

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: August 18, 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. 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. Kratz, Mr. Skelly & Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

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

Ms. Eteson arrived at 6:37 P.M.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of August 12, 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 VueWorks 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. 7,624 hrs. Year to date- 50,644 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 being conducted.

Annual recertification class for all employees was completed.

Job Safety Analysis (JSA) are being conducted on outside contractors for safety compliance.

PLANT MANAGER'S REPORT: John Ennis

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

The average daily flow was 7.879 MGD, with a peak flow of 10.84 MGD.

The effluent BOD for the month was 2.86 mg/l with 98.20 % removal.

The effluent TSS for the month was 6.40 mg/l with 97.08 % removal.

The average cake, total percent solids were 16.7%.

Equipment Status

Primary Tank #2,3 & 4 are all online. Primary Tanks #1 is being repaired by maintenance. Issues with some of the horizontal flights.

Grit Tank was taken out of service as of July 28, 25. Municipal Maintenance and our Maintenance staff cleaned the tank out, removed the old drive and installed a new drive. The grit system was placed back in service on August 8, 2025.

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. Rebuild pump for gravity thickener in raw building.
3. Eye wash and emergency shower were inspected by Brendan.
4. Installed new vacuum pump in control.
5. Installed disconnect for grit pump – CJ & Mike F.
6. Installed a new VFD for the new grit pump -Mike Feldmann & CJ.
7. Greased, oiled and repacked multiple pumps throughout the plant by Brian and maintenance crew.
8. Rotated pumps at Fairview & McClees pump motors.
9. Greased rollers on press #1 in Dewatering.
10. John Allen made repairs to Vac truck and brakes on maintenance truck and oil changes on other equipment, also PM work.
11. New grit motor & gear drive was installed by Municipal Maintenance.

Ongoing

1. Aeration Tank #1, Needs to be cleaned out then the heads checked.
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)
8. We are back in primary tank #1 replacing sections of railing, sprockets, drive chain and flights.

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 July

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 42 calls.
- 18 total mark-outs were completed.
- Continued main line cleaning
- Continued wet well cleaning
- There was 1 dig up performed by Creamer- they replaced an entire cleanout stack and most of the lateral connected to the main. Job went well and is fully completed.
- SCADA system is still currently down. Parts have arrived and we are now awaiting programming for the new equipment.
- Spoke with Grignard who is preparing for a quote/action plan for Guttenplans.
- Received new hydrant meter for JetVac.
- Employee Michael Herzog enrolled into the Advanced Collection Systems course.
- Broken manhole castings are still being replaced throughout the system.
- Had multiple businesses in town install grease traps where required. All have been rather compliant and should provide relief on the downstream lines.
- Manholes/Catch basins in plant and at pump stations were all painted for safety/identification purposes.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals/resolutions in packet

1. A bid proposal shall be advertised this week for the Furnishing and Delivery of Hi Molecular Cationic Polymer. The goal is to have this bid presented to the Board for “award” in the upcoming September Board meeting.
2. As of September 1, 2025, RV and smaller capacity waste carriers will be charged \$40 dollars per dump as approved in last month’s Board Meeting. There will be a credit card machine at the front desk to accept payments.
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. The boiler replacement design is still on track, with a goal to have a new boiler up and running prior to the cold months of late winter.

Plant/Construction/Collections:

1. Emergency repairs of the grit tank motor drive had to happen quickly. The existing drive was over 50 years old and blew apart. Since TOMSA only has (1) one grit removal system, this work has to be executed immediately without a bid or quotes to get the system up and function again. The work has

been completed by Municipal Maintenance; TOMSA purchased a backup motor last year and had one in stock. Some of these motors have been taking weeks and some cases, months to be received at the plant. We are now up and running and removing grit once again.

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 will fluctuate month to month based on variables in the processing. TOMSA will be looking into some auto polymer feed systems in the near future; this small investment will give more accurate metering of polymer to help achieve a more consistent drier product.

3. Colliers and TOMSA to have a meeting in the near future to go over all the implementation of VueWorks.

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

1. Borough of Atlantic Highlands \$62,122.17.
2. Borough of Highlands \$76,382.80.
3. Total for month of July 2025 \$138,504.97.

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 74/2025 through 77/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 74/2025 Approving Payment of Operating Bills in the Amount of \$619,813.23.
- CONSTRUCTION FUND: Resolution 75/2025 Approving Payment of Construction Fund bills in the amount of \$1,188,949.51.
- REVENUE FUND REQ.: Resolution 76/2025 Approving Revenue Fund req. 8/2025 in the amount of \$969,813.23.
- CONSTRUCTION TRANSFER: Resolution 77/2025 Approving Transfer to the Construction Account in the amount of \$64,877.16.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 78/2025 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Weikel. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel, Mr. Iannaci, & Mr. Schweizer voted yes. Carried to adopt Res. 78/2025.

AUTHORIZATION OF EMERGENCY PROCUREMENT:

Res. 79/2025 Authorizing the Approval of the Emergency Replacement of Main Drive Motor for Grit Chamber. It was moved to be adopted by Mr. Weikel & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Ms. Eteson, Mr. Weikel; Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 79/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through July 31, 2025.

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New –none

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Rogers motioned, seconded by Mr. Iannaci at 6:55 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. Rogers motioned, seconded by Mr. Iannaci at 6:55 P.M. to adjourn the meeting. All members agreed.