

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: June 16, 2025

AGENDA FOR PUBLIC MEETING:

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. Iannaci; Mr. Skelly & Mr. Schweizer. Also in attendance were: Mr. Paul Thomson, Executive Director & Engineer; Anthony LoBriace, Esq. Counselor; Larry Schachtel, Safety Manager; Jordan Volk of Colliers and Engineering and Design, Ty Topolesky, Collections; Terence Bane, Maintenance. Mr. Nole, Mr. Weikel & Mr. Kratz were absent.

MINUTES OF REGULAR MEETING:

The minutes of May 19, 2025 were moved to be adopted by Mr. Skelly & seconded by Ms. Eteson. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of June 9, 2025. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

DIGESTER CLEANING, MODIFICATIONS, and New Cover:

CED coordinated a site visit with BR Welding and Cooper Plumbing on Monday, June 2, to inspect the hydronic piping and the connections to the heat exchanger for possible dripping or leaks. None were found during the walkthrough of the system. A second walkthrough will be conducted Monday, June 9, to confirm these findings. Project closeout documents will be submitted in the near future.

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 had a meeting with TOMSA on 5/21/25 and 5/22/25 to discuss the first steps in getting the WWTP and pump stations into the Vviewworks software.

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. 7,867 hrs. Year to date- 36,649 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.

2 foremen will be attending JIF/OSHA 10 - 6/10/ & 6/17

All managers will attend the JIF Risk Management for Plant Managers – 6/17

7 employees will attend Frontend Loader certifications – 7/02

PLANT MANAGER’S REPORT: John Ennis

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

The average daily flow was 7.94 MGD, with a peak flow of 12.0 MGD.

The effluent BOD for the month was 8.82 mg/l with 94.82 % removal.

The effluent TSS for the month was 8.13 mg/l with 97.03 % removal.

The average cake, total percent solids were 20.9%.

Equipment Status

Primary Tank #2 was taken offline for preventative maintenance, can be used in an emergency.

Primary Tanks #1, #3 & #4 are all online.

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

Howden performed a blower tune-up, fixed some programming issues,

Blowers 1,2 & 3 are all online and operational.

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. Finished lighting repairs on streetlights around the plant (Soden's).
3. Eye wash and emergency shower were inspected by Brendan.
4. Repaired minor electrical issues in the plant
5. Installed new ring of packing in Pump #1 in main pump, also greased all pumps.
6. Replaced new flights in primary #1 and installed a new gear drive in tank #1.
7. Greased, oiled and repacked multiple pumps throughout the plant by Tom and maintenance crew.
8. Finished oil and hydraulic fluid changes
9. Installed new fuel pump on Fairview generator (Foyle)
10. John Allen made repairs to M-16 breaks and replaced the fuel tank and fuel pump on the small dump truck also PM work.
11. Removed pump #2 at Fairview.

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 ongoing.
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. Waiting on new sleeves for Pump#2 at Fairview for rebuild.
7. Welding new railing for flights in tank #2 (Will & crew)

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.
4. Fire alarm install for new lab and plant upgrade needed (Allied Fire)

COLLECTION SYSTEM REPORT – Jonathan Mannarino- given by Ty Topolesky

In the month of May

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 46 calls.
- 13 total mark-outs were completed.
- Had 1 curbside cleanout dig-up (Creamer) due to a lead plug being stuck in the lateral.
- Manhole condition evaluations nearly complete.
- Began mapping to have minor main line repairs done by Oswald.
- Visited SMRSA for firsthand look at a new SCADA system we are interested in purchasing through PSI.

