

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

AGENDA FOR PUBLIC MEETING:

March 17, 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, 2025, The Two River Times on February 27, 2025 and The Asbury Park Press on February 26, 2025.

PLEDGE OF ALLEGIANCE AND ROLL CALL:

On roll call, the following members were present: Mr. Rogers; 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, Jonathan Mannarino, Collections; Terence Bane, Maintenance, Ed Switay, Asst. Plant Manager & John Ennis, Plant Superintendent. Mr. Iannaci, Mr. Weikel and Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

The minutes of March 17, 2025 were moved to be adopted by Mr. Skelly & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of April 21, 2025. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

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

DIGESTER CLEANING, MODIFICATIONS, and New Cover:

Colliers has reviewed the additional documentation submitted by the Contractor to support the breakdown of costs for the sludge hauling of Digester #1. This change order was approved by Colliers for accuracy and recommended for approval. Punchlist items shared by TOMSA with the Contractor were preliminarily addressed and the Contractor is working with TOMSA to resolve the remaining items.

Fairview & McLees Pump Station Improvements:

CED met with the NJDEP to discuss the planning report. CED is currently revising this report per the comments received from this meeting and we are continuing to progress the design documents.

Fairview Force Main Replacement:

CED is in the process of incorporating changes to the plans to comply with New Jersey Transit requirements and modifications to the plans requested by TOMSA.

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. From March 5th -11th Colliers staff completed a site walk-through at each of the pump stations with TOMSA personnel. CED has submitted a proposal to the Township of Middletown Sewerage Authority to expand our scope to include the four (4) pump stations listed below:

- Emory Drive Pump Station (Rehabilitation)
- Clay Pit Pump Station (Rehabilitation)
- Harbor Green Pump Station (Rehabilitation)
- Jumping Brook Pump Station (Rehabilitation)

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.

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. 6,346 hrs. Year to date- 23,338 hrs., with no reported injuries to date.

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

All Shifts receive safety briefings to date.

TOMSA is hosting a Competent Person Trench and Excavation Training on 4/4/25. Middletown DPW and Atlantic Highlands DPW attended.

2 TOMSA employees attended a Confined Space Train the Trainer class on 3/28/25.

PLANT MANAGER’S REPORT: John Ennis

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

The average daily flow was 7.952 MGD, with a peak flow of 15.0 MGD

The effluent BOD for the month was 6.14 mg/l with 96.6%removal

The effluent TSS for the month was 12.63 mg/l with 95.04% removal.

The average cake, total percent solids were 18.06%.

Equipment Status

Howden worked on issues with programming and PLC issues with the Blowers. Issues with the blowers not modulating correctly, maintenance looking into this.

Main Influent Pump 3 was removed, rebuilt and reinstalled by maintenance.

Main Influent Pump 4 failed at the end of March and drive was replaced in early April.

Main Influent Pumps 1-4 are all available for use.

Primary Tank #1 is still offline, maintenance removed grease from the lines to rectify pumping issue,

tank will remain offline until they can make an entry to repair worn shoes in the tank. Primary Tanks 2 & 3 & 4 are all online.

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

All plant personnel continue to wear their appropriate safety gear.

MAINTENANCE DEPT: George Nole & Terence Bane completed

1. Fire extinguisher inspections completed by Brendan Lunney.
2. Replaced ¾ union and leaking 90 on pump#2 in Chlorine Building John R. Brain.
3. Eye wash and emergency shower were inspected by Brendan.
4. Repaired lighting on settling tanks CJ & Justin B.
5. Removed Pump #3 in main pump to rebuild and reset Crew.
6. Finished running new wires for Harbor Green pump CJ & Justin Mike F.
7. Greased, oiled and repacked multiple pumps throughout the plant by Tom and maintenance crew.
8. Installed new pump at Harbor Green station.
9. Finished new Reznor heater in dewatering building CJ & Justin.
10. John Allen made repairs to the Fairview generator flue gauge and some PM.
11. Rebuild pump #2 on the Helan strainer.

