

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: February 18, 2025

AGENDA FOR PUBLIC MEETING:

February 18, 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; Ms. Eteson (by phone) Mr. Schweizer & Mr. Kratz. Also in attendance were: Mr. Paul Thomson, Executive Director/ Engineer; Mitchell B. Jacobs, Esq., Counselor; Larry Schachtel, Safety Manager; Edward Switay, Plant Manager; Jordan Volk of Colliers and Engineering and Design. Mr. Aveta, Mr. Mannarino, Mr. Bane, Mr. Brophy, Mr. Nole, Mr. Aveta & Mr. Skelly were absent.

REORGANIZATION

APPOINTMENT OF CHAIRPERSON:

Res. 07/2025 Appointment of Steven Schweizer as Chairperson. It was moved to be adopted by Mr. Rogers & seconded by Mr. Eteson. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci & Mr. Kratz voted yes. Carried to adopt Res. 07/2024.

APPOINTMENT OF VICE CHAIRPERSON:

Res. 08/2025 Appointment of Michael Iannacci as Vice Chairperson. It was moved to be adopted by Ms. Eteson & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 08/2025.

APPOINTMENT OF SECRETARY/TREASURER:

Res. 09/2025 Appointment of Edward Skelly as Secretary/Treasurer. It was moved to be adopted by Mr. Kratz & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 09/2025.

APPOINTMENT OF ATTORNEY:

Res. 10/2025 Appointment of John Napolitano of Cleary, Giacobbe, Alfieri, Jacobs, LLC as Attorney. It was moved to be adopted by Mr. Kratz & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 10/2025.

APPOINTMENT OF AUDITOR:

Res. 11/2025 Appointment of Holman, Frenia, Allsion, P.C. as Auditor. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 11/2025.

APPOINTMENT OF ENGINEER:

Res. 12/2025 Appointment of Colliers Engineering as Engineer & Remington & Vernick, T&M, PS&S Van Cleef and CME as Project Engineers. It was moved to be adopted by Mr. Kratz & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 12/2025.

APPOINTMENT OF CONFLICT ATTORNEY:

Res. 13/2025 Appointment of Weiner Law Group, LLP, as Conflict Attorney. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 13/2025.

OFFICIAL DEPOSITORY:

Res. 14/2025 Designating OceanFirst Financial Corp as Official Depository. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer. Carried to adopt Res. 14/2025.

OFFICIAL NEWSPAPERS:

Res. 15/2025 Designating The Two River Times, The Star Ledger and The Asbury Park Press as official newspapers. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 15/2025.

MEMBER'S SALARY:

Res. 16/2025 Approving Annual Salary of Chairperson and Members. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 16/2025.

MEETING DATES:

Res. 17/2025 Approving Regular Meeting Dates from March 2025 to February 2026. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 17/2025.

GRACE PERIOD AND INTEREST RATES:

Res. 18/2025 Approving Grace Period and Interest Rates. It was moved to be adopted by Mr. Kratz & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 18/2025.

SEWER REFUNDS AND CANCELLATIONS:

Res. 19/2025 Approving Refunds and Cancellations. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 19/2025.

FEES FOR LIEN SALE NOTICES:

Res. 20/2025 Approving Fees for Lien Sale Notices. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 20/2025.

CONFIDENTIAL SECRETARY:

Res. 21/2025 Approving Deirdre Colvin as Confidential Secretary. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Rogers, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 21/2025.

MINUTES OF REGULAR MEETING:

The minutes of January 21, 2025 were moved to be adopted by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes.

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. Iannaci & seconded by Mr. Rogers. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Resolutions 22/2025 through 25/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 22/2025 Approving Payment of Operating Bills in the Amount of \$662,240.35.
- CONSTRUCTION FUND: Resolution 23/2025 Approving Payment of Construction Fund bills in the amount of \$305,462.38.
- REVENUE FUND REQ.: Resolution 24/2025 Approving Revenue Fund req. 2/2025 in the amount of \$1,012,240.35
- Construction Transfer: Resolution 25/2025 Approving Transfer to the Construction Account In the amount of \$130,883.87.

AUTHORIZATION TO WAIVE SEWER RENT FEE:

Res. 26/2025 Authorization to waive sewer rent fees due to fire. It was moved to be adopted by Mr. Kratz & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 26/2025.

**AMENDMENT OF THE AUTHORITY'S RULES
& REGULATIONS:**

Res. 27/2025 Revising the Authority's Rules & Regulations. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci, On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 27/2025.

HIRING PLANT SUPERINTENDENT:

Res. 28/20205 Approving Hire of Plant Superintendent. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 28/2025.

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

Res. 29/2025 Authorizing the Executive Director to sign Employment Contract for Plant Superintendent. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 29/2025.

STATE CONTRACT AUTHORIZATION:

Res. 30/2025 Approving the Use of Certain Approved State Contract Vendors. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 30/2025.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of February 10, 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. The gas uptake piping for Digester #2 was altered by the Contractor on Wednesday, January 29th. This modification will allow the gas uptake arm to move freely through all level changes made by the digester cover. Punchlist items for project closeout will be shared with the Contractor.

Fairview & McLees Pump Station Improvements:

CED is currently working on design documents.

