

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: November 17, 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. Rogers, Mr. Iannaci & 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. Skelly, Mr. Weikel, Mr. Jonathan Mannarino, Mr. Schachtel & Mr. Nole were absent.

A. MOTION TO OPEN PUBLIC HEARING ON 2026 CONNECTION FEE SCHEDULE.

Open Public Hearing

The Public Hearing, was moved to be opened by Mr. Iannaci & seconded by Ms. Eteson at 6:33 P.M. Amendments of Schedule of Sewer Charges 40:14 A-8 and Service Charges.

CONNECTION FEE HEARING:

Affidavit of Publication was published in the Asbury Park Press on 10/29/2025, The Star Ledger on 10/30/2025 & The Two River Times on 11/6/2025.

TESTIMONY:

Calculation of Connection Fees.

MOTION TO CLOSE CONNECTION FEE HEARING:

It was moved to close Connection Fee Hearing by Mr. Schweizer & seconded by Mr. Rogers at 6:40 P.M.

AMENDMENT OF CONNECTION FEE CHARGES:

Res. 93/2025 Setting New Connection Fee Effective January 1, 2026. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 93/2025.

RATE HEARING:

**B. MOTION TO OPEN PUBLIC HEARING ON
2026 SEWER RATE SCHEDULE:
AMENDMENTS OF SCHEDULE OF
SEWER CHARGES 40:14 A-8 AND SERVICE
CHARGES:**

Open Public Hearing- It was moved to open Public Hearing by Mr. Schweizer & seconded by Mr. Iannaci at 6:42 P.M. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes.

INTRODUCTION:

Affidavit of Publication was published in the Asbury Park Press on 10/29/2025, The Star Ledger on 10/30/2025 and The Two River Times on 11/6/2025.

TESTIMONY:

Calculation of Sewer Rate Fees.

MOTION TO CLOSE RATE HEARING:

It was moved to close Rate Hearing by Mr. Schweizer & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes.

2026 REVISED SERVICE FEE SCHEDULE:

Res. 94/2025 Adoption of 2026 Revised Service Fee Schedule. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer votes yes. Carried to adopt Res. 94/2025.

C. MOTION TO RESUME REGULAR MEETING:

Motion to resume regular meeting at 6:55 P.M. It was moved by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes.

MINUTES OF REGULAR MEETING:

The minutes of October 20, 2025 were moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci & Mr. Schweizer voted yes. Mr. Rogers abstained.

2025 AUDIT PRESENTATION:

See attached HFA Audit Review as of Brian Waldron of HFA presented his HFA Audit Review to the Board.

ENGINEER'S STATUS REPORT:

See attached Colliers Engineer Report as of November 4, 2025. Jordan Volk of Colliers Engineering & Design presented his report to the Board.

Fairview Force Main Replacement: 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. CED is preparing revised design

documents per NJDEP comments. CED is preparing the Resiliency Report requested by NJDEP, the bid timeline will be contingent on NJDEP review and approval of the same.

TOMSA Pump Stations Improvement:

As detailed in the approved proposal, CED will be providing professional services for the Design, Bidding and Construction phase services for the following pump station improvements.

- Hilton Park Pump Station (Rehabilitation)
- Village Green Pump Station (Rehabilitation)
- Storm & Stag Pump Station (Rehabilitation)
- Shady Oaks Pump Station (Rehabilitation)
- Beacon Hill Pump Station (Rehabilitation)
- Meadow View Pump Station (Rehabilitation)
- Swimming River Pump Station (Rehabilitation)
- 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.

FAIRVIEW and McClees Pump Station Improvements

Planning Report and Letter of Intent have been submitted to NJIB. Proposal for the Additional scope of work was approved at the June meeting. 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 met with TOMSA staff at both pump stations to further discuss the design.

VueWorks Facilities:

The CED GIS team is actively engaged with TOMSA staff for updates to the VueWorks system to add TOMSA collection system facilities.

Various Construction/Extension Projects.

- a. Blaisdell Subdivision – A CO approval letter for Block 1020, Lot 10.08 was sent on November 12, 2020. A second CO was requested in March.
- b. Bamm Hollow Estates- TOMSA Application #415 Performance bonds were released in July 2025. The project is currently on maintenance bond and will be removed from subsequent reports.
- c. Kennedy Subdivision- Installation of the main was partially completed in 2017. However, work that remains is on hold until further notice. The lots are currently vacant.
- d. Heritage – Performance bonds were released March 2024. The project is currently on maintenance bond and will be removed from subsequent reports.
- e. Offsite Sewer Improvements for Village 35 (Brian's Way) – Construction is almost complete on the off-site sewer. A meeting was held on April 20, 2023 to discuss the landscaping with the homeowner on Brian's Way. All work & final testing has been completed, final walk through to be scheduled and punchlist to be prepared.

