

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

**AGENDA FOR PUBLIC RATE HEARING:**

**December 16, 2024 6:00 P.M.**

**MEETING CALLED TO ORDER:**

The Public Rate Hearing of the Township Of Middletown Sewerage Authority was called to order at 6:00 P.M. by Chairperson Schweizer with the announcement that the notice of hearing requirement provided for in the Open Public Meetings Act was properly given by transmission to The Asbury Park Press and the Star Ledger, for publication on November 27, 2024 and The Two River Times for publication on November 28, 2024. It was also posted at the TOMSA Administration Building, the Township of Middletown Municipal Building and filed with the Township Clerk.

**PLEDGE OF ALLEGIANCE AND ROLL CALL:**

On roll call, the following members were present: Mr. Rogers; Ms. Eteson; Mr. Aveta; Mr. Iannaci; Mr. Kratz; Mr. Skelly & Mr. Schweizer. Also in attendance were Mr. Paul Thomson, Acting Executive Director; Mitchell B. Jacobs, Esq., Counselor; Larry Schachtel, Safety Manager; Terence Bane, Assistant Maintenance Supervisor; Jonathan Mannarino, Collections; Jordan Volk of Colliers Engineering & Design & Thahisha Martinez, Staff Accountant. Bart Brophy & George Nole were absent.

**PUBLIC HEARING ON 2025 FEE SCHEDULE:**

Amendments of Schedule of Sewer Charges 40:14 A-8 Rates and Services Charges

**INTRODUCTION:**

Affidavit of Publication in the Asbury Park Press and Star Ledger 11/27/2024.

**CLOSE PUBLIC MEETING:**

Mr. Skelly motioned at 6:10 P.M. & seconded by Mr. Rogers to close public meeting. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes.

**2025 REVISED SERVICE FEE SCHEDULE:**

Res. 122/2024 Adoption of 2025 Revised Service Fee Schedule. It was moved to be adopted by Mr. Schweizer & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 122/2024.

**ADJOURNMENT:**

Mr. Schweizer motioned, seconded by Mr. Rogers at 6:12 P.M. to adjourn the meeting. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes.

## **AGENDA FOR PUBLIC MEETING:**

**DECEMBER 16, 2024 6:30 PM**

### **MEETING CALLED TO ORDER:**

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 6:12 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; Ed Switay, Plant Manager; Terence Bane, Assistant Maintenance Supervisor; Jonathan Mannarino, Collections; Jordan Volk of Colliers and Engineering and Design & Thahisha Martinez, Staff Accountant. Bart Brophy and George Nole were absent.

### **MINUTES OF REGULAR MEETING:**

The minutes of November 18, 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.

### **ENGINEER'S STATUS REPORT:**

See attached Colliers Engineer Report as of December 16, 2024. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

### **DIGESTER CLEANING:**

BR Welding was on -site beginning October 28 for the work associated with Digester #1 and to observe the transfer of sludge from Digester #1 to Digester #2. The Authority lowered the digester as much as possible from October 28-30, which it was then handed over to the Contractor. Sludge hauling proceeded from October 21 to November 1. At this point the contractor was informed by the disposal location that the waste being hauled was no longer sludge but solid waste and a new materials removal and hauling procedure was approved. The remaining project scope items, removal and replacement of 14" plug valves A & B, were completed on November 27 and 29 respectively. The remaining grit and rags were removed from the digester on the morning of December 6. BR Welding was on site December 10 to place the hatches back on the Digester and hand Digester #1 back over to the Authority. CED is currently scheduling the remaining startup items as well as equipment training.

### **Fairview & McLees Pump Station Improvements:**

CED is currently working on design documents.

### **Fairview Force Main Replacement:**

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 alternates to using private property to access the work zone. We are also progressing with the design documents.

**TOMSA Pump Stations Improvement:**

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:**

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

**Various Construction/Extension Projects.**

j. - 59 Oakland Avenue (MSA-0014) Punchlist items to be addressed.

**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 123/2024 through 126/2024.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 123/2024 Approving Payment of Operating Bills in the Amount of \$348,293.69.
- CONSTRUCTION FUND: Resolution 124/2024 Approving Payment of Construction Fund bills in the amount of \$639,261.62.
- REVENUE FUND REQ.: Resolution 125/2024 Approving Revenue Fund req. 12/2024 in the amount of \$698,293.69.
- GENERAL FUND: Resolution 126/2024 Approving Transfer from the General Fund to the Construction Fund in the amount of \$639,261.62.

**ADOPTION OF 2025 BUDGET:**

Res. 127/2024 Adoption of 2025 Budget to be forwarded to N.J. Department of Community Affairs (Tentative Pending State Approval). It was moved to be to be adopted by Ms. Esteson & seconded by Mr. Rogers. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 127/2024.

**AWARD OF CAKE TRANSPORTATION, HAULING AND DISPOSAL CONTRACT:**

Res. 128/2024 Award of a Two-Year Contract to Denali Water Solutions, LLC. 220 S. Commerce Ave., Russellville, Arizona 72801. It was moved to be adopted by Mr. Aveta & seconded by Mr. Kratz. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 128/2024.

**UNION SETTLEMENT AGREEMENT:**

Res. 129/2024 Approving Executive Director to sign Union Settlement Agreement. 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. 129/2024.

