

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

DATE OF MEETING: March 16, 2020

MEETING CALLED TO ORDER:

The Caucus and Regular Meeting of the Township of Middletown Sewerage Authority was called to order at 7:30 P.M., 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 5, 2020, The Independent on March 4, 2020 & the Star Ledger on March 3, 2020. 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. Wrede; Ms. Eteson (via phone); Mr. Ciparis & Mrs. Bouw. Also in attendance were: Brian Rischman, Acting Executive Director; Richard C. Leahey, Jr., Esq., Counselor; William Meyler, C.P.A. (via phone) & Sue Brasefield, Engineer (via phone). Mr. Rogers, Mr. Zapcic, Mr. Nole & Mr. Hrycyk were absent.

EXECUTIVE SESSION:

Mr. Wrede motioned, seconded by Mr. Ciparis at 7:33 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and minutes will be made public at the appropriate time.

PUBLIC SESSION:

Mr. Ciparis motioned, seconded by Mr. Wrede at 7:55 P.M. to come out of Executive Session and back to Public Session. All members agreed.

MINUTES OF REGULAR MEETING:

The minutes of February 18, 2020 were moved to be adopted by Mr. Wrede & seconded by Mr. Aveta. On roll call, Mr. Ciparis, Mr. Wrede, Mr. Aveta & Mrs. Bouw voted yes.

CONSENT AGENDA:

Mr. Rischman 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. Wrede & seconded by Mr. Ciparis. On roll call, Mr. Aveta, Mr. Wrede, Mr. Ciparis, Ms. Eteson & Mrs. Bouw voted yes. Carried to adopt Res. 32/2020 through 35/2020.

TREASURER'S REPORT:

OPERATING BILLS:

Res. 32/2020 Approving Payment of Operating Bills in the amount of \$936,879.56.

CONSTRUCTION FUND:

Res. 33/2020 Approving Payment of Construction Fund bills in the amount of \$43,280.33.

REVENUE FUND REQ:

Res. 34/2020 Approving Revenue Fund Req.

3/2020 in the amount of \$1,161,879.56.

GENERAL FUND:

Res. 35/2020 Approving Transfer from the General Fund to the Construction Fund in the amount of \$43,280.33.

ENGINEER'S STATUS REPORT:

March 3, 2020 Meeting.

The following is a report on the status of projects for which Maser Consulting is responsible:

1. Basin #13 Infiltration and Inflow Evaluation- (MSA-208) TV inspection and cleaning work is essentially complete, including the interceptor. Repairs have been partially completed. Materials have been ordered for the remaining work.
2. Digester Cleaning and Modifications - (MSA-214) Preparation of plans and specifications for cleaning and inspection of both digesters, and for the upgrade of the mixing system and installation of a heat exchanger have essentially been drafted. However, based on recent meetings with the Authority and authorization by the Authority,

ENGINEERS SUB-DIVISION REPORT:

Res. 36/2020 Approval of Preliminary & Final Application #457 Brian Way Sanitary Sewer Upgrades, Village 35, L.P., C/O National Realty and Development Corp., 3 Manhattanville Road, Suite 202, Purchase

6. Various Construction/Extension Projects- The status of various development projects was discussed.

5. Aerial Crossing Rehabilitations (MSA-176) - We have been proceeding with the preparation of plans and specifications. We have completed pipe thickness testing and no problems were identified. TOMSA is going to televise pipes to check the condition. It is currently anticipated that plans and specifications should be completed by the end of the month.

4. Primary Settling Tanks (MSA-211) - Pre- paration of plans and specifications for the primary settling tank rehabilitation project have been drafted and should be ready for the Authority's review and approval later this month.

3. UST/AST Project (MSA-231) - We have been proceeding with the preparation of plans and specifications. It is currently anticipated that plans and specifications should be completed by the end of this month.

replacement of the cover is now being added. We have evaluated dual membrane covers. Once a cover has been selected, the plans will be finalized.

NY 10577.

It was moved to be adopted by Mr. Ciparis & seconded by Mr. Wrede. On roll call, Mr. Aveta, Mr. Ciparis, Mr. Wrede, Ms. Eteson & Mrs. Bouw voted yes. Carried to adopt Res. 36/2020.

