

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: December 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 6:30 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. Weikel, Mr. Iannaci, 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. Ms. Eteson, Mr. Schachtel & Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

The minutes of November 17, 2025 were moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Mr. Rogers, Mr. Iannaci & Mr. Schweizer voted yes. Mr. Weikel & Mr. Skelly abstained.

See attached Colliers Engineer Report as of December 8, 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 (Replacement)
- Swimming River Pump Station (Replacement)
- 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.

- 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.
- 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.
- 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.
- 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.
- 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.
- 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.
- 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.

h. 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. 5,819 hrs. In Compliance & no injuries reported for the calendar year.

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

Weekly pump station safety inspections are ongoing.

Annual Vapor Testing was conducted on 11/14/25. No deficiencies reported.

Right to Know/OSHA 300 Logs will be closed out for the year and posted as required.

PLANT MANAGER'S REPORT: John Ennis

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

The average daily flow was 7.061 MGD, with a peak flow of 10.35 MGD.

The effluent BOD for the month was 3.46 mg/l with 98.28 % removal.

The effluent TSS for the month was 7.48 mg/l with 97.02 % removal.

The average cake, total percent solids were 17.30%.

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.

Maintenance performing a repair on Main Influent Pump 2, Main Influent Pumps 1,3& 4 are all online and in service.

SRJ has begun the boiler upgrade.

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 #3 in main pump, new packing and Sleeve 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 208- volt heater in Raw Tom & Mike Feldman.
6. Removed leaking 2" valve on chlorine tank #2 and replaced. Brian & crew.
7. Greased, oiled and repacked multiple pumps throughout the plant by Brian and maintenance crew.

8. Tom Kane repaired multiple curb clean outs.
9. Had Mike F., CJ & Tom finish pole light at the plant.
10. John Allen is still working on repairs to pool truck and Vac truck error codes.
11. Tom Kane finished running temp water to fine screens in main pump.
12. Had oil changed on GBT 1, also greased all roller bearings.
13. Finished rebuilding of pump #3 at Fairview and reinstalled.

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. Waiting on repair parts for Beacon Hill pump station check valves.

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 November

- There was 1 reported Sanitary Sewer Overflow. DEP Case #25-11-06-1410-16- This was a resident on an ejector pit with a broken lateral. Reported to DEP due to customer not making repair on the line.
- The team fielded a total of 40 calls.
- A total of 14 mark-outs were completed.
- Working with Oswald for chemical grouting repairs throughout the system.
- Still no answer from the County regarding the emergency repair for 220 Dwight Rd. – will keep trying.
- New I & I discs installed in manholes known for I&I, also will be adding them into all the electrical manholes inside the plant.
- Meeting scheduled with Colliers to discuss pump station improvements.
- Painted curb areas and septic dumping station and added safety barriers around discharge port. will shortly be starting the replacement of a large section of sewer main.
- Guttenplans currently working with a contractor to install new solids catcher. Will monitor over the next few months.
- Continue to monitor flood wall project.
- Broken manhole castings and re-cementing of castings still being addressed throughout the system.
- Wet Well cleaning continued.
- Stations and vehicles prepped for winter.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals/resolutions in packet

1. The “Boiler Replacement Project” is now underway. Material submittals have been coming in for approvals and SJR staff are onsite with a small crew to prep and start the startup of the contract field work.
2. The TOMSA 2026 Budget that was introduced to the DCA (State) has been approved (by the State) for Adoption and is being presented in tonight’s 2026 budget adoption resolution. This budget increase is needed to fund ongoing repairs and contract upgrades for the plant and collection 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 2026 budget increase.
3. Continued work on all of the pump station designs and upgrades to be submitted for IBank loans. The larger pump stations and force main projects portions have been submitted through the I-Bank for initial comments and review. The TOMSA team is looking to have a small pump station meeting in the near future for some final adjustments.
5. TOMSA continues to purchase backup pumps and misc. items for the redundancy of the plants processing operations. Aging infrastructure and components continue to present daily challenges to remain in compliance. The 2026 proposed budget will once again have critical failure contingency plan funds to support the constant unknown breakdowns as proven from the prior year’s adopted budget. The data provided from the asset evaluation outsourced to consultants were estimated to be a \$20 million dollar replacement need over the next four years. With a potential replacement upgrade cost having an estimated value in the \$40 million dollar range over the next 8 to 10 years. All at maintaining current design capacities without plant expansion.

Plant/Construction/Collections/Admin.

1. The Policy and procedures book that was approved by the Board in a previous meeting (Oct 2025) shall be distributed at the beginning of January 2026. All employees will be required to sign for these as proof that they have received a copy; this is a mandatory task to also meet the JIF insurance requirements.
2. RFPs are being put together and updated for advertisement in the near future for all professional services, award of these shall take place at the February 2026 Board of Commissioners meeting, (reorg meeting).

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

1. Borough of Atlantic Highlands \$45,119.23.
2. Borough of Highlands \$71,394.472
3. Total for month of November 2025 \$116,514.05.

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. Skelly. On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Carried to adopt Resolutions 103/2025 through 106/2025.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 103/2025 Approving Payment of Operating Bills in the Amount of \$558,378.51.
- CONSTRUCTION FUND: Resolution 104/2025 Approving Payment of Construction Fund bills in the amount of \$95,950.86.
- REVENUE FUND REQ.: Resolution 105/2025 Approving Revenue Fund req. 12/2025 in the amount of \$908,378.51.
- CONSTRUCTION TRANSFER: Resolution 106/2025 Approving Transfer to the Construction Account in the amount of \$95,950.86.

ADOPTION OF 2026 BUDGET:

Res. 107/2025 Adoption of 2026 Budget to be Forwarded to N.J. Department of Community Affairs (Tentative Pending State Approval). 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. 107/2025.

BUDGET ANALYSIS:

Operating Budget Analysis through November 30, 2025.

CASH MANAGEMENT REPORT:

Cash Management Report through November 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. Iannaci motioned, seconded by Mr. Weikel 7:45 P.M. to close Public Session.

On roll call, Mr. Rogers, Mr. Weikel, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes.

Res. 108/2025 will be discussed at January 2026 meeting.

EXECUTIVE SESSION:

There was no Executive Session.

ADJOURNMENT:

There being no further business to discuss, Mr. Skelly motioned, seconded by Mr. Iannaci at 7:45 P.M. to adjourn the meeting. All members agreed.