

MINUTES  
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY  
ADMINISTRATION OFFICE  
100 BEVERLY WAY, BELFORD, NJ 07718  
CAUCUS AND REGULAR MEETINGS  
DATE OF MEETING: May 19, 2025

**AGENDA FOR PUBLIC MEETING:**

**May 19, 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; Ms. Eteson; Mr. Weikel; Mr. Iannaci; Mr. Skelly; Mr. Katz & Mr. Schweizer. 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; & John Ennis, Plant Superintendent. Mr. Nole was absent.

**MINUTES OF REGULAR MEETING:**

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

**ENGINEER'S STATUS REPORT:**

See attached Colliers Engineer Report as of May 19, 2025. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

**DIGESTER CLEANING, MODIFICATIONS, and New Cover:**

CED has received & reviewed the report prepared by Trillium regarding the performance of the sludge recirculation pump. CED will prepare the final payment application for the month of June.

**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. CED meet with TOMSA staff at both pump stations to further discuss the design.

**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. CED has received feedback from the NJDEP regarding the wetlands permitting. NJDEP is indicating they may consider any cutting of any trees in wetlands and transition areas as permanent disturbance requiring mitigation. NJDEP is waiting on the USFW to confirm the width of the wetlands transition area, 50-feet or 150-feet. CED is looking at options to address. We can make adjustments to avoid tree cutting in the transition area if the buffer is 50- feet. If 150- feet, mitigation will be required by NJDEP.

#### **TOMSA Pump Stations Improvement:**

Per the approved change order, CED has begun to prepare the design documents for each of the additional pump stations.

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

Survey has been completed for each pump station and CED staff are progressing with the designs.

#### **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. 6,521 hrs. Year to date- 31,098 hrs., with no reported injuries to date.

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

All shifts receive safety briefings to date.

Workplace Harassment Training was conducted for all employees.

Upcoming Training classes: JIF/OSHA 10, JIF Risk Management for Plant Managers,

Frontend Loader certifications.

#### **PLANT MANAGER'S REPORT: John Ennis**

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

The average daily flow was 8.542 MGD, with a peak flow of 13.5 MGD.

The effluent BOD for the month was 9.25 mg/l with 94.12 % removal.

The effluent TSS for the month was 12.81 mg/l with 94.55 % removal.

The average cake, total percent solids were 20%.

With increased digester performance as well as more efficient operations in the dewatering building, we have improved our dry cake percentage every month this year so far. This translates into a big savings in sludge hauling.

#### **Equipment Status**

Primary Tank #1 is online, Maintenance repaired some horizontal flights as well as worked on some cross flights and the tank is online and operational. Primary Tanks #2, #3 & #4 are all also 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 valve and pipe in Chlorine Building -John R. Brain.
3. Eye wash and emergency shower were inspected by Brendan.
4. Repaired lighting in control room locker room- CJ & Justin B.
5. Installed new ring of packing in Pump #1 in main pump, also greased all pumps.
6. Ran a new wire for new handicap door opener in admin – CJ & Justin Mike F.
7. Greased, oiled and repacked multiple pumps throughout the plant by Tom and maintenance crew.
8. Finished rebuilding of backup Grit pump.
9. Installed new Actuator & Valve in Aeration #1, waiting on PSI to finish control wiring.
10. John Allen made repairs to the 60" mower and 2 weed whackers also PM work.
11. Completed install of new air handler and condenser in control building.

**Ongoing**

1. Aeration Tank #1, Aeration valve and actuator, waiting on PSI to finish wiring.
2. We will start replacing shoes and repair guide rails in primary #2
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. Need to remove Pump #2 at Fairview for rebuild.
7. Waiting on Sodens to finish plant lighting.

**Projects Pending**

1. Replace Radiant heater in Fairview pump station.
2. RAS Building #2 pump #5 needs to be rebuilt.
3. Need to install a Pressure reducing valve at McClees pump station.

**COLLECTION SYSTEM REPORT – Jonathan Mannarino**

In the month of April

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 42 calls.
- 16 total mark-outs were completed.
- Manhole condition evaluations continued.
- Wet Well maintenance began again since the JetVac is back up and running.
- Grease Trap inspections will begin again in July. Only 1 business in town received a monetary penalty, all other businesses were found in compliance, or quickly remedied their failure(s). (MJ's was fined \$1000 for an illegal sump pump connection.)
- Continued CCTV and main line cleaning through Oswald as well as in-house cleaning.
- 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. Not many products out there for breaking down dough. Terry & I working with vendors to see if anyone can help us find a remedy.

