

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

DATE OF MEETING: October 16, 2017

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 Vice-Chairperson Wrede 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 2, 2017, The Independent on March 2, 2017 & the Star Ledger on March 1, 2017. 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: Mrs. Smith; Mr. Wrede, Mr. Rogers & Mr. Zapcic. Also in attendance were: Raymond Nierstedt, Executive Director; Brian Rischman, Staff Engineer; Richard C. Leahey, Jr., Esq., Counselor; William A. Meyler, C.P.A.; Bryan Hrycyk, Plant Manager; George Nole, Maintenance Manager; & John Van Dorpe, Engineer. Mr. Aveta & Mrs. Bouw were absent.

MINUTES OF REGULAR MEETING:

The minutes of September 18, 2017 were moved to be adopted by Mr. Rogers & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede & Mr. Zapcic 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. Zapcic. On roll call, Mr. Rogers, Mr. Wrede, Mrs. Smith & Mr. Zapcic voted yes. Carried to adopt Res. 83/17 through 86/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 83/17 Approving Payment of Operating Bills in the amount of \$446,199.25.

CONSTRUCTION FUND:

Res. 84/17 Approving Payment of Construction Fund bills in the amount of \$45,502.20.

REVENUE FUND REQ:

Res. 85/17 Approving Revenue Fund req. 10/2017 in the amount of \$671,199.25.

GENERAL FUND:

Res. 86/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$45,502.20.

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 is proceeding and is anticipated to be completed in November 2017.
 - F. WWTP Phase II Improvements (MSA-168) – Construction work is proceeding and is currently anticipated to be completed by end of November 2017.
 - 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 within a few weeks.

Partial Payment Request No. 15 in the amount of \$6,137.74 to MCCAULEY CONSTRUCTION CO. INC. for the WWTP ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

Mr. Stokes arrived at 8:05P.M.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

October 10, 2017 report was reviewed. No lost time accidents during the month of September. All operations were conducted within permit guidelines during the month of September. Financial results for year to date through the end of August were presented.

A meeting will be set up with Highlands and Atlantic Highlands about the wastewater service agreements.

The NJEIT Bonds closed during May/June of 2017 and we have received \$4,919,123 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 two remaining projects from the original eight projects are both proceeding on schedule. The power building is near completion and the emergency generator is on line. The WWTP Phase II project contractor has completed the work on the

second clarifier. We are not giving the contractor clarifier #3 until November. 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

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We have an initial proposal for the Basin 13 I & I project from Maser. The estimate for this project is \$700,000 for the project work and \$145,000 for the Inspection and engineering work.

After discussion at the last Board meeting, it was decided that all capital projects are placed on hold until the five-year plan is reviewed.

The Raw building PLC panel is installed and working. The assistant maintenance supervisor has begun work on the belt filter press plc. He is working on these projects in between his normal duties.

We have scheduled Lock Out Tag Out training in November for those employees who have not had it.

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

The 2018 Budget is included as an item at this Board Meeting. This is an exercise that

involves the entire management staff and generally takes a few weeks.

The average daily flow during September was 5.86 MGD. The collection crew attended to thirty service calls throughout the month. Eight service calls required clearing of blockages.

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.

The new bioxide system at the Emory Drive pump station is in use. We are adding bioxide at a rate of about twelve gallons per day. The company that is providing the bioxide also provides a service to optimize this amount of bioxide we are using. We are setting up this service to back up our own observations.

There were no new subdivision applications submitted in September. There were 40 connection fees collected in September.

Key Indicators for the third quarter of 2017 will be reviewed at the November meeting.

2018 OPERATING BUDGET:

Budget Information was reviewed

2018 OPERATING BUDGET
INTRODUCTION & APPROVAL:

Res. 87/17 Authorizing Introduction and Approval of 2018 Operating Budget. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mr. Zapcic voted yes. Carried to adopt Res. 87/17.