Ongoing

1. Aeration Tank #1, Aeration valve and actuator came in – need to schedule
2. In Raw, we are rebuilding a 3rd Grit pump to have as backup- waiting on parts
3. Repairs starting on Muffin Monster for Fairview pump station – waiting on parts.
4. Main pump waiting on LEL sensor from northeast tech.
5. Need maintenance done to blower system for aeration.
6. Started replacing shoes in primary tank #1 will continue into next tank.

Projects Pending

1. Replace Radiant heater in Fairview pump station.
2. RAS Building #2 pump #5 needs to be rebuilt.
3. Waiting on pricing from Sodens for repair and replacement of plant pole lighting.
4. Pressure reducing valve for McClees pump station

COLLECTION SYSTEM REPORT – Jonathan Mannarino

In the month of March

- There was 1 reported Sanitary Sewer Overflow- Minimal discharge - < 100 gallons. 13 Kentucky Ave. Minor discharge due to soft blockage (grease/rags/paper)
- The team fielded a total of 46 calls.
- 14 total mark-outs were completed.
- Began manhole condition evaluations
- The transmission and rear main seal on the JetVac needed to be replaced. We have been without a JetVac for over a month now, relying on Oswald for emergency situations.
- Grease Trap inspections are complete - Jim will now go back to businesses that failed

- Continued CCTV and main line cleaning through Oswald.
- Continued grease cutting lines in known problem areas.
- Looking into pretreatment options for Guttenplans Frozen Dough – dough still getting into downstream manhole even though they properly maintain their grease trap and bar screen.

EXECUTIVE DIRECTOR/STAFF ENGINEER- Paul Thomson

Projects Bidding- Quotes:

1. Proposal received from PS&S for the design, bidding, permitting and construction admin services for the dual gas and natural gas boilers. This proposal is in the amount of \$121,054.00 for option #2. After review, found proposal to be acceptable. The total project cost will be estimated around \$900 - \$1 million.
2. Proposal received from Colliers for the 4 additional pump stations. This will be the design of the new station improvements along with the construction services. This proposal is in the amount of \$171,000, after review, found proposal to be acceptable. This will also be a part of the current I-Bank loan application.
3. Proposal received from T & M Associates for Professional Architectural, Mechanical, Electrical and Plumbing Engineering Services for the Township of Middletown Sewerage Authority (TOMSA) laboratory trailer and administration building improvements. This proposal is in the amount of \$85,250.00. After review, found proposal to be acceptable.
4. Change order provided by Colliers for BR Welding Digester contract. This was issued for the removal of sludge from Digester 1 which exceeded the original contract amount, there tons of rags in the digester that had to be removed for the proper operation of the plant. The change order reflects a credit or decrease in price of \$169,950.00 for item 36, but an increase in price of \$338,568.75, the net difference of \$198,618.75.,for a new contract amount total of \$1,215,832.82. All combined change orders are under 20% of the original contract.
5. The new sludge hauling contract is underway as of April 1st. This increased approx. by \$30,000 for the first year of the contract based on the estimated total tonnage disposed of. We are projecting the second-year cost to exceed \$70,000 for that year based off our estimated tonnages. This contract runs for two consecutive years.
6. Continued work on all of the pump station designs and upgrades to be submitted for I-Bank Loans. Colliers and TOMSA will have a meeting in the near future to go over the drawings and mechanical components. Our maintenance team will be involved in this meeting.

Plant/Construction:

1. Departments to give plant updates on current activities. Both maintenance and operations.
2. Rules and Regulations revision/resolution, regarding laterals from the curbside cleanout to the main collections piping, TOMSA will maintain and service this portion of the lateral pipe. Resolution to be voted on during tonight's meeting.

Billings- for the month of March – Atlantic Highlands/Highlands

1. Borough of Atlantic Highlands \$48,942.00.
2. Borough of Highlands \$67,709.55.
3. Total for month of Jan 2025 \$116,651.55.