Res. 37/2020 Approval of Preliminary and Final Application #463 One Story Maintenance Building and Mezzanine Office, Wickeberg Marine Contracting, Inc., 11 Canterbury Way, Farmingdale, NJ 07727. It was moved to be adopted by Mr. Wrede & seconded by Mr. Ciparis. On roll call, Mr. Ciparis, Mr. Aveta, Mr. Wrede, Ms. Eteson & Mrs. Bouw voted yes. Carried to adopt Res. 37/2020.

EXECUTIVE DIRECTOR'S REPORT:

MONTHLY STATUS REPORT:

March 6, 2020 report was reviewed.

We had no lost time accidents during February.

There was one violation of the plant discharge permit, 7 day moving average for total suspended solids. The upset starting in mid-January continued into early February. The plant started recovering in the second and third weeks of February. The last week of February started another upset that resulted in a violation of the 7-day moving average.

The 24 hour sample collected from the sewage entering the plant on February 29<sup>th</sup> had an average strength three times

more than normal by one measure and six times more by another. On March 3, an operator found unusual sludge adhered to the wall of a concrete well. The sludge was black and smelt like perfume. Samples were taken and sent to the lab for testing. The other well that serves the same purpose was checked. The same sludge was found to a lesser extent. Both wells were cleaned.

Upon these discoveries, manholes downstream of unique facilities were inspected. Facilities include NWS Earle, OHMSETT, Route 36 Academy Bus Depot, State and County marinas and the discharge manholes from Atlantic Highlands and Highlands. Other measures were taken and will be discussed at the next Board Meeting.

Year-to-date financial results were reviewed.

NJDEP provided documentation to the NJEIT and TOMSA to closeout funds remaining in the issuance. The values are being reviewed.

Discussions with the union representatives regarding a proposed Union Contract continue. A discussion on this topic is expected in March Meeting's Executive Session.

Work is proceeding with the five capital projects for 2020/2021.

These projects are:

- Digester Cleaning with Improvements to the Mixer System
- Basin 13 I&I project
- Second Set of Aerial Crossings
- Primary Settling Tanks Baffle and Weir Replacement with other repairs
- Replacement of Gasoline and Diesel Underground Storage Tanks

Maser is preparing proposals for the following projects:

- I &I Study and Collection System Improvements
- RAS Building No.1 MCC Replacement
- Pump Station Power Improvements

Volume treated during the month of February was 203 million gallons, which is an average of 7.0 million gallons per day.

The number of Service Calls for the collection system personnel during February was thirty-seven (37). The number of service calls requiring clearing of blockages was eleven (11). There were seven pump station related calls.

During February a review of all work orders was conducted with Mr. George Nole.

Our temporary Receptionist/Accounts Receivable Clerk continues to work well.

There were two new subdivision applications submitted in February.

- 1500 NJ-35
- Pomon Plaza LLC

Six connection fees were collected in February.

Memorandum dated March 6, 2020 was reviewed.

Res. 38/2020 Authorization of March 6, 2020 Maser Consulting Proposal for additional Professional Services. It was moved to be adopted by Mr. Ciparis & seconded by Mr. Aveta. On roll call, Mr. Aveta, Mr. Ciparis, Ms. Eteson, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 38/2020.

Res. 39/2020 Resolution authorizing Engagement of Special Counsel - NJPDES Permit Renewal. It was moved to be adopted by Mr. Wrede & seconded by Mrs. Bouw. On roll call, Mr. Aveta, Mr. Ciparis, Ms. Eteson, Mr. Wrede & Mrs. Bouw. Carried to adopt Res. 39/2020.

Res. 40/2020 Authorizing Certain

EXECUTIVE DIRECTOR  
ADVERTISEMENT:

JUST REMOVAL AND AST  
INSTALLATION - ADDITIONAL  
PROFESSIONAL SERVICES:

SPECIAL COUNSEL:

BANKING AUTHORIZATION:



Employees and Board Members to Conduct Banking Transactions on Behalf of the Authority with its Official Depository. It was moved to be adopted by Mr. Aveta & seconded by Mr. Ciparis. On roll call, Mr. Aveta, Mr. Ciparis, Mr. Wrede, Ms. Eteson & Mrs. Bouw voted yes. Carried to adopt Res. 40/2020.

The Board approved opening of a deposit box at the official depository.