2018 OPERATING BUDGET
PUBLIC HEARING:

Res. 88/17 Authorizing Forwarding of 2018 Budget to the NJ Division of Local Government Services for Review and Advertising for the Public Hearing. It was moved to be adopted by Mr. Wrede & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mr. Zapcic voted yes. Carried to adopt Res. 88/17.

WWTP ELECTRICAL POWER SYSTEM
PROJECT CHANGE ORDER NO. 6:

Res. 89/17 Authorizing Change Order No.6 for the WWTP Electrical Power System Upgrade. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mr. Zapcic voted yes. Carried to adopt Res. 89/17.

MEDICAL BENEFITS TRUST FUND:

Res. 90/17 Authorizing the Transfer of \$100,000 into the Unfunded Post-Retirement Medical Benefits Trust Fund. It was moved to be adopted by Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mr. Zapcic voted yes. Carried to adopt Res. 90/17.

FLOOD RESERVE TRUST FUND:

Res. 91/17 Authorizing the Transfer of \$100,000 into the Flood Reserve Trust Fund. It was moved to be adopted by Mr. Stokes & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mrs. Smith, Mr. Stokes, Mr. Wrede & Mr. Zapcic voted yes. Carried to adopt Res. 91/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through August 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for October 10, 2017 was reviewed.

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

1. On September 10th, a NJ American Water (NJAW) Main on Half Mile Road failed. The failure caused significant damage to the roadway and surrounding utilities. Damage to the sanitary sewer system consisted of a displaced manhole and broken sanitary sewer lateral. NJAW responded to the incident and restored the area except for the displaced manhole. As a result of the event, the displaced manhole is no longer suitable for long term use. Manholes are custom manufactured and are not a stocked product. Coordination with NJAW is ongoing to replace the manhole at their expense. Because the area was flooded with water from the water main break and the configuration of the sanitary sewer at that location, no sewage leaked.
2. The five-year Cake Hauling and Disposal Contract, awarded at the September meeting, has been signed. The contract will go into effect January 1st. The contract involves the transportation and disposal of cake produced by the belt filter press.
3. Documents for FEMA, EIT and insurance reimbursements are collected on an on-going basis and submitted as appropriate.
 - a. Approximately half of the \$53,000 claim for the 2016 TVSS fire has been paid by Insurance. The second half is expected shortly.
 - b. FEMA closeout of the Sandy claims continue. During closeout of one claim, FEMA failed to recalculate a reduction in benefit which favored FEMA by about \$54,000.

The error was brought to FEMA's attention and addressed.

- c. The reimbursement request under the Emory Drive Pump Station FEMA Grant Agreement, for the full amount of \$509,679.00, was prepared and submitted to FEMA. FEMA will not act on the request until a request for grant fund reallocation submitted fifteen months ago is reviewed and approved by FEMA.
4. Flood insurance policies that fulfill TOMSA's obligations resulting from receipt of Sandy FEMA funds go into effect this month for all six eligible buildings. The actual policy premiums are consistent with the preliminary estimates previously provided.
5. Assistance was provided in the preparation of the 2018FY budget.
6. The 5-year capital plan is being updated to reflect The 2018FY budget, 2017 six-month audit, final 2017 bond debt service schedule. Issuance of the update is expected at the November meeting.
7. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 74% and 56%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for September 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mr. Wrede at 8:45 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.

PUBLIC SESSION:

Mr. Stokes motioned, seconded by Mr. Zapcic at 9:05 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mr. Stokes & Mrs. Smith voted yes.

Mr. Stokes motioned, seconded by Mrs. at 9:05 P.M. to go into Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mr. Stokes voted yes.

Res. 92/17 retaining professional services for specialized legal counsel. It was moved to be adopted by Mr. Zapcic & seconded by Mr. Stokes. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mr. Stokes voted yes. Carried to adopt Res. 92/17.

Mr. Stokes motioned, seconded by Mrs. Smith at 9:10 P.M. to close Public Session. On roll call, Mr. Rogers, Mrs. Smith, Mr. Zapcic, Mr. Wrede & Mr. Stokes voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Stokes motioned, seconded by Mrs. Smith at 9:10 P.M., to adjourn the meeting. All members agreed.