

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: July 21, 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; Mr. Iannaci; Mr. Weikel; Mr. Skelly & Mr. Schweizer. Also in attendance were: Mr. Paul Thomson, Executive Director & Engineer; Mitchell B. Jacobs, Esq. Counselor; John Ennis, Plant Superintendent; Jordan Volk of Colliers and Engineering and Design, Jonathan Mannarino, Collections; Terence Bane, Maintenance. Mr. Schachtel, Mr. Nole, Ms. Eteson & Mr. Kratz were absent.

MINUTES OF REGULAR MEETING:

The minutes of June 16, 2025 were moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of July 16, 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 has incorporated 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. CED to meet with TOMSA to discuss current design plans.

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. A 60% design meeting was held with TOMSA staff on July 15, 2025. CED to progress design documents for a follow-up 90% design meeting.

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 Viewworks software.

Various Construction/Extension Projects.

j. – Punchlist items to be addressed. 59 Oakland Ave.(MSA-0014)

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel

Ongoing

Month - Safety hrs. 5,866 hrs. Year to date- 44,665 hrs., with no reported injuries to date. Daily safety toolbox meetings & monthly safety equipment inspections are ongoing. All shifts receive safety briefings to date.

Weekly pump station safety inspections have been implemented and are ongoing.

All managers completed the JIF Risk Management for Plant Managers training.

7 employees completed the Frontend Loader certification on 7/02/25.

The yearly Spill Prevention Control & Countermeasures Plan was reviewed on 7/16/25.

Annual recertification class for all employees will be held on 7/23/25 & 7/30/25.

PLANT MANAGER'S REPORT: John Ennis

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

The average daily flow was 7.7 MGD, with a peak flow of 8.27 MGD.

The effluent BOD for the month was 4.72 mg/l with 97.60 % removal.

The effluent TSS for the month was 7.25 mg/l with 97.13 % removal.

The average cake, total percent solids were 17.6%.

Equipment Status

Primary Tank #3 was taken offline for preventative maintenance, can be used in an emergency. Primary Tanks #1, #2 & #4 are all online.

We had a NJDEP Annual Plant Inspection on June 19th as well as a NJDEP CCMP (Cooperative Coastal Monitoring Program) Plant Inspection on June 30th and both inspections went well. There weren't any issues of concern noted during either inspection.

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

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. Replaced wash water pump for GBT #1 in control
3. Eye wash and emergency shower were inspected by Brendan.
4. Installed timer switch for vacuum pump in control
5. Installed new ring of packing in Gravity thickener pump in Raw building
6. Replaced new flights in primary #2 and installed new shoes in tank #2
7. Greased, oiled and repacked multiple pumps throughout the plant by Brian and maintenance crew.
8. Finished oil changes on Fairview and McClees pump motors
9. Installed new hydraulic pump on belt press # 1 in Dewatering
10. John Allen made repairs to M-9 and oil changes on other equipment also PM work
11. New pump installed and now working at Harbor Green pump station.

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 #3 ongoing.
3. Repairs starting on Muffin Monster for Fairview pump station – waiting on parts.
4. We will be rebuilding process water pump for GBT.
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 #3 (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

In the month of June

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 35 calls.
- 15 total mark-outs were completed.
- Manhole condition evaluations complete – will have Oswald complete minor repairs throughout the system.
- Continued main line cleaning
- SCADA system is still currently down. We are waiting on parts that have an 8-week lead time.
- Grignard believes they found a solution to our dough problem coming from Guttenplans. Waiting to hear back to schedule a demonstration of the product.
- All wet wells power washed and vaxed out.
- Ordered a hydrant meter from NJAW so we can fill jet vac up in the field, instead of coming back to the plant to fill.
- Employees Tom Kane & Matthew Topoleski are enrolled in the “Introduction to Wastewater” course.
- Broken manhole casting being replaced throughout the system.
- On 6/9/25 upon morning arrival, septic discharge was found outside of the main gate. Further investigation shows a pickup truck pulling a camper, who couldn’t access the septic dumping facility. Since he couldn’t dump properly, he decided to empty his tank in the driveway of the plant. A week or so later, the same gentleman was found on the property trying to legally dump his septic tank. Employees made management aware immediately, police were called, and the man is banned forever from dumping.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals:

