

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: November 18, 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; Mr. Aveta; Mr. Iannaci; Mr. Skelly; Mr. Schweizer & Mr. Kratz. Also in attendance were: Mr. Paul Thomson, Acting Executive Director; Mitchell B. Jacobs, Esq., Counselor, Larry Schachtel, Safety Manager, Assistant Maintenance Supervisor, Terence Bane & Jordan Volk of Colliers and Engineering and Design & Thahisha Martinez, Staff Accountant. Bart Brophy, George Nole, Jonathan Mannarino were absent.

MINUTES OF REGULAR MEETING:

The minutes of October 21, 2024 were moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes, Mr. Aveta and Mr. Iannaci abstained.

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. Aveta. On roll call, Mr. Aveta, Mr. Rogers, Ms. Eteson, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Resolutions 113/2024 through 116/2024.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 113/2024 Approving Payment of Operating Bills in the Amount of \$549,448.31.
- CONSTRUCTION FUND: Resolution 114/2024 Approving Payment of Construction Fund bills in the amount of \$290,707.99.
- REVENUE FUND REQ.: Resolution 115/2024 Approving Revenue Fund req. 11/2024 in the amount of \$899,448,31.
- GENERAL FUND: Resolution 116/2024 Approving Transfer from the General Fund to the Construction Fund in the amount of \$290,707.99.

2023 AUDIT AFFIDAVIT:

Res. 117/2024 Authorizing Audit Group Resolution and Affidavit. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 117/2024.

2025 BUDGET INTRODUCTION AND APPROVAL:

Res. 118/2024 Authorizing the Introduction and Approval of the 2025 Operating Budget. 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. 118/2024.

2025 OPERATING BUDGET HEARING:

Res. 119/2024 Authorizing Forwarding of the 2025 Budget to the NJ Division of Local Government Services for Review. It was moved to be adopted by Mr. Skelly & seconded by Mr. Kratz. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 119/2024.

RISK MANAGER NEW JERSEY UTILITIES AUTHORITY JOINT INSURANCE FUND:

Res. 120/2024 Naming Risk Management Consultant for One year 1/1/2025 to 12/31/2025. It was moved to be adopted by Mr. Rogers & seconded by Mr. Skelly. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, M. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 120/2024.

ENGINEER'S STATUS REPORT:

Jordan Volk presented his report to the Board.

Digester Cleaning –(MSA-230)

BR Welding was on site beginning October 28 to work on Digester #1 and to observe the transfer of sludge from Digester #1 to #2. The Authority lowered the Digester as much as possible from October 28-30, then it was handed over to the Contractor. Sludge hauling proceeded from Oct. 31-Nov.1. At this point, the contractor was informed by the disposal location that the waste being hauled was no longer sludge but solid waste. With this, a new means of removing the sludge from the digester is being performed and is continuing to proceed as of Nov. 12th.

Fairview and McClees Pump Station Improvements (MSA 232)

CED is currently working on design documents.

Fairview Force Main Replacement (MSA 0261)

We are working on the wetlands general permit application. CED had a meeting with TOMSA staff to discuss project details and easement issues across private property. We have since followed up with NJ Transit to look at alternatives to using private property to access the work zone. We are also progressing with design documents.

TOMSA Pump Stations Improvement (MSA 0028)

CED has completed the survey for each of the respective pump stations and is currently progressing with the design documents. A kick-off meeting was held between TOMSA and CED to finalize the project scope.

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 VUEworks.

59 Oakland Ave. (MSA 0014) –

Punchlist items to be addressed.

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel

Safety hrs. 8,3733 yr. & 72,138 hrs.

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

PEOSH – Dept. of Labor conducted a surprise inspection on an outside contractor- no violations.

Ocean Computer installed authentication on all computers within the Authority, Homeland Security requirement. Training - TBD

MAINTENANCE DEPT: Terence Bane & George Nole- completed

Fire extinguisher inspections completed.

Cleaned Chlorine filters in Chlorine building.

Eye wash and emergency shower were inspected.

Soden Electric ran new conduit and wire for 4 gas meters in main pump drywell.

Started wiring and installing new lighting in maintenance storage area.

Finished wiring new T-stat for new Modine blower units in Dewater Plumbing.

Greased oiled and repacked multiple pumps throughout the plans by Tom & Maintenance crew.

Started turning on heat to control and other buildings on site.

Had to remove pump #1 at harbor green waiting on new pump 6-8 weeks

Made electrical repairs at McClees as per JIF inspection

Tom completed painting outside doors

Ongoing

Aeration tank #1 still waiting on and actuator and new valve for #2 on motorized valve shipping on Nov 22, 2024.

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

Repairs for natural gas generators are in progress, wait on parts in almost complete

Main pumps rebuild has started , got #1 & #2 back online, started rebuilding #1 pump 4 is now complete working on #3.

Waiting on new motor for fresh air intake for Dewatering a& some other lighting

Waiting on BTU Inc. for Methane boiler cleaning & natural gas.

Projects Pending

Replace Radiant heater in Dewater building

RAS Building #2, #5 needs to be rebuilt

Working on JIF punch list at Fairview & McClees

Roof on RAS #1 add new chiller in control

INTERIM EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

Projects Bidding -2025 Budget Introduction

Preparing a bid package for the removal, transport and disposal of digested and dewatered sewage sludge. The existing contract expires the end of Dec. 2024, this completed the existing two-year contract.

Review of Technology Consulting Service Bid will be done next week, award to be given by Nov 29, 2024.

Implementation of services Jan. 2025.

Budget 2025 Introduction.

Plant construction

Lab trailer- has been moved and installed. The ramps (handicapped/stairs) for the trailer have been installed.

Lab trailer punch list was generated, awaiting items to be completed. Retainage has been held on contractor payments until work has been satisfied.

Additional cost on TOMSA to fit out the inside of the trailer with lab components. Whatever can be used from existing lab will be utilized.

Digester project continues- currently in the process of cleaning Digester #1. This process has been lengthy due to over 12 tons of rags being removed. This has to be done as it could be detrimental to the operations of the plant. There will be an additional cost due to increased disposal cost versus the original unit's cost. This work should be completed by the end of November.

Plant

NJPDES permits for Sanitary/surface water will expire on 12/31/24. These permits are good for 5 years.

Current status is in the DEP review-ongoing review (In process)

Ongoing struggles with repairs/breakdowns and will address them according to order of importance.

Renewals/new accounts required

SAMS.gov account setup has been challenging, this is an ongoing process currently being worked on.

Due to some previous inaccurate information, we are basically starting from the beginning. This process is holding up payments from the Earle Weapon station for tank dumping. Pending application process.

Due to significant increases in cost here at TOMSA, Atlantic Highlands/ Highlands will need to pass down increases also. These contracts should be reviewed in 2025 and discussed further.

BUDGET ANALYSIS:

Operating Budget Analysis through September 30, 2024

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New – none

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Aveta motioned, seconded by Mr. Iannaci at 6:55 P.M. to close Public Session. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes.

EXECUTIVE SESSION:

Mr. Aveta motioned, seconded by Mr. Iannaci at 6:55 P.M. to go into Executive Session to discuss Union Correspondence.

At 7:15 P.M. Mr. Aveta motioned, seconded by Mr. Rogers, to come out of Executive Session.

On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Schweizer motioned, seconded by Mr. Kratz at 7:18 P.M., to adjourn the meeting. All members agreed.