

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: October 20, 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: Ms. Eteson, Mr. Skelly, Mr. Iannaci & Mr. Schweizer. Mr. Kratz no longer on the Board. Also in attendance were: Mr. Paul Thomson, Executive Director & Engineer; Mitchell B. Jacobs, Esq. Counselor; John Ennis, Plant Superintendent; Robert Pennington of Colliers and Engineering and Design, Jonathan Mannarino, Collections; Terence Bane, Maintenance. Mr. Rogers, Mr. Weikel, Mr. Jordan Volk & Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

The minutes of September 15, 2025 were moved to be adopted by Mr. Skelly & seconded by Ms. Eteson. On roll call, Ms. Eteson, Mr. Skelly & Mr. Schweizer voted yes. Mr. Iannaci abstained.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of September 10, 2025. Robert Pennington 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. 6002 hrs. Year to date- 64,455 hrs., with no reported injuries to date.

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

Weekly pump station safety inspections are being conducted.

Environmental JIF Audit – above ground tank inspection – 10/16/25

Annual Vapor Testing – 11/14/25

Lab Trailer C of O pending. All requested documents have been submitted.

Plant is in compliance, also safety.

PLANT MANAGER’S REPORT: John Ennis

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

The average daily flow was 7.012 MGD, with a peak flow of 9.97 MGD.

The effluent BOD for the month was 3.64 mg/l with 97.82 % removal.
The effluent TSS for the month was 10.84 mg/l with 95.55 % removal.
The average cake, total percent solids were 17.27%.

Equipment Status

Primary Tanks 1-4 are all available for use. Currently we are running Primary Tanks 2, 3& 4 with #1 as a backup. Maintenance has finished performing preventative maintenance in all 4 Primary tanks.

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

Blowers 1-3 are all available and 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 radiant heater at Fairview pump station.
3. Eye wash and emergency shower were inspected by Brendan.
4. Replaced cross collector gear drive in Primary #1.
5. Installed new outside lighting in the plant CJ & Mike F.
6. Installed a rebuild motor and had re-wired to the PLC at 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, also replaced upper belt on press #2.
10. John Allen made repairs to Vac truck hoses also M9, he did coil packs also work on M1 brakes and replaced brake lines on big dump truck.
11. Tom Kane raised multiple curb clean outs at customer homes.
12. Primary #4 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 valve replacement for the Helen strainer.
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.
9. Started water piping back to the main pump sleeves.

Projects Pending

1. Gravity thickener Gear drive and deck replacement
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 September

- There were 0 reported Sanitary Sewer Overflows.
- The team fielded a total of 36 calls.
- 16 total mark-outs were completed.
- Aerial crossing inspections were completed.
- Manhole evaluations continue.
- Gathering quotes for new SCADA System as ours has been extremely difficult to repair.
- Gathering quotes for I&I repairs throughout the system.
- There was 1 emergency dig-up performed by Creamer- they replaced a section of the lateral in-between the cleanout and the main. The 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 and re-cementing of castings still being addressed throughout the system.
- Main line cleaning continued.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals/resolutions in packet

1. A bid opening was conducted on 10/9/25 at 10 AM for “**Boiler Replacement Project**” located in the Control Building. There was a total of (4) bids received. However, the first (2) low bidders had fatal defects in their paperwork, both bidders not providing correct surety (bonding information) as required per the bid documents. It has been recommended that the third bidder (SRJ Mechanical) be awarded the bid, as all the paperwork has been checked and approved by the Sewer Authority’s Attorney. Bid amount was in the sum of \$948,000.00.

The award resolution is presented for SJR Mechanical to the Board tonight, once approved, there is a notice to proceed with the date of 11/1/25, as this project is critical prior to the colder months.

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. Some customers turning away but most paying and using the facility.

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 continues to purchase backups and misc. items for the redundancy of the plant’s processing operations. Aging infrastructure and componentry continue to present daily challenges to remain in compliance. The 2026 proposed budget will once again have critical failure contingency monies to support the constant unknown breakdowns as proven from the prior year adopted budget.

Plant/Construction/Collections/Admin.

1. 2026 Budget process/development is underway. Due to the State of New Jersey being late providing numbers to the Auditors, the budget will have to be submitted for conditional approval in the November Board meeting. Some of the information needed on the 2026 budget can't be provided as of today.

2. The Policy and Procedure book has been completed and reviewed by the Authority's Attorney. It is being presented for approval by the Board tonight. This Policy and Procedure manual was emailed out to all Board members for review in advance of the meeting. JIF insurance requires a 21-point checklist to be incorporated into the policy which we have completed. Once approved, the Attorney will sign off on it and I will submit the executed document to the JIF by Nov. 1st deadline requirement.

3. Colliers and TOMSA had a meeting to go over the initial review/setup of the PM systems. The meeting went well, and a follow-up meeting will be set up in the near future.

4. Bond release for the Oak Hollow project that has been completed & passed the Maintenance Bond period. The amount of the Performance Bond to be released is \$67,757.26.

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

1. Borough of Atlantic Highlands \$48,613.36.

2. Borough of Highlands \$72,054.85.

3. Total for month of September 2025 \$120,668.21.

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 86/2025 through 89/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 86/2025 Approving Payment of Operating Bills in the Amount of \$782,742.70.
- CONSTRUCTION FUND: Resolution 87/2025 Approving Payment of Construction Fund bills in the amount of \$46,179.35.
- REVENUE FUND REQ.: Resolution 88/2025 Approving Revenue Fund req. 10/2025 in the amount of \$1,132,742.70.
- CONSTRUCTION TRANSFER: Resolution 89/2025 Approving Transfer to the Construction Account in the amount of \$46,179.35.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 90/2025 Adopting Personnel Policies and Procedures. It was moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, & Mr. Schweizer voted yes. Carried to adopt Res. 90/2025.

AWARD OF CONTRACT BOILER REPLACEMENT:

Res. 91/2025 Awarding Contract for Boiler Replacement Project to SRJ Mechanical, LLC, 6 Stagecoach Way, Hillsborough, NJ 08844. It was moved to be adopted by Mr. Weikel & seconded by Ms. Eteson. On roll call, Ms. Eteson, Mr. Iannaci; Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 91/2025.

RELEASE OF PERFORMANCE BOND OAK HOLLOW:

Res. 92/2025 Authorizing the Release of Performance Bond for Oak Hollow at Middletown. It was moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Res. 92/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through September 30, 2025.

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New –note to Board members – next 3 months meetings are very important

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Ms. Eteson motioned, seconded by Mr. Iannaci at 6:55 P.M. to close Public Session. On roll call, Ms. Eteson, Mr. Iannaci, 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. Iannaci at 6:55 P.M. to adjourn the meeting. All members agreed.