

MINUTES  
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY  
ADMINISTRATION OFFICE  
100 BEVERLY WAY, BELFORD, NJ 07718  
CAUCUS AND REGULAR MEETINGS  
DATE OF MEETING: September 15, 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 6:33 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. Weikel; Ms. Eteson, 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. Rogers, Mr. Kratz, Mr. Iannaci & Mr. Nole were absent.

**MINUTES OF REGULAR MEETING:**

The minutes of August 18, 2025 were moved to be adopted by Mr. Skelly & seconded by Mr. Weikel. On roll call, Ms. Eteson, Mr. Weikel, Mr. Skelly & Mr. Schweizer voted yes.

**ENGINEER'S STATUS REPORT:**

See attached Colliers Engineer Report as of September 10, 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 in July 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.**

#### **Project Review Status (not yet approved for construction)**

- a. The Shoppes at Middletown (MSA-238) – Final Approval was granted on April 20, 2020. This project is on hold. and,
- b. Wickburg Marine (MSA-242) – Received final approval on March 16, 2020.

## **STAFF REPORTS**

### **SAFETY MANAGER – Larry Schachtel**

#### **Ongoing**

Month - Safety hrs. 6032 hrs. Year to date- 56,649 hrs., with no reported injuries to date.

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

All shifts and the lab personnel now receive daily safety.

Weekly pump station safety inspections being conducted.

Infrared diagnostics were completed within the plant and at all stations. A list of items for repair has been created and being worked on. The results were good as per our electrician.

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

The plant is currently in compliance regarding all mandatory training and manuals set for by PEOSH.

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

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

The average daily flow was 7.130 MGD, with a peak flow of 10.8 MGD.

The effluent BOD for the month was 3.47 mg/l with 98.02 % removal.

The effluent TSS for the month was 9.52 mg/l with 96.31 % removal.

The average cake, total percent solids were 16.66%.

**Equipment Status**

Primary Tanks #1, 2 & 4 are all online. Primary Tank #1 was repaired by maintenance, issues with railing horizontal flights and chain coming off the sprocket has been resolved.

Maintenance performing some preventative maintenance in Primary Tank 3 but is available to be used in an emergency.

Issue over Labor Day weekend with the programming for Process Air Blower 1, we had a tech come in from Electronic Drive to fix the issue. Blowers 1 and 2 are online, 3 has an issue with an internal diffuser that will need to be repaired.

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. Re-wired Chlorine contact tank CJ, Mike Feldman and Brendan.
3. Eye wash and emergency shower were inspected by Brendan.
4. Replaced vacuum pump in control & bowl's at Bamm Hollow.
5. Installed disconnect for Chlorine hoist CJ & Mike F.
6. Installed a rebuild pump housing for Fairview Pump Station.
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 battery changes on 2 generators also some PM work.
11. Tom Kane changed a 1" riser rig on manhole outside claypit pump station.
12. Primary #1 is back online with new flights, sprockets, chain etc.

**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 by Howden (Defuser).
6. New heater has been ordered for Vac truck bay
7. Welding new railing for flights in tank #3 (Will & crew)
8. We will be changing upper belt on Press #2 Dewatering.

### **Projects Pending**

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

### **COLLECTION SYSTEM REPORT – Jonathan Mannarino**

In the month of August

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 47 calls.
- 23 total mark-outs were completed.
- Continued main line cleaning
- Continued wet well cleaning
- There was 1 dig up performed by Creamer- they replaced a section of the lateral, and we added another curbside cleanout. Job went well and is fully completed.
- SCADA system is still currently down. Modem received and is being programmed. Also waiting on a new SIM card from Verizon as the current one is not responding properly.
- Continue working with Grignard and Guttenplans for dough in collection system issue.
- Broken manhole castings still being replaced throughout the system.
- Quarterly grease trap inspections completed. Two businesses were fined for non-compliance, however there were over 10 food establishments who didn't have a grease trap at all, 7 of them have already installed a new trap.
- Manhole inspections continued.

### **EXECUTIVE DIRECTOR- Paul Thomson**

#### **Projects Bidding- Quotes/ Proposals/resolutions in packet**

1. A bid opening was conducted on 9/10/25 at 10 AM for the Furnishing and Delivery of Hi Molecular Cationic Polymer. There were two No Bid responses, and one company supplied a bid to TOMSA, Atlantic Coast Polymer. Two-year pricing that actually went lower than the past contract. The Price per pound for both years is \$2.58/lb. (This is also the same supplier that TOMSA has used in the last 2 years with good results and service.)

Award is recommended to the Board tonight for two-year price lock in.

2. As of September 1, 2025, RV and smaller capacity waste carriers are paying at the front desk a fee of \$40 for dumping in the facility. So far this is working out well.

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 bid package is now advertised as of 9/10/25. This is on the TOMSA website and newspaper. Milestone dates are the following: Site walkthrough- 9/18 @ 10 Am, RFI deadline 9/26,

final bid date 10/9/25 @ 10 AM.

**Plant/Construction/Collections/Admin.**

1. 2026 Budget process/development will be starting in the very near future. Finalizing year-to-date cost thru the end of August to project out the final remaining four-month cost estimates, to compare to overall projected 2025 developed budget.

2. I am in the process of updating the policy and procedures, the JIF insurance has certain criteria in addition to TOMSA authority policies that need to be updated. Once completed, it will be sent to our Authority Attorney for review and signatures, then presented to the Board for resolution approval.

3. Colliers and TOMSA to have a meeting in the near future to go over all the implementation of VueWorks. Date to be determined. There are a few more final touches on components/modulars.

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

1. Borough of Atlantic Highlands \$54,672.20.
2. Borough of Highlands \$82,427.91.
3. Total for month of August 2025 \$137,100.11.

**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. Weikel. On roll call, Ms. Eteson, Mr. Weikel, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Resolutions 80/2025 through 83/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 80/2025 Approving Payment of Operating Bills in the Amount of \$622,041.28.
- CONSTRUCTION FUND: Resolution 81/2025 Approving Payment of Construction Fund bills in the amount of \$51,520.05.
- REVENUE FUND REQ.: Resolution 82/2025 Approving Revenue Fund req. 9/2025 in the amount of \$972,041.28.
- CONSTRUCTION TRANSFER: Resolution 83/2025 Approving Transfer to the Construction Account in the amount of \$51,520.05.

**AUTHORIZATION OF RATEPAYER REFUNDS:**

Res. 84/2025 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Ms. Eteson & seconded by Mr. Skelly. On roll call, Ms. Eteson, Mr. Weikel, Mr. Skelly, & Mr. Schweizer voted yes. Carried to adopt Res. 84/2025.

**AUTHORIZATION TO WAIVE SEWER RENT FEE:**

Res. 85/2025 Authorization to waive sewer rent fees due to fire. It was moved to be adopted by Mr. Weikel & seconded by Ms. Eteson.

On roll call, Ms. Eteson, Mr. Weikel; Mr. Skelly & Mr. Schweizer voted yes.

Carried to adopt Res. 85/2025.

**BUDGET ANALYSIS:**

Operating Budget Analysis through August 31, 2025.

**CASH MANAGEMENT REPORT:**

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

**GENERAL DISCUSSION:**

Old business – none

New –none

**PUBLIC COMMENTS:**

There were no public comments.

**CLOSE PUBLIC Meeting:**

Ms. Eteson motioned, seconded by Mr. Skelly at 6:52 P.M. to close Public Session. On roll call, Ms. Eteson, Mr. Weikel, Mr. Skelly & 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. Skelly at 6:52 P.M. to adjourn the meeting. All members agreed.