1. A bid advertisement has been posted for the Furnishing and Delivery of Sodium Hypochlorite. TOMSA received a total of 4 bids; however, one bid was disqualified due to being received after the cutoff time. The low bidder recommended by resolution for the award is “JCI Jones Chemicals, Inc.”. The bid documents have been received by the Authority’s attorney and approved to award.
2. TOMSA is looking to start charging the RV and smaller capacity waste carriers, a cost of \$40 dollars per dump. This resolution if approved will allow TOMSA to begin charging on Sep. 1st, 2025. We spoke to the bank about setting up a card reader to accept card payments at the front desk.
3. Continued work on all of the pump station designs and upgrades to be submitted for IBANK loans. Colliers and TOMSA had a very productive meeting for the smaller pump stations and the force main project last week. We are making good progress with design and implementing TOMSA’s wish list for both ease of maintenance and logistics.
4. TOMSA and PS&S had a meeting last Thursday to go over 60 percent design drawings for the new boiler project. The meeting went well, and the design is progressing. The goal is to have this project up and running in the fall and at least one (1) new boiler operating by the time the very cold weather sets in. This progression is critical as our existing boilers continue to fail.
5. Recently the QPA and purchasing thresholds have been slightly increased. TOMSA now has the

opportunity to adopt this higher threshold. The original threshold for quotes had a ceiling amount of \$43,999 dollars. It has recently changed the upper limit to \$53,000 dollars before having to go to competitive bidding. A resolution is being presented to the Board tonight for approval.

6. There is a final bond release request for the Bamm Hollow estates. This request is coming from Toll Brothers Land Development. The Bamm Hollow maintenance bond period is well over. There are 4 total bonds on this project, two which are surety paper bonds and two which are cash (reimbursement) bonds. The resolution being presented to the Board tonight for the release of these bonds as requested. Project is completed and found to be acceptable. Toll Brothers has met the specifications regarding bond requirements.

Plant/Construction/Collections:

1. DEP annual site inspections for both TOMSA plant and outside pump station have been completed. I am very proud to say these inspections went extremely well. TOMSA had a great report for both inspections given by the DEP. Furthermore, the plant inspections that occur prior to a holiday summer event went very well also with the DEP site inspector giving TOMSA extremely positive feedback.
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. These numbers fluctuate month to month based on variables in the processing, but the goal is to constantly strive for the highest percentage, lowest water weight retention for disposal, as more water weight equates to more cost.
3. A lot of progress has been made with Colliers implementing TOMSA assets and misc. modular layers. This is going to give us the ability to use VUEworks at a much higher capacity and help to streamline work order and preventative maintenance tasks.

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

1. Borough of Atlantic Highlands \$54,923.30.
2. Borough of Highlands \$69,370.37.
3. Total for month of June 2025 \$124,293.67.

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. Iannaci. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Resolutions 64/2025 through 67/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 64/2025 Approving Payment of Operating Bills in the Amount of \$825,016.05.
- CONSTRUCTION FUND: Resolution 65/2025 Approving Payment of Construction Fund bills in the amount of \$188,590.84.
- REVENUE FUND REQ.: Resolution 66/2025 Approving Revenue Fund req. 7/2025 in the amount of \$1,175,016.05.

- **CONSTRUCTION TRANSFER:** Resolution 67/2025 Approving Transfer to the Construction Account in the amount of \$188,590.84.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 68/2025 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Mr. Skelly & seconded by Mr. Rogers. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 68/2025.

AUTHORIZATION TO USE CAPITAL RESERVE FUND:

Res. 69/2025 Authorizing the Use of Capital Reserve Fund for Debt Service Payment. It was moved to be adopted by Mr. Rogers & seconded by Mr. Weikel. On roll call, Mr. Rogers, Mr. Weikel; Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 69/2025.

AWARD OF SODIUM HYPOCHLORITE CONTRACT:

Res. 70/2025 Award of a Two-Year Contract for Supply and Delivery of Sodium Hypochlorite to JCI Jones Chemicals, Inc. 103 River Street, Warwick, NY 10990. It was moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Schweizer & Mr. Skelly voted yes. Carried to adopt Res. 70/2025.

AUTHORIZING THE RELEASE OF THE PERFORMANCE BOND:

Res. 71/2025 Authorizing Release of Performance Bond for Bamm Hollow Subdivision. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Weikel. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 71/2025.

AUTHORIZE INCREASE IN BID THRESHOLD:

Res. 72/2025 Authorizing the Increase of Bid Threshold and Approval of Updated Purchasing Policy. It was moved to be adopted by Mr. Rogers & seconded by Mr. Skelly. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 72/2025.

AMENDMENT OF THE AUTHORITY'S RULES & REGULATIONS:

Res. 73/20205 Revising the Authority's Rules & Regulations for RV and Small Capacity Tanks. It was moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 73/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through June 30, 2025.

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New –none

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Skelly motioned, seconded by Mr. Rogers at 7:00 P.M. to close Public Session. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

EXECUTIVE SESSION:

Mr. Skelly motioned at 7:02 P.M., seconded by Mr. Rogers to go into Executive Session to approve executive minutes from June meeting.

Mr. Skelly motioned at 7:02 P.M., seconded by Mr. Rogers to come out of Executive Session. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

ADJOURNMENT:

There being no further business to discuss, Mr. Skelly motioned, seconded by Mr. Rogers at 7:02 P.M. to adjourn the meeting. All members agreed.