f. Oak Hollow at Middletown- Performance bonds were released October 2025. The project is currently on maintenance bond and will be removed from subsequent reports.

g. The Walk at Middletown – Construction is on-going. Certificates of Occupancy have been recommended for several sections. VueWorks has been updated to reflect as-built sanitary sewers to date. All work has been completed, final testing and walk through to be scheduled and punchlist to be prepared.

h. Christian Brothers Academy – TOMSA Application No. 469-Soccer building lateral was approved for use. The remaining sewer installation has not begun. An Agreement for connection fee has not been finalized. CBA is looking for a CO on this project.

i. 59 Oakland Avenue – A Pre-construction meeting was held on November 7, 2023. Construction is in progress. Punchlist items to be addressed. As-built plans to be addressed. As-built plans and administrative items to be submitted for review and approval.

j. 824 Nutswamp Road- The contractor has completed corrective action per the previously submitted punch-list. Testing has been complete and is satisfactory. Final inspection is pending completion of all restoration work. As-builts have been submitted and are acceptable. Administrative items are to be submitted for approval.

k. CBA Baseball Field Sewer Lateral – All sewer installation has been completed. Testing has been completed and is satisfactory. Final inspection is pending completion of all restoration work. As-builts and administrative items are to be submitted for review and approval.

Project Review Status (not yet approved for construction)

a. The Shoppes at Middletown – Final Approval was granted on April 20, 2020. This project is on hold; and

b. Wickburg Marine – Received final approval on March 16, 2020.

STAFF REPORTS

SAFETY MANAGER – Larry Schachtel's report

Ongoing

Month - Safety hrs. 7,807 hrs. Year to date- 70,382 hrs., with no reported injuries to date.

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

Weekly pump station safety inspections are ongoing.

Environmental JIF Audit – above ground tank inspection conducted on 10/16/25 and passed with minor deficiencies that were corrected at the time of inspection.

JIF biannual station safety inspection conducted on 10/28/25. No deficiencies, see attached letter.

Stations are compliant.

Annual Vapor Testing – 11/14/25

Lab Trailer Certificate of Occupancy approved by the Township.

MTFD Special Services were utilized twice for confined space entries at Beacon Hill. 11/5/25 & 11/7/25.

PLANT MANAGER'S REPORT: John Ennis

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

The average daily flow was 7.004 MGD, with a peak flow of 9.0 MGD.

The effluent BOD for the month was 3.11 mg/l with 98.39 % removal.

The effluent TSS for the month was 9.19 mg/l with 96.58 % removal.

The average cake, total percent solids were 17.10%.

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.

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

Blowers 1-3 are all available and in service.

Main Influent Pump 4 drive is not working properly, Maintenance looking into the issue.

Main pumps 1,2 & 3 are all available.

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. Pulled pump #1 main pump new packing and tied water back in pump back online.
3. Eye wash and emergency shower were inspected by Brendan.
4. John & Sean replaced and repaired vacuum bowls at 2 of the pump stations.
5. Installed new outside lighting on the admin building CJ & Mike F.
6. Removed pump at Beacon Hill and rebuild seals then reinstalled Will & crew.
7. Greased, oiled and repacked multiple pumps throughout the plant by Brian and maintenance crew.
8. Rebuild sludge pump for Raw building and also rebuild one for control as backups.
9. Had Mike F., CJ & Tom ditch witch a new line for pole light at the plant.
10. John Allen still working on repairs to Vac truck error codes also serviced fleet.
11. Tom Kane started running temp water to fine screens in main pump.
12. Had to have Mike F. & crew run temp power to Gravity thickener gear drive.
13. Heater is complete in the Vac truck bay.

Ongoing

1. Aeration Tank #1, Needs to be cleaned out then the heads checked.
2. We will start valve replacement for the Helen strainer, waiting on remaining parts.
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. Getting quotes for maintenance on our big roll up doors.
7. Started water piping back to the main pump sleeves.
8. Removing Pump #3 at Fairview for rebuild.

