

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: January 21, 2025

AGENDA FOR PUBLIC MEETING:

January 21, 2025 6:30 PM

MEETING CALLED TO ORDER:

The Caucus and Regular Meetings of the Township of Middletown Sewerage Authority were called to order at 6:30 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; Mr. Iannaci; Mr. Skelly; Mr. Schweizer & Mr. Kratz. Also in attendance were: Mr. Paul Thomson, Executive Director & Engineer; Mitchell B. Jacobs, Esq., Counselor; Larry Schachtel, Safety Manager; Jordan Volk of Colliers and Engineering and Design & Thahisha Martinez, Staff Accountant. Mr. Aveta, Mr. Brophy, Mr. Switay, Mr. Mannarino, Mr. Bane and Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

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

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of January 15, 2025. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

DIGESTER CLEANING:

Collier is currently reviewing the Contractor's submitted breakdown of costs for the sludge hauling of Digester #1. Colliers is currently preparing a draft detail for the modification of the gas uptake piping for Digester #2 so that the Digester cover can rise to elevations near the maximum capacity of the Digester without the pipe resting on the edge of the Digester.

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.

Ms. Eteson arrived at 6:35 P.M.

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel

Ongoing

Month - Safety hrs. 5,709 hrs. Year to date- 80,697 hrs.

Daily safety toolbox meetings & monthly safety equipment inspections are ongoing.

Year-end injury report correction – 3 minor injuries for 2024.

OSHA Injury Tracking submittals (300/300a) completed for 2024.

RTK surveys will be refreshed.

Collapsing all documents/reports/permits for 2023/2024

Upcoming

PEOSH Forklift certification

Digging and shoring

Training

Yearly certifications to begin

ASSISTANT PLANT MANAGER’S REPORT: Edward Switay

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

The average daily flow was 7.517 MGD, with a peak flow of 15.00 MGD

BOD for the month was 3.62 mg/l with 98.17%removal

TSS for the month was 9.13mg/l with 98.46% removal.

The average cake, total percent solids were 15.98%.

Equipment Status

Digester project is nearly complete.

Digester # 1 (primary) was placed back in service on December 11, 2024.

Digester #2 (secondary) remained in service.

In all the contractor, BR Welding, installed a new heat exchanger, new circulator pump, replaced 3-14” isolation valves and 3-6” plugs valves. Both Digesters were also cleaned out and all rags were removed.

The one problem remaining is the gas lines on Digester #2. The gas lines and swivel joints

were replaced but the gas lines were hitting the roof ledge. The contractor will make modifications to the gas lines in the few weeks.

Aeration Tank #1 remains offline.

All plant personnel continue to wear their appropriate safety gear.

MAINTENANCE DEPT: Terence Bane & George Nole- completed

1. Fire extinguisher inspections completed by Brendan Lunney
2. Cleaned Chlorine filters in Chlorine Building.
3. Eye wash and emergency shower were inspected by Brendan
4. Installed new 480-volt heater in the Raw Building CJ & Justin B.
5. Had block heater replaced on our 350Kw portable generator
6. Installed new 10 gal. electric water heater in maintenance shop
7. Greased, oiled and repacked multiple pumps throughout the plant by Tom and maintenance crew.
8. Repaired boiler in main pump Building – Will & Tom
9. Installed a new Belt in main pump building in dewatering on Press #1
10. CJ and Justin made electrical repairs in and around plant.

Ongoing

1. Aeration Tank #1 we are still waiting on an actuator and new valve for #2 on motorized valve, shipping on Nov. 22, 2024.
2. In Raw, we are rebuilding a 3rd Grit pump to have as backup.
3. Repairs for natural gas generators are in progress, still waiting on parts. John Allen is almost complete.
4. Main pumps rebuild has started, we did get #1 & #2 back online, we have started rebuilding #1 pump, #4 is now complete, working on #3.
5. Waiting on BTU Inc. for Methane boiler cleaning & natural gas.
6. Had to remove pump #1 at Harbor green waiting on new pump 6-8 weeks.

Projects Pending

Replace Radiant heater in Dewater building.

RAS Building #2, #5 needs to be rebuilt.

Replace fence at Beacon Hill pump station

EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

Projects Bidding- 2025 Budget Adoption:

1. The current sludge haul, disposal bids were rejected after attorney review for a number of error's in both front specifications and bids proposals. New documents are being drafted for re-advertising and bidding process in the near future.
2. Existing sludge haul and disposal contract to be extended for three months ending the end of March 2025.
3. TOMSA received approval from the state (DCA), the 2025 TOMSA budget was certified and approved.
4. Continued work on all of the pump stations designed and upgrades to be submitted for IBANK loans.

Plant/Construction:

1. Lab/trailer- manufactural punch-list items, majority corrected.
2. Fit-out design and layout 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 completed for contract work. The change order for the sludge removal rag removal is being completed for review. Review of the vent piping on the roof is underway. The riser piping with the swivel fittings will need to be cut and adjusted to have a better range of motion as digester lids rise and fall with storage capacity changes.

4. Constant issues with the boilers in the control building are affecting heating of building and temperature of the digested sludge. TOMSA is in the process of getting quotes and design criteria for new boilers both a methane/gas dual fuel and a larger BTU natural gas secondary. Cold temps are constant battles with maintaining critical temperatures.

Plant:

1. NJPDES permits for the Sanitary /surface water will expire on 12/31/25. These permits are good for 5 years. Current status is in the DEP review-ongoing review. In process-while current permit is active.

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. TOMSA will be purchasing in some cases new components/units versus repairing old due to the discontinuing of major items. Parts are becoming harder to get for what is now considered obsolete items.

Renewals/new accounts required:

1. Atlantic Highlands/Highlands, we are working to provide new budget amounts for 2025. They are formulated from the 2024 final closeout numbers/cost, along with the 2025 projected budget numbers.

Billings for the month of Dec-Atlantic Highlands

1. Borough of Atl. Highlands \$19,909.14

2. Borough of Highlands \$70,992.98

Total for month of Nov. \$90,902.12.

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 Ms. Eteson. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Resolutions 01/2025 through 03/2025.

- **TREASURER'S REPORT:**
- **OPERATING BILLS:** Resolution 1/2025 Approving Payment of Operating Bills in the Amount of \$666,429.18.
- **CONSTRUCTION FUND:** Resolution 2/2025 Approving Payment of Construction Fund bills in the amount of \$16,221.98.
- **REVENUE FUND REQ.:** Resolution 3/2025 Approving Revenue Fund req. 1/2025 in the amount of \$1,016,429.18.

**AUTHORIZING EXECUTIVE DIRECTOR
TO SIGN EMPLOYMENT CONTRACTS:**

Res. 04/2025 A-C Authorizing the Executive Director to sign Employment Contracts. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Iannaci, Ms. Eteson, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 04/2025 A-C.

EXTEND CONTRACT FOR SLUDGE DISPOSAL:

Res. 05/2025 Approving a Contract Extension for SYNAGRO-EPIC. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Iannaci, Ms. Eteson, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 05/2025.

BID REJECTION

Res. 6/2025 Approving the Rejection of All Bids for Disposal of Sludge. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Mr. Rogers, Mr. Inannaci, Ms. Eteson, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 6/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through November 30, 2024.

CASH MANAGEMENT REPORT:

Cash Management Report through December 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. Eteson motioned, seconded by Mr. Kratz at 7:07 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Iannaci, Ms. Eteson, Mr. Kratz & Mr. Schweizer voted yes.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

There being no further business to discuss, Ms. Eteson motioned, seconded by Mr. Kratz at 7:07 P.M., to adjourn the meeting. All members agreed.