fund in the amount of \$664,116.72.

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. Emory Drive Pump Station Improvements (MSA-156) – Construction has been completed and conditional upon approval of CO #4 and payment request #12 (FINAL) by the Board, this project will be closed out this month.
3. NJIT 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)

Outstanding issues were resolved and the project was closed out in October.

B. Administration Building ADA Improvements (MSA-153) – As

previously reported, has been completed and was closed out in May.

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

previously reported, this project was completed and the project was closed out in June.

D. Building Sump Pumps (MSA-162) –

Construction work is essentially completed and should be tested and approved shortly. It is currently anticipated that the project will be completed this month and closed out in December.

E. New Power Building (MSA-167) – As

previously reported, the Pre-construction Meeting with NJDEP/NJEIT took place on June 7, 2016, on which date the Notice to Proceed was issued. Although submittals and preparation work is still on-going, the Planning Board approval and Building Department

Permits have been received and construction work has been started and is proceeding.

- F. WWTP Phase II Improvements (MSA-168) – All necessary equipment and materials have been received and preliminary construction work was started at the end of June. However, due to a process upset, TOMSA has delayed the start of construction, which is now planned to resume the end of March and be completed by early July.
 - G. Flood Barriers (MSA-170) – Installation of flood barrier frames has been substantially completed. A Punch List has been provided and it is anticipated the project should probably be completed this month and closed out in December.
 - H. Raw Sludge Building Improvements (MSA-171) – This project is anticipated to be completed shortly and probably closed out in December.
4. Basin #6 I & I Study (MSA-183) – Based on our meeting with TOMSA to review the draft report and findings, a list of recommended repairs has been agreed upon by the Authority. The Contractor has been advised of work required to be completed, and we are currently awaiting a response and revised schedule.

5. Upon completion of the remediation work, the report will be finalized and submitted.

6. Compton Creek Effluent Barrier Project (MSA-185) – Installation work was performed on November 2, 2016. However, although the gate currently functions satisfactorily, it is recommended that the Contractor be required to return to complete the installation of the stainless steel plate at the bottom of the gate.

6. Jumping Brook PS Project (MSA-177) – As previously reported, the pre-construction meeting was held March 29, 2016 and Notice to Proceed was issued. Construction work was started in October and will be proceeding over the next several months.

7. Clay Pit PS Project – Construction work is essentially completed, except for the on-going issue with one (1) of the pumps tripping out, which when resolved, the project will be closed out.

8. Broadway Interceptor Project (MSA-197) –Punch List items have been completed and Northeast Remsco has been advised that TOMSA intends to hold them responsible for the lining, additional bypass pumping, and associated costs of lining the downstream section of sewer that was lined at the end of September, after having been damaged during Remsco's construction work. It is anticipated that

the project can be closed-out next month.

Partial Payment Request No. 4 in the Amount of \$331,082.12 to McCauley Construction Co. Inc. for the WWTP Electrical Power System Upgrade Project.

Partial Payment Request No. 9 in the Amount of \$16,716.78 to McCauley Construction Co. Inc. for the Raw Sludge Building Electrical Improvements Project.

Partial Payment Request No. 12 in the Amount of \$30,339.17 to Allied Construction Group for the Emory Drive Pump Station Modifications Project.

Partial Payment Request No. 6 in the Amount of \$159,426.40 to MBE Mark III Electric Inc. for the WWTP Phase II Improvements Project.

Partial Payment Request No. 1 in the amount of \$71,860.00 to Inland Pipe Rehabilitation Northeast, LLC for the Broadway 30" Sanitary Sewer Interceptor Lining Project.

Change Order #4 for the Emory Drive Pump Station Modifications Project.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

November 15, 2016 report was reviewed. No lost time accidents during the month of October. One employee was injured during November when his vehicle was hit from behind while he was waiting at a stop sign. All operations were conducted within permit guidelines during October. Northeast Remsco has completed installation of the new pipelines and manholes and the pipeline beneath the Creek will be grouted and lined. Financial results for year to date through the end of September were presented.

Both management and the union have filed formal Notices of Impasse with the Public Employees Relation Commission (PERC). The first session with the mediator is set for Thursday, November 17th at 10 A.M. We have not received any additional correspondence from MCBOA relative to emergency power alternatives.