BUDGET AMENDMENT:

Res. 41/2020 Authorizing Submission of Budget Amendment to the State. It was moved to be adopted by Mr. Ciparis & seconded by Mr. Wrede. On roll call, Mr. Ciparis, Mr. Aveta, Ms. Eteson, Mr. Wrede & Mrs. Bouw voted yes. Carried to adopt Res. 41/2020.

CONSTRUCTION FUND ANALYSIS:

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

BUDGET ANALYSIS:

Operating Budget Analysis Through January 31, 2020.

STAFF ENGINEER'S REPORT:

Report for March 6, 2020 was reviewed.

The following is a list of major tasks performed and projects worked on since February 7<sup>th</sup>:

1. Pure Technologies pressure sensor data collection is ongoing. Data gathered is being analyzed and discussed.
2. Morehouse is currently programming and configuring the new RTU's.
3. Upgrades to TOMSA's computer network continue. Upgrades are about 95% complete. An unexpected benefit of the upgrades is the collaboration software that moves some documentation and record keeping previously kept by paper and shared via phone calls to an electronic format. This format is easy to distribute and searchable.
4. Documents for the shared services agreement with Monmouth County have been submitted. A response is expected shortly.
5. As expected, the State continues to review the plant's permit renewal application. A response is not expected until spring. The State will eventually issue a draft permit for public comment. A resolution for legal services associated with the permit, on an if and where directed basis, is on March's meeting agenda.
6. A manhole near Crown Palace on Route 35 was damaged by a developer. TOMSA responded and remediated the immediate issues. The developer responded shortly after, implemented a temporary repair and will be responsible for the permanent repair. No sewage was discharged. All expenses incurred will be recovered from the developer.

7. Information was gathered and submitted to Maser in response to the presentation on energy auctions at last month's meeting.
8. Three flow meters suitable for use in gravity flow sanitary sewers were ordered. These meters can identify areas in the collection system contributing excessive inflow and infiltration.
9. Negotiations to accept treated groundwater from a New Jersey Natural Gas facility in Atlantic Highlands continue. An update will be provided in Executive Session.
10. Attached are summaries of monthly sewage flows from the Boroughs of Highlands and Atlantic Highlands. The Boroughs utilized 68% and 82%, respectively, of the proposed flow limits.

MAINTENANCE DEPT.

Project Report/work orders for January 2020 were reviewed.

PUBLIC COMMENTS:

None

EXECUTIVE SESSION:

Mr. Wrede motioned & Mr. Ciparis seconded at 8:40 P.M. to go into Executive Session to discuss matters of personnel and litigation. All members agreed and minutes will be made public at the appropriate time.



ADJOURNMENT:

Mr. Wrede motioned & Mr. Ciparis seconded at 8:55 P.M. to come out of Executive Session. All members agreed.

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

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ADMINISTRATION OFFICE  
100 BEVERLY WAY, BELFORD, NJ 07718  
CAUCUS AND REGULAR MEETINGS

DATE OF MEETING: March 21, 2020

MEETING CALLED TO ORDER:

In consideration of Executive Orders 103 (Murphy 3/9/2020), 107 (Murphy 3/21/2020), and 108 (Murphy 3/21/2020), an emergency meeting of the Board was convened in accordance with N.J.S.A. 10:4-9 (b). The meeting was advertised on the Authority's website, tomsanj.com, at approximately 3:30 P.M., March 21, 2020. The meeting was held via conference call.

PLEDGE OF ALLEGIANCE:

ROLL CALL:

On roll call, the following members were present: Mr. Zapcic; Mr. Ciparis, & Mrs. Bouw. Also present were Mr. Leahey, Authority Attorney, Mr. Fernandez, Labor Attorney & Mr. Rischman, Acting Executive Director.

IMPLEMENTATION OF WORK  
SCHEDULES TO REDUCE RISK  
OF EMPLOYEE EXPOSURE TO  
COVID19:

At the recommendation of the Acting Executive Director, the Board agreed to implement measures to adjust work schedules to reduce the risk of employee to employee exposure to COVID19 and increase resiliency to service interruptions.

A Resolution was passed to grant the Acting Executive Director authority to take all reasonable and necessary measures to implement the foregoing.

At 4:25 P.M., Mr. Ciparis motioned, seconded by Mr. Zapcic to adjourn the meeting.