

MINUTES
TOWNSHIP OF MIDDLETOWN SEWERAGE AUTHORITY
ADMINISTRATION OFFICE
100 BEVERLY WAY, BELFORD, NJ 07718
CAUCUS AND REGULAR MEETINGS
DATE OF MEETING: January 20, 2026

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. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer. 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 & Larry Schachtel, Safety Manager. Mr. Rogers, Mr. Weikel & Mr. Nole were absent.

MINUTES OF REGULAR MEETING:

The minutes of December 15, 2025 were moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Mr. Iannaci, Mr. Skelly & Mr. Schweizer voted yes. Ms. Eteson & Mr. Ricca 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 has prepared and submitted 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. NJDEP has indicated that the Swimming River Pump Station will need to be removed from the project for not meeting resiliency requirements. CED is currently engaged with the DEP regarding this determination and further consideration to keep Swimming River in the project.

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 – All construction work is complete and final inspections have been performed. All construction related punch-list items have been satisfactorily addressed. Project closeout contingent on submission of outstanding administrative items. Recommendation of project closeout was provided January 8, 2026.

g. 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

1. Closed 2025 with 79,952 working hours/No injuries reported
2. Month - Safety hrs. 2,915 hrs. / Year to date – 2,915 hrs.
3. Daily safety toolbox meetings & monthly safety equipment inspections are ongoing.
4. OSHA Injury Tracking Submittals (300/300a) completed for 2025.
5. RTK/DEEP requirements are current
6. Collapsing all documents/reports/permits for 2025
7. Recertifications will begin for 2026

PLANT MANAGER’S REPORT: John Ennis

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

The average daily flow was 7.699 MGD, with a peak flow of 12.95 MGD.

The effluent BOD for the month was 5.09 mg/l with 97.66 % removal.

The effluent TSS for the month was 11.30 mg/l with 95.93 % removal.

The average cake, total percent solids were 15.85%.

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.

New Natural Gas Boiler was delivered, and install is in progress. The Estimated Time for the Methane Boiler to arrive on site is the end of March, early April.

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. Removed and cleaned methane filter on the cannon mixer system.

3. Eye wash and emergency shower were inspected by Brendan.
4. John & Sean replaced cracked vacuum bowls at middle village pump stations.
5. Installed new Gravity Thickener timer in Raw – George & Mike F.
6. Replaced and re-piped leaking ¾ valve in chlorine building on pump #2-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 to remove and clean out polymer mixing valve in dewater Brian & John R.
10. John Allen is still working on repairs to old case front loader & truck error codes.
11. All hands were involved with replacing wash box gaskets on both presses.
12. We cleaned heating coils on the blowers in Dewatering.
13. Had to replace 2" 208 volt sump pump at McClees – Mike F assisted crew.

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 December

- There was 1 reported Sanitary Sewer Overflow. DEP Case #25-12-24-2040-59. Manhole overflow on Twin Brooks Ave. due to grease and rags.
- The team fielded a total of 35 calls.
- A total of 12 mark-outs were completed.
- Continue to monitor flood wall project. Job is mostly completed, waiting on contractor to CCTV line.
- Manhole inspections continue.
- Broken manhole castings and re-cementing of castings still being addressed throughout the system.
- Wet Well maintenance continues.
- Spoke with Guttenplans about their plans moving forward. (Will get into details at meeting)
- Completed annual Beneficial Reuse submission, as well as annual 503 EPA Sludge Report.
- Chemical grouting of manholes with known I&I issues to commence in spring.
- Had Oswald in for routine cleaning and CCTV work.
- Hoping for minor revision to Grease Trap policy.

- Working with NJWEA Collection System Committee securing presenters for the March Technology Transfer.

EXECUTIVE DIRECTOR- Paul Thomson

Projects Bidding- Quotes/ Proposals/resolutions in packet

1. The “Boiler Replacement Project” is on-going. The temp boiler has been running now for a few weeks, while the existing gas boiler has been removed. The new gas boiler is in place and being connected with pumps and required apparatuses. The methane boiler has a tentative delivery date of April 2026 and will be the secondary unit to be completed per the contract documents. This contract completion will be a huge upgrade to an antiquated existing system that has been failing in operation for the last few years. The project is about 25 percent completed, with a total project cost of just under \$1 million dollars. Going into the winter of 2026, TOMSA staff and Operations team will have some peace of mind with our heating procedures and confidence in our new system to remain in permit compliance. I would like to thank our Board of Commissioners for awarding this project and your continued support for existing and current projects which contribute to the operational success of this facility.

2. The TOMSA 2026 Budget that was adopted in December’s Board of Commissioners meeting, has been reviewed by the state and is awaiting final certification by the examiner. This budget increase is needed to fund ongoing 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, healthcare 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 I-Bank 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. DEP has come back with a list of questions regarding the projects and the Colliers team will be providing the required design answers.