The staff had a meeting with representatives of Highlands and Atlantic Highlands to discuss their remaining issues relative to the wastewater agreements. There are only two issues and it is felt that one issue can be worked out with the insertion of new wording in the agreement. The closing date for the NJEIT Notes was July 14th and we have received \$1,982,271.00 in funds to date. Our task now is to provide documentation to the NJEIT after we pay our construction bills each month. There has been some confusion whether FEMA

funds and NJEIT funds can be used on the same project. We are working through this problem.

Capital projects; Work at the Clay Pit pump station is complete, but there may be some problems with power as delivered to the pump station. Work at the Jumping Brook pump station has begun.

The assistant maintenance supervisor is taking a series of online classes and is preparing to program the new PLC. We need to purchase some hardware and software. This programming knowledge is the same for the plant SCADA system and the belt filter press PLC.

We are continuing with our safety training programs. The updating of our written programs is ongoing.

The average daily flow during October was 5.7 MGD. The collection crew attended to thirty-six service calls throughout the month. GPSing of manholes continues. The repairs phase the Basin 6 I&I project is proceeding.

We are adding potassium permanganate to the Fairview wet well to address odor concerns. The new bioxide system at the Emory Drive pump station has been started up. Background hydrogen sulfide measurements are being taken at the Emory Drive wet well and at the end of the new force main.

There were no new subdivision applications submitted in October. There were 8 connection fees collected in October. Three employees have set their retirement dates this year and one employee has set his retirement date for next year. Two employees will celebrate their 25 year anniversaries during December and one employee will celebrate 35 years of employment in December. Interviews were held for the Laboratory Supervisor/Technician position and the Shift Operator Second Shift position. Recommendations for each of these positions are being made at this meeting.

Brian Hrycyk attended a NJUA JIF Executive Safety Committee meeting on Thursday, November 10th. The topics discussed were - Controls and Safety Devices for Automatically Fired Boilers, New Jersey Rules and Regulation, Property Services, Self-Inspections and Lightning Protection.

The Key Indicators report for the third quarter of 2016 was reviewed at the November meeting.

KEY INDICATORS PRESENTATION:

Review Key Indicators 3rd Quarter 2016.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through

September 30, 2016 was reviewed.

STAFF ENGINEER'S REPORT:

Report for November 10, 2016 was reviewed.

The following is a list of major tasks performed and projects I worked on since October 6th.

1. The Broadway Emergency Pipe Repair project has moved out of the construction phase and is now fully into the insurance and recovery phase. The bill list is being finalized with the insurance company. On the subrogation front, the insurance company is building a case to pursue Lucas Brothers. Northeast Remsco has been notified that the Authority intends on recovering lining and other related costs from the pipe replacement contract. Northeast Remsco has expressed disagreement with this position.
2. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate. The EIT provided a letter outlining their concerns about funding projects with both EIT and FEMA grants. A formal request to the NJ Office of Emergency Management (NJOEM), who administers FEMA grants, was prepared and sent requesting confirmation that projects can be funded with both FEMA and EIT grants. NJOEM has prepared a letter requesting an official determination from FEMA. This letter should be sent shortly. In the meantime, the EIT has authorized reimbursements to continue from the short term lending program.
3. Coordination with the various contractors

continues on a daily basis to minimize interruption to Authority activities.

4. A meeting with Highlands and Atlantic Highlands regarding the proposed service agreement was held on October 14th. At the meeting, the respective Borough administrators indicated that the surcharge and payment of retiree benefits remain issues. Through the meeting it was determined that clarification of surcharge wording may make it acceptable to the Boroughs. Similar resolution of the retiree cost issue is not likely.
5. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 52%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for October 2016 were reviewed.

PUBLIC COMMENTS:

There were no public comments.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Rogers at 9:18 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. Stokes motioned, seconded by Mr. Wrede at 9:22 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Stokes & Mrs. Bouw voted yes.

Mr. Stokes motioned & Mr. Wrede seconded at 9:18 P.M. to come out of Executive Session and into Public Session.

Res. 101-16 Authorizing the Authority to hire Tina McKay. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Aveta. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 101-16.

Res. 102-16 Authorizing the Authority to hire John Roche as a probationary employee. It was moved to be adopted by Mr. Rogers & seconded by Mr. Wrede. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 102-16.

Mr. Stokes motioned, seconded by Mr. Wrede at 9:50 P.M. 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. Stokes motioned, seconded by Mr. Wrede at 9:50 P.M., to adjourn the meeting. All members agreed.

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