

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: October 21, 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. Rogers; Ms. Eteson (by phone); Mr. Skelly; Mr. Schweizer & Mr. Kratz. Also in attendance were: Mr. Paul Thomson, Acting Executive Director; Terence Bane, Assistant Maintenance Manager; Mitchell B. Jacobs, Esq., Counselor, Larry Schachtel, Safety Manager, Mr. Jonathan Mannarino, Superintendent of Collections; Bart Brophy, Plant Manager & Jordan Volk of Colliers and Engineering and Design & Brian Waldron, CPA. Mr. Aveta, Mr. Iannaci & Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

The minutes of September 16, 2024 were moved to be adopted by Mr. Skelly & seconded by Mr. Rogers. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes.

PRESENTATION OF THE 2024 AUDIT:

2024 Audit Presentation - see attached Audit.
Bid not properly advertised.
Budgetary – over expenditures during 2023 over revenues
Compliance-
operating revenue – down from 2022
operating expenditures – up
loss of 1.6 million
have 4.4 mil. unrestricted to use as of 12/31/23

Actual Budget -
admin expenses were \$70,000
have 45 days to submit audit (acceptance of audit)
will have a resolution next week

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. Kratz & seconded by Mr. Skelly. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Resolutions 108/2024 through 111/2024.

- **TREASURER'S REPORT:**
- **OPERATING BILLS:** Resolution 108/2024 Approving Payment of Operating Bills in the Amount of \$787,362.56.
- **CONSTRUCTION FUND:** Resolution 109/2024 Approving Payment of Construction Fund bills in the amount of \$15,276.65.
- **REVENUE FUND REQ.:** Resolution 110/2024 Approving Revenue Fund req. 10/2024 in the amount of \$1,137,362.56.
- **GENERAL FUND:** Resolution 111/2024 Approving Transfer from the General Fund to the Construction Fund in the amount of \$15,276.65.

AUTHORIZATION OF CHANGE ORDER:

Res. 112/2024 Authorizing Two Change Orders for Digester Pump, Pipe Heat and Valve Improvement Project. It was moved to be adopted by Mr. Skelly & seconded by Mr. Kratz. On roll call, Mr. Rogers, Mr. Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 112/2024.

ENGINEER'S STATUS REPORT:

Jordan Volk presented his report to the Board.

Digester Cleaning – (MSA 230)BR Welding has completed scope of work items related to Digester #2 as of 10/15. CED & TOMSA have begun the scheduling and coordination of when work for Digester #1 will begin and the plant operation involved.

Fairview and McClees Pump Station Improvements (MSA 232)

CED is working on design documents.

Fairview Force Main Replacement (MSA 0261)

CED has submitted a revised cultural resources report to the NJDEP and is awaiting their review. CED is progressing with the design documents.

TOMSA Pump Stations Improvement (MSA 0028)

CED has completed survey for each of the respective pump stations and is progressing with design documents.

New Project Proposals – Meetings with TOMSA will be scheduled to define scopes

CED is coordinating with PS&S on the plant evaluation to be implemented into Viewworks.

Lifetime Fitness –(MSA 233) applicant is seeking closeout.

59 Oakland Ave. (MSA 0014) – Punchlist items to be addressed.

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel

Ongoing – month 6,413 hrs. year to date – 66,137 hrs. with transitional duty

Daily safety toolbox meetings and monthly safety equipment inspections are being conducted.

PEOSH- Dept. of Health inspections -4 areas of concern were found and abated.

Required training was completed.

Compliant to date, continual maintenance required, Closure letter attached.

PEOSH – Dept of Labor inspection – 10/10/24. Minor issues were found and were abated immediately.

Asbestos and Designated Person training completed on 10/2 & 10/3/24.

Open seats were offered to Middletown & Atlantic DPW.

PEOSH extension expired 10/18/24. Waiting on closure from the Enforcement Division.

Upcoming

Ocean Computer to install authentication on all computers within the Authority on 10/30/24,

Homeland Security requirement.

Training – to be determined

PLANT MANAGER – Bart Brophy

The Plant failed weekly TSS in the effluent, the permit is 45 mg/l the plant was 52.68 mg/l for one of the weekly averages in Sep. 2024.

The average daily flow was 7.50 MGD, with a peak flow of 13.50 MGD.

Final Effluent BOD average for the month was 8.9 mg/l with 95.9% removal efficiency

Final Effluent TSS average for the month was 20.61 mg/l with 92.4% removal efficiency.