- Met with Army Corps of Engineers to discuss alternative options regarding our 30" line, the flood wall will be passing over
- Continue to work with InflexionPoint with maintenance on the current SCADA system
- Continue main line cleaning.
- Had Grignard in to visit Guttenplans and take samples from downstream manhole. After further investigation, it appears the discharge line for their wet well is NOT connected into their grease receptor. This is ongoing and Guttenplans staff is working with us to officially remedy the situation.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals:

1. A bid advertisement has been posted for the Furnishing and Delivery of Sodium Hypochlorite. The bid date is set for July 8th, 2025 at 10 AM, with a goal to award the low bid at the Board meeting on July 21, 2025, with a contract date of August 1, 2025.
2. TOMSA is now signed up with the new co-op, the "Educational Services Commission of Morris". They will be used as needed and currently have a few contractors and vendors that are needed in the near future.
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 annual site inspection will take place on 19th of June. This is a standard procedure for the DEP to visit and inspect all compliance requirements. There will also be a new person assigned to our plant performing compliance inspections/misc. checks. The DEP also has a new supervisor in charge that will be attending this site visit as well.
2. There has been continued improvement in dewatering of the sludge for the past few months. We have been able to dry the material up as high as 20%. These are some of the most efficient numbers TOMSA has had in recent years.
3. The homeowner on the corner entering the plant came in to request the TOMSA sign be removed from that area. The sign has been there for over 20 years without an issue, the homeowner mentioned people have come to her door thinking it is the Authority's office. TOMSA could put an arrow below the logo pointing down the road towards the plan. Further discussion in New Business. It should also be noted the sign is located on the right-of-way, not directly on their property.
4. TOMSA will have a follow-up meeting with Collier's for the Plant Asset implementation/preventative maintenance program in VUEworks. This meeting should take place in the next few weeks once some of the initial TOMSA requests get implemented into the system. Our initial meeting was on May 21st. This meeting went very well with Colliers and the TOMSA team.
5. I would like to move the "connection fee hearing" to November of each year and have the "connection fee" & "rate fee" hearing in the same meeting. This would save money on having fees for (2) meetings vs. combined. The biggest reason for this change is that information from the audit goes into the calculation numbers developing the "connection fee". The audit is still underway and, in the information gathering stages, so the numbers needed are not completed and available as of now. Pushing the "connection fee" until the fall, the audit will be completed and required numbers for calculations will be

available and accurate. There is a resolution for this in the packet.

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

1. Borough of Atlantic Highlands \$59,039.86.
2. Borough of Highlands \$69,943.27.
3. Total for month of May 2025 \$128,983.13.

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. Skelly. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Resolutions 55/2025 through 58/2025.

- TREASURER’S REPORT:
- OPERATING BILLS: Resolution 55/2025 Approving Payment of Operating Bills in the Amount of \$665,529.99.
- CONSTRUCTION FUND: Resolution 56/2025 Approving Payment of Construction Fund bills in the amount of \$112,623.99.
- REVENUE FUND REQ.: Resolution 57/2025 Approving Revenue Fund req. 6/2025 in the amount of \$1,015,529.99.
- CONSTRUCTION TRANSFER: Resolution 58/2025 Approving Transfer to the Construction Account in the amount of \$112,623.99.

AUTHORIZATION TO CANCEL SEWER CHARGES:

Res. 59/2025 Authorizing the Cancellation of Sewer Charges. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Skelly. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 59/2025.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 60/2025 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 60/2025.

AUTHORIZATION TO POSTPONE CONNECTION FEE HEARING:

Res. 61/2025 Authorizing the Postponement and Rescheduling of Connection Fee Hearing. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 61/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through May 31, 2025.

CASH MANAGEMENT REPORT:

Cash Management Report through May 31, 2025 was reviewed by the Board.

GENERAL DISCUSSION:

Old business – initiating a fee for RV Dumping – possible \$35 to \$40 – need a resolution for next meeting
New –Fran Corden is retiring, would be nice if all went to retirement party.

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

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

EXECUTIVE SESSION:

Mr. Skelly motioned at 6:58 P.M., seconded by Mr. Rogers to go into Executive Session to discuss matters of litigation and Tax Sale.

Mr. Skelly motioned at 7:07 P.M. to come out of Executive Session. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

PUBLIC SESSION:

Mr. Skelly motioned at 7:07 P.M., seconded by Mr. Rogers to go back into Public Session. On roll call, Mr. Rogers, Ms. Eteson, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Rogers motioned, seconded by Mr. Iannaci at 7:10 P.M., to adjourn the meeting. All members agreed.