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’s report

In the month of October

- There was 1 reported Sanitary Sewer Overflow. DEP Case #25-10-27-0804-29
- The team fielded a total of 43 calls.
- A total of 18 mark-outs were completed.
- Manhole evaluations continue, mostly completed. We are now separating them into order of importance- Still Ongoing.
- There was 1 emergency dig-up performed by Creamer-Monmouth County DPW installed drainage for Middletown Township DPW- they broke 3 laterals on Dwight Rd., 2 of them we were able to repair in-house, this one they told us there was “nothing they can do”. Needed Creamer due to lateral depth. Will work with Ted Maloney on getting County to pay the bill.
- Painted curbs and wet well areas at Fairview and McClees pumping stations. -looks great!
- Due to Federal restrictions, Guttenplans is unable to use the product recommended by Grignard to rid the dough in the system issue. After speaking with Guttenplans management and maintenance staff, they will be installing a new solids interceptor, that they are to maintain moving forward. Guttenplans has been more than cooperative and accommodating during this entire process.
- Continue to monitor flood wall project as they are driving sheathing near our gravity main and will shortly be starting the replacement of a large section of sewer main.
- Broken manhole castings and re-cementing of castings still being addressed throughout the system.
- Main line cleaning continued.
- Employees Matt Topoleski (Collections) and John Roche (Maintenance) began their introduction to wastewater class to obtain their S&C licenses.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals/resolutions in packet

1. A Preconstruction Meeting was held on Friday Nov. 7th for the “Boiler Replacement Project”. The notice to proceed will be issued once the finalized Insurance documents have been received. The contract duration is 240 days, but the goal is to have at least one new boiler up and running prior to cold temperatures. A temporary boiler will be used while disassembling the old units and configuring new components to maintain compliant temperatures.

2. The 2026 Budget has been completed and is presented to the Board of Commissioners tonight for approval. The budget reflects a rate increase of \$80 dollars per year, for a new total of \$560.00 per year. This rate increase is needed to fund ongoing repairs and contract repairs and contract upgrades for the plant and collections systems to maintain current capacities and permit requirements, along with other pass-through costs to the consumer including energy increases, health care increases and general operational cost increases. Replacement asset costs continue to rise and is reflected in the rate increase.

3. The connection fee calculations have been completed and are being presented to the Board for approval. The 2026 connection fee will be set at \$5,172.00. This is an increase of \$56.00 dollars from the previous year.

4. Continued work on all of the pump station designs and upgrades to be submitted for I-Bank loans. The larger pump stations and force main projects portions have been submitted through the I-Bank for initial comments and review.

5. TOMSA continues to purchase backup pumps and misc. items for the redundancy of the plants 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. The data provided from the asset evaluation outsourced to PS&S was estimated to be a \$20 million dollar replacement need over the next four years.

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 after the November 17th Board meeting.

2. The Policy and Procedure book was adopted by the Board of Commissioners last meeting (Oct 2025) and shall be distributed to all employees. A signature page will be required by each employee to verify it has been received by the employee. Books will be distributed in December 2025.

3. Colliers and TOMSA had a second “Vue Works PM” meeting. The meetings have been going well, and fine tuning and additional implementations are being worked on between Colliers and the TOMSA teams.

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

1. Borough of Atlantic Highlands \$50,407.30.
2. Borough of Highlands \$77,951.44.
3. Total for month of October 2025 \$128,358.74.

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. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Resolutions 95/2025 through 98/2025.

- TREASURER’S REPORT:
- OPERATING BILLS: Resolution 95/2025 Approving Payment of Operating Bills in the Amount of \$643,007.07.
- CONSTRUCTION FUND: Resolution 96/2025 Approving Payment of Construction Fund bills in the amount of \$58,457.12.
- REVENUE FUND REQ.: Resolution 97/2025 Approving Revenue Fund req. 11/2025 in the amount of \$993,007.07.

- **CONSTRUCTION TRANSFER:** Resolution 98/2025 Approving Transfer to the Construction Account in the amount of \$58,457.12.

2024 AUDIT AFFIDAVIT:

Res. 99/2025 Audit Group Resolution and Affidavit. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Rogers. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 99/2025.

2026 BUDGET INTRODUCTION AND APPROVAL:

Res. 100/2025 Authorizing the Introduction and Approval of the 2026 Operating Budget. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 100/2025.

2026 BUDGET HEARING:

Res. 101/2025 Authorizing the Forwarding of the 2026 Budget to the NJ Division of Local Government Services for Review. It was moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 101/2025.

DESIGNATING SIGNEE FOR THE NJEIT

Res. 102/2025 Authorizing Paul Thomson as the Designated Signee and Contact Person for the New Jersey Environmental Infrastructure Trust. It was moved to be adopted by Mr. Rogers & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Carried to adopt Res. 102/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through October 30, 2025.

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New – There might be phone calls from seniors & widows- could there be discounts for a single senior?

PUBLIC COMMENTS:

Ty Topoleski stated that he realizes that the increases are warranted.

CLOSE PUBLIC Meeting:

Mr. Rogers motioned, seconded by Ms. Eteson at 7:35 P.M. to close Public Session. On roll call, Ms. Eteson, Mr. Rogers, 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 Ms. Eteson at 7:35 P.M. to adjourn the meeting. All members agreed.