

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: September 16, 2024

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 6:30 P.M., by Chairperson Schweizer with the announcement that the notice requirement provided for in the Open Public Meetings Act had been satisfied. The notice of this meeting was published in the Star Ledger on February 28, 2024, The Two River Times on February 29, 2024 and The Asbury Park Press on March 3, 2024.

PLEDGE OF ALLEGIANCE AND ROLL CALL:

On roll call, the following members were present: Mr. Aveta; Mr. Rogers; Mr. Iannaci; Ms. Eteson; Mr. Schweizer & Mr. Kratz. Also in attendance were: Mr. Paul Thomson, Acting Executive Director; Terence Bane, Assistant Maintenance Manager; Catherine Kim Esq., Counselor, Larry Schachtel, Safety Manager, Mr. Jonathan Mannarino, Superintendent of Collections; George Nole, Maintenance Manager; Bart Brophy, Plant Manager & Jordan Volk of Colliers and Engineering and Design.

MINUTES OF REGULAR MEETING:

The minutes of August 19, 2024 were moved to be adopted by Mr. Aveta & seconded by Mr. Kratz. On roll call, Mr. Aveta, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Schweizer voted yes.

Mr. Skelly arrived at 6:35 P.M.

PS&S PRESENTATION:

Bob Fisher presented Risk Management Cost Analysis to the Board.

2024 TOMSA Detail Expenditure Analysis

Reliability of the equipment, reduces emergency incidents & there are 7 key benefits of risk-asset management plan

Each piece of equipment rated on condition, performance and reliability- see detailed plan.

CONSENT AGENDA:

Mr. Schweizer 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. Rogers & seconded by Mr. Iannaci. On roll call, Mr. Aveta, Mr. Rogers, Ms. Eteson, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Resolutions 100/2024 through 103/2024.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 100/2024 Approving Payment of Operating Bills in the Amount of \$587,619.34.

- CONSTRUCTION FUND: Resolution 101/2024 Approving Payment of Construction Fund bills in the amount of \$376,780.00.
- REVENUE FUND REQ.: Resolution 102/2024 Approving Revenue Fund req. 9/2024 in the amount of \$937,619.34.
- GENERAL FUND: Resolution 103/2024 Approving Transfer from the General Fund to the Construction Fund in the amount of \$376,780.00.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 104/2024 Authorizing Refunds of Sewer Rent Fees to Certain Rate Payers. It was moved to be adopted by Mr. Aveta & seconded by Mr. Iannaci. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 104/2024.

AUTHORIZATION FOR BOND COUNSEL:

Res. 105/2024 Approving Award of Contract for Bond Counsel to Gibbons P.C. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 105/2024.

AWARD OF CONTRACT FOR ELECTRICAL SERVICE:

Res. 106/2024 Awarding Contract for Main Pump Building Gas Detection Monitor Conduit and Wiring to Soden’s Electric, Inc. It was moved to be adopted by Mr. Aveta & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 106/2024.

AUTHORIZING PURCHASE OF ELECTRICITY SUPPLY:

Res. 107/2024 Authorizing Purchase of Electricity Supply Services Through Online Auction Services of EMEX, LLC. It was moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 107/2024.

ENGINEER’S STATUS REPORT:

Jordan Volk of Collier’s presented his report to the Board.

Digester cleaning, Modifications and New Cover- BR Welding will begin 14” plug valve replacement on Digester 2. They will be submitting a revised construction schedule to reflect change once there is confirmed date for heat exchanger demonstration.

Fairview & McClees Pump Station Improvements- Collier’s is currently working on design docs.

Fairview Force Main Replacement- Collier’s is currently working on a response letter and revising cultural resources report to be resubmitted to the NJDEP as well as working on design docs.

TOMSA Pump Station Improvement- Collier’s will be providing professional services for Design, Bidding & construction phase services for pump station improvements.

Hilton Park, Village Green, Storm & Stag, Shady Oaks, Beacon Hill, Meadow View, Swimming River- currently working on design docs

New Project Proposals- Meetings with TOMSA to define scopes:
Collier's is coordinating with PS&S on plant evaluation to be implemented into Viewworks.
Various Construction-Extension Projects
Lifetime Fitness – applicant is seeking closeout
59 Oakland Ave. – Punchlist to be created.