4. TOMSA continues to purchase backup pumps and misc. items for the redundancy of the plant’s processing operations. Aging infrastructure and components continue to present daily challenges to remain functional and 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 over \$20 million dollars of repairs, upgrades and replacements (plant only not pump stations) 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.

5. Some of the upcoming projects in the near future will include but not limited to carbon removal and replacement and the main pump building. This is way overdue (years) and controls odors that the public generally complains about. This has an estimated cost of \$50-\$70 thousand dollars. Looking into fixing our SCADA System at the Plant that has been down for some time. These systems will give alarms and alerts for some of the major phases of treatment in the event a system malfunctions or

components/pumps go down in service. Another critical service will be the blowers which supply air feed to the aeration tanks, this service has been put off for years due to all the other breakdowns and failures that have become the immediate priority. The approximate cost of this service is \$50-\$60 thousand dollars. These are just some of the projects as the list is rather long due to the aging infrastructure and daily challenges of an aging facility.

Plant/Construction/Collections/Admin.

1. The Policy and procedures book that was approved by the Board in a previous meeting are being printed and shall be distributed by end of January 2026. All employees will be required to sign for these policies as proof that they have received a copy. This is a mandatory task that meets the JIF insurance requirements.

2. RFPs have been completed and are advertised in both the newspapers and on the TOMSA website for professional services, recommendation of award shall be presented to the Board at the February 2026 Board of Commissioners meeting, (reorg meeting). This includes Engineer, Bond Counsel, Labor Counsel, General Counsel, Special Conflict Counsel and Auditor.

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

1. Borough of Atlantic Highlands \$62,450.34.
2. Borough of Highlands \$69,808.42.
3. Total for month of December 2025 \$132,258.76.

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. Eteson. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Resolutions 109/2026 through 112/2026.

- TREASURER'S REPORT:
- OPERATING BILLS: Resolution 109/2026 Approving Payment of Operating Bills in the Amount of \$686,151.93.
- CONSTRUCTION FUND: Resolution 110/2026 Approving Payment of Construction Fund bills in the amount of \$257,770.76.
- REVENUE FUND REQ.: Resolution 111/2026 Approving Revenue Fund req. 01/2026 in the amount of \$1,036,151.93.
- CONSTRUCTION TRANSFER: Resolution 112/2026 Approving Transfer to the Construction Account in the amount of \$257,770.76.

AUTHORIZATION OF RATEPAYER REFUNDS:

Res. 113/2026 Authorizing Refunds of Sewer Rent Fees. It was moved to be adopted by Mr. Iannaci & seconded by Mr. Skelly. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Res. 113/2026.

RELEASE OF PERFORMANCE BOND 59 OAKLAND:

114/2026 Authorizing the Release of Performance Bond for 59 Oakland. It was moved to be adopted by Mr. Skelly & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Res. 114/2026.

AMENDMENT OF THE AUTHORITY'S GREASE RULES & REGULATIONS:

Res. 115/2026 Revising the Authority's Grease Rules & Regulations. It was moved to be adopted by Ms. Eteson & seconded by Mr. Iannaci. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Res. 115/2026.

RISK MANAGER NEW JERSEY UTILITIES AUTHORITY JOINT INSURANCE FUND:

Res. 116/2026 Naming Risk Management Consultant for one year 1/1/2026 to 12/31/2026. It was moved to be adopted by Mr. Skelly & seconded by Ms. Eteson. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Res. 116/2026.

AUTHORIZING EXECUTIVE DIRECTOR TO SIGN EMPLOYMENT CONTRACTS:

Res. 117/2026 A&B Authorizing the Executive Director to sign Employment Contracts. It was moved to be adopted by Mr. Skelly & seconded by Ms. Eteson. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes. Carried to adopt Res. 117/2026.

BUDGET ANALYSIS:

Operating Budget Analysis through December 31, 2025.

CASH MANAGEMENT REPORT:

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

GENERAL DISCUSSION:

Old business – none

New –Septic dumpers – JD Mallory – They have a big balance- over \$66,000.

They were on a payment plan previously, pays \$4500 to 5000 a month.

PUBLIC COMMENTS:

There were no public comments.

CLOSE PUBLIC Meeting:

Mr. Iannaci motioned, seconded by Ms. Eteson 7:05 P.M. to close Public Session.

On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes.

EXECUTIVE SESSION:

Mr. Iannaci motioned, seconded by Ms. Eteson seconded to go into Executive Session at 7:15 P.M to discuss personnel matters. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes.

Ms. Eteson motioned, seconded by Mr. Skelly to come out of Executive Session at 7:28 P.M. On roll call, Ms. Eteson, Mr. Iannaci, Mr. Skelly, Mr. Ricca & Mr. Schweizer voted yes.

ADJOURNMENT:

There being no further business to discuss, Ms. Eteson motioned, seconded by Mr. Skelly at 7:28 P.M. to adjourn the meeting. All members agreed.