Fairview Force Main Replacement:

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. Following coordination with NJ Transit we are progressing with the design documents for the project utilizing the NJ Transit Corridor for easement access from Navesink River Road. This will avoid the need to acquire new easements on a residential property. The wetlands general permit application and the revised Historic Preservation Application for Project Authorization (APA) have been submitted to the NJDEP.

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.

STAFF REPORTS**SAFETY MANAGER – Larry Schachtel****Ongoing**

Month - Safety hrs. 7311 hrs. Year to date- 10,458 hrs. with no reported injuries to date.

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

JIF conducting a safety inspection on 2/27/25.

TOMSA is hosting a PEOH forklift operator class on 2/20/25, Middletown and Atlantic Highlands DPW were invited to attend.

TOMSA employees attended a recent class hosted by Atlantic Highlands DPW on 2/13/25.

ASSISTANT PLANT MANAGER'S REPORT: Edward Switay

The Plant performed in compliance with permit regulations for the month of Jan. 2025.

The average daily flow was 7.45 MGD, with a peak flow of 14.00 MGD.

The effluent BOD for the month was 3.75 mg/l with 98.05% removal.

The effluent TSS for the month was 8.21mg/l with 96.84% removal.

The average cake, total percent solids were 15.17%.

Equipment Status

BR Welding was here on January 29th, to modify the gas piping on Digester #2 cover.

That work was completed that day and the Digester was placed back in service.

The Digester project is now complete.

Aeration Tank #1 is offline. Aeration Tanks #2 & #3 remain in service.

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 Chlorine building CJ & Justin B.
5. Had outside Light replaced by CJ & Justin at Fairview
6. Installed new LED Lighting in maintenance locker room CJ & Justin
7. Greased, oiled and repacked multiple pumps throughout the plant by Tom and maintenance crew
8. Repaired Modine 120,000 btu hydronic heater in GBT room Will & crew

9. Repaired frozen Polymer lines in GBT room crew
10. Capped off shower in new Lab trailer and installed heat trace line on water service
11. Had BTU Inc. complete repairs to methane boiler

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 started on Muffin Monster for Fairview pump station
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, waiting on parts
5. Waiting on Pump #1 at Harbor Green, new pump 6-8 weeks

Projects Pending

- Replace Radiant heater in Dewater building.
- RAS Building #2, pump #5 needs to be rebuilt.
- Replace fence at Beacon Hill pump station.

Collections -Jonathan Mannarino- Report

For the month of January

There was 1 reported Sanitary Sewer Overflow- This was not a TOMSA discharge. DEP was notified of overflow due to the fact that sewage had been discharging for an unknown period of time due to extreme amounts of grease generated by the businesses in the Chapel Hill Shopping Arts Center. (Whole Foods & Gabriella's Steakhouse)

The team fielded a total of 62 calls

37 total markouts were completed

Continued preventative maintenance on the pump station wet wells

Grease trap inspections nearly complete

Continued CCTV through Oswald

SCADA issue has mostly been resolved, there are still 4 pump stations not communicating with the system. All 14 stations were in communication failure prior to this fix. Moorehouse engineering to continue to repair the issue.

Annual EPA 503 Sludge Report, IPP Report and Beneficial Reuse Report were completed and submitted.

Quotes received for new gas monitoring equipment for the Fairview Pumping Station and for a new camera truck.

In March, laboratory technician, Ridley Joseph will be graduating from the AEA EDPA program.

EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

Projects Bidding- Quotes

1. The Sludge haul, disposal bid proposal will be advertised next week with the goal of receiving bids and awarding at the next Board meeting in March 2025.
2. Existing sludge haul and disposal contract has been extended until the end of March 2025.
3. TOMSA is working on receiving quotes for new boilers, both natural gas and combined Natural gas and methane.
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. TOMSA is waiting on the final credit for a damaged eye wash, credit around \$1600.00
2. TOMSA should have final fit-out design in the near future. 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 finalized, waiting on document from Colliers Engineering.
4. Ongoing boiler/heating issues, TOMSA receiving quotes for replacements.

Plant: See Maintenance report.

Billings – Misc.

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.
2. Atlantic Highlands budget was increased around \$70,000 for the year with budget calculations provided to the town CFO/Administrator.
3. Highland’s budget increased by approximately \$52,000 for the year.
4. Contract negotiation for future years will be requested over the summer months.

Billings for the month of Jan- Atlantic Highlands /Highlands

1. Borough of Atlantic Highlands \$47,023.50
2. Borough of Highlands \$70,954.86

Total for month of Jan. 2025 \$117,978.36

BUDGET ANALYSIS:

Operating Budget Analysis through December 31, 2024.

GENERAL DISCUSSION:

Old business – none

New – Charge for RV Dumping – Forming Committees

\$15 to \$40 avg. amount

charge RV’s a flat rate to dump at TOMSA

at hrs. 8:00-4:30- maybe \$30

Rule Change-

homeowners are responsible for anything for anything up to their main

will convey this change to customers – new change

TOMSA needs to inspect when hooking up to a TOMSA main (Rule Specification)

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Rogers motioned, seconded by Mr. Kratz at 7:18 P.M. to

close Public Session. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci, Mr. Kratz

& 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 7:18 P.M., to adjourn the meeting. All members agreed.