

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

DATE OF MEETING: September 15, 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 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 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. Stokes & Mrs. Bouw. 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. Zapcic arrived at 8:02 P.M.

SIX MONTH AUDIT REPORT:

Presentation by Wiliam A. Meyler, C.P.A.

Mr. Aveta arrived at 8:10 P.M.

MINUTES OF REGULAR MEETING:

The minutes of August 21, 2017 were moved to be adopted by Mr. Stokes & seconded by Mr. Wrede. On roll call, Mr. Stokes, 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 Mr. Stokes & seconded by Mrs. Smith. On roll call, Mr. Stokes, Mr. Wrede, Mrs. Smith, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 76/17 through 79/17.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 76/17 Approving Payment of Operating Bills in the amount of \$564,232.81.

CONSTRUCTION FUND:

Res. 77/17 Approving Payment of Construction Fund bills in the amount of \$181,456.79.

REVENUE FUND REQ:

Res. 78/17 Approving Revenue Fund req. 9/2017 in the amount of \$789,232.81.

GENERAL FUND:

Res. 79/17 Approving Transfer from the General Fund to the Construction Fund in the amount of \$181,456.79.

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 October 2017.
- F. WWTP Phase II Improvements (MSA-168) – Construction work is proceeding and is currently anticipated to be completed in October 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 this month.

Partial Payment Request No. 14 in the amount of \$108,719.83 to MCCAULEY CONSTRUCTION CO. INC. for the ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

Partial Payment Request No. 10 in the amount of \$927.08 to MBE MARK III ELECTRIC INC. for the WWTP ELECTRICAL POWER SYSTEM UPGRADE PROJECT.

ENGINEER'S SUB-DIVISION REPORT:

None

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

September 11, 2017 report was reviewed. No lost time accidents during the month of August. All operations were conducted within permit guidelines during the month of August. Financial results for year to date through the end of July were presented.

We discussed the outcome of the last Board Meeting with Atlantic Highlands and Highlands. They were both relieved. We now have to meet and finalize the agreement.

The NJEIT Bonds closed during May/June of 2017 and we have received \$4,600,117 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 according to schedule. These are the power building and WWTP Phase II project. The two contract projects, sewer TVing and emergency dig-ups are also proceeding as needed. The new emergency generator is in service. The five projects that have been identified for consideration are listed here:

- Basin 13 I & I project
- Digester cleaning with improvements to the mixer system
- Second set of aerial crossings
- Primary Settling Tanks skimmer mechanisms replacement and possible other repairs
- Replacement of gasoline and diesel underground storage tanks

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, all projects are on hold until adequate funds are available.

The assistant maintenance supervisor has completed programming the PLC for the raw sludge pumping operation. The PLC control panel has been moved to the raw building and is installed. It is in operation and worked immediately upon installation. Some additional programming is being done at this time with the assistance of Rockwell Automation. When this project is complete,

he will move on to the belt filter press project. He is working on these projects in between his other normal duties.

The five-year sludge removal bid has been received and opened and a recommendation will be made at this meeting.

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

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

Work has begun on the 2018 Budget. This is an exercise that involves the entire management staff and generally takes a few weeks.

The average daily flow during August was 6.04 MGD. The collection crew attended to twenty-four service calls throughout the month. Four 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.

We are adding potassium permanganate to the Fairview wet well to address odor concerns.

There were no new subdivision applications submitted in August. There were 11 connection fees collected in August.

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

Brian Rischman & I attended the NJBPU Microgrid Press Event on August 30, 2017.

Mr. Rogers arrived at 8:44 P.M.

PURCHASE OF PREVENTATIVE
MAINTENANCE SERVICES:

Res. 80/17 Authorizing the Annual Purchase of Preventative Maintenance, Breakdown and Extended Warranty Services for the Township of Middletown Sewerage Authority Electronic Equipment. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Smith. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 80/17.

SLUDGE REMOVAL CONTRACT
APPROVAL:

Res. 81/17 Authorizing Approval of Contract for "Removal, Transport and Disposal of Digested and Dewatered Sewage Sludge". It was moved to be Adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 81/17.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through July 31, 2017 was reviewed.

STAFF ENGINEER'S REPORT:

Report for September 11, 2017 was reviewed.

The following is a list of major tasks performed and projects I worked on since August 11th.

1. Oversight of plant operations continued through August due to long-term absence of Bryan Hrycyk.
2. Bids for the five-year Cake Hauling and Disposal Contract were received. An award resolution is on September's meeting agenda. Background and commentary on the results will be provided with the resolution. 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.
4. Flood insurance policies that fulfill TOMSA's obligations resulting from receipt of Sandy FEMA funds go into effect this month for 5 of 6 buildings. The application for the sixth building is expected to be received shortly. The actual policy premiums are consistent with the preliminary estimates previously provided.
5. Coordination with the various contractors continues on a daily basis to minimize interruption with the Authority's activities. Tie-in of plant buildings to the new power building is scheduled for the week of September 11th.
6. Monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands were reviewed. The Boroughs utilized 75% and 57%, respectively, of the proposed flow limits.

MAINTENANCE DEPARTMENT:

Project Report/work orders for August 2017 were reviewed.

PUBLIC COMMENTS:

None.

EXECUTIVE SESSION:

Mr. Stokes motioned, seconded by Mrs. Smith at 9:11 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. Aveta motioned, seconded by Mr. Zapcic at 9:58 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Mr. Zapcic, Mr. Wrede, Mrs. Smith & Mrs. Bouw voted yes.

Res. 82/17 Authorizing TOMSA to hire Lauren Cherney as a part-time employee. It was moved to be adopted by Mr. Stokes & seconded by Mr. Zapcic. On roll call, Mr. Rogers, Mrs. Smith, Mr. Wrede, Mr. Zapcic & Mrs. Bouw voted yes. Carried to adopt Res. 82/17.

ADJOURNMENT:

There being no further business to discuss, Mr. Aveta motioned, seconded by Mr. Stokes at 9:58 P.M., to adjourn the meeting. All members agreed.

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