The average sludge cake, total percent solids were 16.45%

Equipment status

Bar screens – unit 1 and #2 are in service.

Grit – is in service and removing grit daily

Primary tanks are presently online and are functioning properly.

Primary tank is in standby mode.

Aeration tanks - #2 & 3 remain online. Aeration tanks #1 remains offline as maintenance continues to make necessary repairs.

All 4 secondary clarifiers remain online. All plant personnel continue to wear their appropriate safety gear.

MAINTENANCE DEPT: Terence Bane & George Nole

Completed

Fire extinguisher inspections completed by Brendan Lunney & Rob Ambrozia

cleaned Chlorine filters in Chlorine building & replace 4" valve on boiler

eye wash and emergency shower were inspected by Sean & Brendan

installed new water heater at MClees pump station by Rob & crew

finished wiring and installing new lighting at Clay Pit & Harbor Green

finished heat coils and new Modine blower units in DeWater Plumbing & Electric

Greased, oiled and repacked multiple pumps throughout plant by Tom and maintenance crew

Cleaned flame arrestors on the Fler and Cannon mixers

Had to replace pump seals on pump #1 at Village Green

We have completed the exterior door project – great job by Mr. Keys

Ongoing

Aeration tank #1, still waiting on actuator and new valve for #2 on motorized valve

in Raw, we are rebuilding a 3rd Grit pump to have as backup

Repairs for natural gas generators are in progress, wait on parts
Main pumps rebuild has started. Did get #1&2 back online and have started rebuilding #1 pump
Waiting on new motor for fresh air intake for Dewatering & some other lighting
waiting on BTU Inc. for Methane boiler cleaning & natural gas
Projects Pending
Replace Radiant heater in Dewater building
RAS building #2 pump#5 -needs to be rebuild
Painting of exterior doors
Roof on RAS #1 and new chiller in control

COLLECTIONS-Jonathan Mannarino

There were 0 reported Sanitary Sewer overflows.
The team fielded a total of 45 calls.
12 total force main markouts were completed.
Continued preventative maintenance on the pump station wet wells.
Had Oswald in for some more CCTV work and cleaning for Fairview wet well.
The Jet vac was out all month and cleaned roughly 3000 feet of pipe so far.
SCADA for the pump stations is still giving us issues. New antennas were ordered in hopes communications will/can be restored.

INTERIM EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

Projects Bidding
No current projects for bid
Plant Construction
Lab Trailer- has been moved and installed/assembled on the footings, subcontractor work ongoing, should be completed in Nov., then will be set up by TOMSA. Additional cost to complete lab with final components needed. The ramps (handicapped stairs) for the trailer need to be shipped to the site and installed.
Digester project work continues – the first phase consisting of Digester 2 has been completed.
Digester #1 work will begin this week. Contract should be completed by end of November. Two additional change orders for the board by resolution, misc valves and couplers.
Plant
Plant is meeting monthly permit- previously failed some weekly requirements.
NJPDES permit for Sanitary/surface water will be expired on 12/31/24. These permits are good for 5 yrs.
Current status is in the DEP review-ongoing review.
Ongoing struggles with repairs/breakdowns and address these according to order of importance.
Renewals/new accounts required:
NJONLINE- Air permits/fees and requirements -most of air permits are in good standing and updated, permits are readily available upon request in a binder in main office. Some of the geofence locations need to be updated on the DEP website and it is being worked on.
New regulations and procedures require for more than 20,000 gallons of onsite chemical storage- this is an important one also as fines could be substantial.

Billings for month of Sep.- Atlantic Highlands
Borough of Atlantic Highlands - \$41,125.79
Borough of Highlands - \$70,532.04
Total for month of Aug. - \$111,657.83

BUDGET ANALYSIS:

Operating Budget Analysis through August 31, 2024

CASH MANAGEMENT REPORT:

Cash Management Report through September 30, 2024
was reviewed by the Board.

GENERAL DISCUSSION:

Old business – none

New – Meeting with attorney (HFA) company re: tax sale

HFA go through procedures that TOMSA does for its tax sale

Sludge transport disposal contract – expires Jan. – is good for one year

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Kratz motioned, seconded by Mr. Rogers at 7:11 P.M. to
close Public Session. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly
& Mr. Schweizer voted yes.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

There being no further business to discuss, Mr. Kratz motioned, seconded by Mr. Rogers at
7:11 P.M., to adjourn the meeting. All members agreed.