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel

Daily safety toolbox meetings & monthly safety equipment inspections are being conducted.
PEOSH – Dept of Health inspection was held on 8/27/24, 4 areas of concern were abated.
req. training scheduled, 30- day ext., granted for consultation
annual recert. classes held for all employees on 9/10/& 9/11 (Blood borne pathogens, Hazcom, Hazmat, Confined spaces, LOTO)
flagger training completed for 7 employees
Emergency action plan certified and distributed to all employees.
Scheduling PEOSH hosted training & live burn fire extinguisher training.
Asbestos awareness and competent person training 10/2 & 10/3.

PLANT MANAGER – Bart Brophy

The plant performed in compliance with permit regs. for Aug.
The avg. daily flow was 7.97MGD with peak flow of 14.30 MGD.
Final effluent BOD avg. for Aug. was 7.40 mg/l with 95.3 removal efficiency.
Final effluent TSS avg. was 8.78 mg/l with 96.3 removal efficiency.
avg. sludge cake, total solids were 16.54%
Bar screens, unit 1 & 2 are in service.
Grit chamber – is in service and removing grit daily
Primary tanks – are online & functioning properly Primary tank 2 is in standby mode.
Aeration Tanks- #2 & 3 remain online. Aeration tank #1 remains offline as maintenance continues to make necessary repairs.
All four secondary clarifiers remain online.

MAINTENANCE DEPT: Terence Bane & George Nole

completed tasks
fire extinguisher inspections completed
Cleaned chlorine filters in chlorine building
eye wash & emergency shower were inspected
moved & installed a new eyewash as per PEOSH
install a new valve & actuator on aeration tank # 1
finished oil changes on final settling tanks
replaced Bilco doors at Fairview pump station with new steel plate
rebuild and installed Pump # 3 at Fairview
started greasing the drives on the primary tanks

ongoing tasks

Aeration tank #1, have to replace valve #2 and replace 2nd actuator
in raw, we are rebuilding a 3rd grit pump to have a backup
started repairs to the natural gas backup generators
main pump sleeves have arrived from Muni Main will be rebuilding the week of the 16th
starting new heating coils in Dewater building
exterior doors project has started, closers on back order and FRP is BO
projects pending
need to replace chiller in control for methane
RAS building # 2 pump, #5 needs to be rebuilt
Painting of the new exterior doors
waiting on quote from Trimco roof Coop for a new roof on RAS building #1

COLLECTIONS-Jonathan Mannarino

There were 0 reported Sanitary Sewer overflows.
the team fielded 39 calls
8 total force main mark-outs were completed
continued preventive maintenance on pump station wet-wells
1st round of grease trap inspections were completed
Oswald in for some CCTV work
Key manhole inspections were completed
SCADA for pump stations is becoming unreliable, 2 main stations & 1 smaller station have not had
any communication in over a month- engineering firm Moorehouse is trying to rectify the problems

INTERIM EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

No current projects for Bid
Plant construction
Lab Trailer- working through permits/reviews with Middletown Township
work has started, installation underway- concrete pour for 9/19/24
trailer installation co. to install mid Oct- as long as contractor maintains progress schedule
Digester- pump down begins on 9/23, there will be a change order for est. \$14,000 for 3 new valves that
are broken
Valve in aeration piping was replaced after a wait of several weeks & next valve in line needs to be
replaced too. Asset management plan will help convey the constant replacing/fixing of so many
components
Plant – is meeting current permit
NJDES permit for sanitary/surface water will expire on 12/31/24
permit good for 5 yrs.- current status is in DEP review
ongoing repairs to be addressed according to order of importance
Renewals
NJONLINE -several air permits are expired and being worked on for renewals
TOMSA to meet with consultant -1st week of Oct. to finalize compliance issues
new regs & procedures require more than 20,000 gallons of onsite chemical storage-

fines could be substantial
ins renewal for 2025 complete, will evaluate policies later in yr.
Borough of Atl. Highlands- billings \$63,559.63
Borough of Highlands- \$72,897.58

BUDGET ANALYSIS:

Operating Budget Analysis through July 31, 2024

CASH MANAGEMENT REPORT:

Cash Management Report through August 31, 2024
was reviewed by the Board.

GENERAL DISCUSSION:

Old business – none

New – Septic Hauler Charges- charging what is actually in the truck instead of by site glass
or certification of volume in the truck (calibration)
go to lab first, give a sample and get a form from TOMSA before going to dump contents

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Skelly motioned, seconded by Mr. Kratz at 7:40 P.M. to
close Public Session. On roll call, Mr. Aveta, Mr. Rogers, Ms. Eteson, Mr. Iannaci
& Mr. Schweizer voted yes.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

There being no further business to discuss, Mr. Skelly motioned, seconded by Mr. Kratz at
7:48 P.M., to adjourn the meeting. All members agreed.