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

**Projects Bidding- Quotes/ Proposals:**

1. Proposal received from PS&S for the design, bidding, permitting and construction admin services for the dual gas and natural gas boilers. The first initial kickoff meeting took place on Thursday the 15<sup>th</sup>. The goal is to FastTrack this project to have this up and running by the end of the year. It is critical to be able to maintain digester internal temperatures through the winter.
2. Resolution for joining a new cooperative pricing system, Educational Services Commission of Morris, this has some needed subcontractors and vendors that services are needed in the immediate future. For example, fire alarm installation in the new lab trailer.
3. Continued work on all of the pump station designs and upgrades to be submitted for IBANK 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.

**Plant/Construction/Collections:**

1. DEP site inspection on the 19<sup>th</sup> of May. This is standard procedure for the DEP to visit and inspect the site prior to major holidays.
2. The cost saving on the Sludge disposal and transport for the last two months is starting to show. We have been able to dry the material from 16% to almost 20%, which reduces the wet tons volume and relates to a direct cash savings. The plant upgrades with the screen rehabilitation and the digester cleaning/removing tons of rags, heat and valve replacement- has resulted in better plant operations overall.
3. TOMSA has reached out for several quotes regarding the front door public access. The two front doors are going to be opened with push controls for easier access for the handicapped.
4. TOMSA has a scheduled meeting with Collier’s Engineering on May 21<sup>st</sup>. to discuss the implementation of the Current Plant Asset assessment and preventative maintenance into our Vue Works system. Vue Works has a lot of features that we currently don’t utilize but we are going to begin to take advantage of the program’s capabilities going forward.

**Billings- for the month of April – Atlantic Highlands/Highlands**

1. Borough of Atlantic Highlands \$52,867.14.
2. Borough of Highlands \$64,024.56.
3. Total for month of April 2025 \$116,891.70.

**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. Weikel, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Resolutions 48/2025 through 51/2025.

- **TREASURER'S REPORT:**
- **OPERATING BILLS:** Resolution 48/2025 Approving Payment of Operating Bills in the Amount of \$1,162,691.41.
- **CONSTRUCTION FUND:** Resolution 49/2025 Approving Payment of Construction Fund bills in the amount of \$380,048.93.
- **REVENUE FUND REQ.:** Resolution 50/2025 Approving Revenue Fund req. 5/2025 in the amount of \$1,512,691.41.
- **CONSTRUCTION TRANSFER:** Resolution 51/2025 Approving Transfer to the Construction Account in the amount of \$380,048.93.

**AUTHORIZATION OF RATEPAYER REFUNDS:**

Res. 52/2025 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Skelly. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 52/2025.

**EDUCATIONAL SERVICES OF MORRIS TOWNSHIP COOPERATIVE:**

Res. 53/2025 Authorizing Membership into the Educational Services Commission of Morris Township Educational Cooperative Pricing System. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 53/2025.

**APPROVING EMPLOYMENT CONTRACT EXTENSION:**

Res. 54/2025 Authorizing the Executive Director to Extend an Employment Contract through the end of the year. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 54/2025.

**BUDGET ANALYSIS:**

Operating Budget Analysis through April 30, 2025.

**CASH MANAGEMENT REPORT:**

Cash Management Report through April 30, 2025 was reviewed by the Board.

**GENERAL DISCUSSION:**

Old business – none

New – What is the extent of questions from the public? Refer to Executive Director.

**PUBLIC COMMENTS:**

There were no public comments.

**CLOSE PUBLIC Meeting:**

Mr. Skelly motioned, seconded by Mr. Rogers at 6:58 P.M. to close Public Session. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel, Mr. Iannaci & Mr. Schweizer voted yes.

**EXECUTIVE SESSION:**

There was no Executive Session.

**ADJOURNMENT:**

There being no further business to discuss, Mr. Skelly motioned, seconded by Mr. Rogers at 6:58 P.M., to adjourn the meeting. All members agreed.