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. Skelly & seconded by Mr. Kratz. On roll call, Mr. Rogers, Ms. Eteson, Mr. Skelly, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Resolutions 38/2025 through 41/2025.

- **TREASURER'S REPORT:**
- **OPERATING BILLS:** Resolution 38/2025 Approving Payment of Operating Bills in the Amount of \$563,201.67.
- **CONSTRUCTION FUND:** Resolution 39/2025 Approving Payment of Construction Fund bills in the amount of \$277,534.01.
- **REVENUE FUND REQ.:** Resolution 40/2025 Approving Revenue Fund req. 4/2025 in the amount of \$913,201.67.
- **CONSTRUCTION TRANSFER:** Resolution 41/2025 Approving Transfer to the Construction Account in the amount of \$238,819.85.

AUTHORIZATION TO CANCEL SEWER CHARGES:

Res. 42/2025 Authorizing the Cancellation of Sewer Charges to Certain Rate Payers. It was moved to be adopted by Mr. Kratz & seconded by Ms. Eteson. On roll call, Mr. Rogers, Ms. Eteson, Mr. Skelly, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 42/2025.

REVISIONS TO RULES & REGULATIONS:

Res. 43/2025 Approving Revisions to Rules and Regulations. It was 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. Carried to adopt Res. 43/2025.

PROPOSAL FOR T&M ASSOC. LAB TRAILER/ADMIN BUILDING:

Res. 44/2025 Approving Proposal for T&M Professional Services for Lab & Admin Building. It was moved to be adopted by Mr. Skelly & seconded by Mr. Kratz. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 44/2025.

PROPOSAL FOR COLLIERS ENGINEERING FOR PUMP STATION IMPROVEMENTS:

Res. 45/2025 Approving Proposal for Professional Services on Pump Station Improvements. It was moved to be adopted by Mr. Rogers & seconded by Mr. Kratz. On roll call, Mr. Rogers, Ms. Eteson, Mr. Skelly, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. Res. 45/2025.

PROPOSAL FOR PS&S FOR BOILER REPLACEMENT/UPGRADES:

Res. 46/2025 Approving Proposal for PS&S for Professional Services for Boiler Replacement/Upgrades. It was moved to be adopted by Mr. Skelly & seconded by Mr. Rogers. On roll call, Mr. Rogers, Ms. Eteson, Mr. Skelly, Mr. Kratz & Mr. Schweizer voted yes. Carried to adopt Res. 46/2025.

APPROVING BR WELDING CHANGE ORDER:

Res. 47/2025 Approving Change Order for BR Welding Digester Pump, Heat and Valve Improvements. It was moved to be adopted by Mr. Rogers & seconded by Mr. Skelly. On roll call, Mr. Rogers, Ms. Eteson, Mr. Kratz, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 47/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through January 2025 & February 2025.

CASH MANAGEMENT REPORT:

Cash Management Report through February 28, 2025 was reviewed by the Board.

GENERAL DISCUSSION:

Old business – none

New – none

PUBLIC COMMENTS:

A large number of Middletown ratepayers spoke regarding Res. 43/2025. They wanted to know if the resolution passed.

Resolution 43/2025 passed unanimously.

They are very happy with the passage of Res. 43/2025.

Res. 43/2025 changes the rule back to- All laterals from the connection point of the main to the premises will be the responsibility of TOMSA.

One ratepayer wanted to know if TOMSA is going to have another rate increase next year. Another ratepayer wanted to know if the developers kick in to the sewer system to help the overflow.

Rule Change - All laterals from the connection point of the main to the premises will be the responsibility of TOMSA.

Res. 43/2025 Changes it back to original TOMSA before passage of Res. 27/2025.
(let me know if you want anything changed)

CLOSE PUBLIC Meeting:

Ms. Eteson motioned, seconded by Mr. Kratz at 7:14 P.M. to close Public Session. On roll call, Mr. Rogers, Ms. Eteson, Mr. Skelly, 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 7:14 P.M., to adjourn the meeting. All members agreed.