**HIRING OF EXECUTIVE DIRECTOR:**

Res. 130/2024 Hiring of Paul Thomson as Executive Director. It was moved to be adopted by Mr. Rogers

and seconded by Mr. Kratz. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes. Carried to adopt Res. 130/2024.

## **STAFF REPORTS**

### **SAFETY MANAGER – Larry Schachtel**

Safety hrs. 8,733 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 plant by Tom & maintenance crew.

Started turning on the heat to control & other buildings on site.

Had to remove pump #1 at Harbor Green waiting on new pump 6-8 weeks.

Made electric repairs at McLees as per JIF inspection.

Tom completed painting outside doors.

Ongoing

Aeration Tank #1 still waiting on an actuator and new valve for #2 on motorized valve, shipping on Nov. 22, 24. In Raw, we are rebuilding a 3<sup>rd</sup> Grit pump to have as backup.

Repairs for natural gas generators are in progress, wait on parts is 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 and 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 & McLees.

Roof on RAS #1 add new chiller in control.

### **COLLECTION SYSTEM REPORT: Jonathan Mannarino**

There were 0 reported Sanitary Sewer Overflows.

The team fielded a total of 53 calls.

17 total mark-outs were completed.

Continued preventative maintenance on the pump station wet wells.

Received quote for new gas detection equipment for the Fairview pumping station, we should be able to proceed in February.

Began preparations for grease trap inspections.

Attended the annual AEA conference in Atlantic City.

Began mapping for CCTV work for Oswald.

Winter preparation at all pump stations was completed.

Installation of new gas detection equipment scheduled for the Main Pump Building.

Still working on SCADA issues, the 2 main pump stations will be getting cable internet instead of wireless, we hope this will solve the problems we are having.

### **Plant Manager – Bart Brophy**

Summary for November 2024

The Plant performed in compliance with permit regulations for the month of November 2024.

The average daily flow was 7.010 MGD, with a peak flow of 14.50 MGD.

Final effluent BOD average for the month was 3.36 mg/l with 98.3% removal efficiency.

Final effluent TSS average for the month was 7.55 mg/l with 97.5% removal efficiency.

The average sludge cake, total percent solids were 15.71%.

Equipment Status:

Bar screens – unit #2 in standby mode and unit #1 is in service.

Grit chamber – is in service and removing grit daily.

Primary Tanks – 3 primary tanks are presently online and are functioning properly.

Primary tank #2 is in standby mode.

Aeration Tanks - #2 and #3 remain online. Aeration tank #1 remains offline as maintenance continues to make necessary repairs.

All four secondary clarifiers remain online.

All plant personnel continue to wear their appropriate safety gear.

### **INTERIM EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson**

Projects Bidding- 2025 Budget Adoption:

1. Award for low bid package for the Removal, Transport and disposal of digested and dewatered sewage sludge. The existing contract expires the end of December 2024, this completes the existing two-year contract.

2. TOMSA received “Conditional” approval for the budget adoption by the State of NJ DCA, once the Board meeting is completed, when approved, adopted resolution will be uploaded for final state approval.

3. IT computer services bid, is under review, to be awarded in the near future.

Plant/Construction:

1. Lab/trailer- punch-list is current, waiting for trailer manufacturer to complete all outstanding items.

2. Layout and discussions of the fit out for the new lab is underway. Once final drawings are completed, a project bid will be advertised for construction for both the lab fit out and front office Homeland Security protection.

3. Digester project is 98% completed. The final cleaning of all the rags is now completed. This additional work was considered a “Must Do” as this could have caused major issues throughout the plant, and potential mixing /heating issues in the digester itself. Digesters are usually cleaned and inspected every 8-10 years. Because of the screen issues it allowed excessive buildup in areas that shouldn't receive debris. Digester 1 will be back online by the meeting or soon thereafter.

Plant:

1. NJPDES permits for the 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).

2. On-going struggles with repairs/breakdowns. The team addresses these accordingly in order of importance. Consistent weekly failures due to the end-of-life expectancy on many components throughout the facility.

3. It's important to know that some equipment in the plant is becoming harder to repair due to lack of parts and/or upgrades. TOMSA currently rebuilds as many items inhouse as possible but were also seeing that new items are becoming the only options due to discontinued parts/components.

Renewals/new accounts required:

1. SAMS.gov account is up and dunning and cage code active. Payments can now be received from the government agencies/Earle etc.

2. Due to significant increases in operating costs here at TOMSA, Atlantic Highlands/Highlands will need to have pass down increases too. These contracts should be reviewed in 2025 and discussed further.

Billings for the month of Nov-Atlantic Highlands

1. Borough of Atl. Highlands \$38,946.27

2. Borough of Highlands \$69,403.90

Total for month of Nov. \$108,350.17.

#### **BUDGET ANALYSIS:**

Operating Budget Analysis through October 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. Rogers motioned, seconded by Mr. Kratz at 6:35 P.M. to close Public Session. On roll call, Mr. Aveta, Mr. Rogers, Mr. Iannaci, Ms. Eteson & Mr. Schweizer voted yes.

#### **EXECUTIVE SESSION:**

There was no Executive Session.

#### **ADJOURNMENT:**

There being no further business to discuss, Mr. Rogers motioned, seconded by Mr. Kratz at 6:36 P.M., to adjourn the meeting. All members agreed.