



MEMORANDUM

TO: Chair Blandina, Commissioners Mummolo, Curtis, Lydecker, Neafsey, Halloran and Wheeler

FROM: Chris A. Theodos, PE, PP, CME, CPWM, CFM
Executive Director

DATE: October 17, 2025

SUBJECT: Monthly Report – October 2025

- 1. Resolution No. 67-25 - A Resolution Adopting the 2024/2025 Annual Audit - On Agenda – Resolution No. 67-25**
- 2. Resolution No. 68-25 - A Resolution Authorizing Change Order No. 5 for an Increase in the Contract Amount of \$194,216.98 for the Emergency Manhole Replacement on Princeton Avenue with JVS Industrial and Commercial Contractors, Inc. for the Sanitary Sewer Manhole Rehabilitation and Replacement Project; Brick Utilities' Capital Contract No. 818002 and New Jersey Water Bank Project No. S3400448-12 - On Agenda – Resolution No. 68-25**
- 3. Resolution No. 69-25 - A Resolution Declaring Items of Property Owned by the Authority That Are No Longer Required for the Uses and Purposes of the Authority as Surplus - On Agenda – Resolution No. 69-25**
- 4. Resolution No. 70-25 – A Resolution for the Award of a Fair and Open Agreement with Colliers Engineering & Design, Inc. in a Not-To-Exceed Cost of the Work Basis in the Amount of \$503,250.00 for Professional Engineering Consulting Services for the Design, Permitting, the New Jersey Environmental Infrastructure Financing Program Requirements, Bidding and Award, Construction Administration/Management and Full-Time Inspection (If and When Directed by Brick Utilities) for the Heating, Ventilating and Air Conditioning (HVAC) Improvements at the Control/Filter Building; Capital Project No. 726001X - On Agenda – Resolution No. 70-25**

A request for Proposal for Professional Engineering Consulting Services was sent to Colliers on August 7, 2025, and a proposal was received on September 5, 2025. It was reviewed and it is recommended that a contract be awarded to Colliers in total amount of \$503,250.00 on the not-to-exceed cost of the work basis (which includes \$214,500.00 in inspection which will be “if and where directed”). \$300,000 has been budgeted in the Fiscal Year 2025/2026 Capital Budget.

5. Unanticipated/Emergency Capital Expenditures – *On Agenda - Item No. 10 – NONE*

6. Contract Close-Outs – *On Agenda - Item No. 11*

- a. Water and Sewer Main Replacement on Cartagena, Alhama, Cadiz, Valencia & Monterey Drives, Contract Nos. 717001 & 818003X – *Engineering Report*

7. Authorization to Expend Approved Funds – *On Agenda - Item No. 12*

- a. Authorization to Purchase a New High-Volume Folder/Inserter and Mailing System from Vendor Jersey Mail Systems in the Amount of \$22,727 and \$1,844 for the annual maintenance along with a lease for the postage machine in the amount of \$298.29 per month

The folder inserter machine is 9 years old and at the end of its useful life. Breakdowns and downtime have been increasing, and we want to replace it before they fail in a way we cannot repair. The postage machine is not going to work after December 31, 2025, due to an issue with the software no longer being supported. The vendor has the state contract are located locally.

8. Authorization to Send out Bids, RFQ's & RFP's – *On Agenda - Item No. 13*

- a. Authorization to Proceed with Bidding for the Replacement of V597, a Ford Explorer, 85,826 Miles – *Operations Report*

Request authorization to move forward with purchase/replacement of the vehicle listed above. V597 is currently assigned to the Collections Department and is currently budgeted for replacement in 2025/2026 with the amount of \$50,000.00. Funds are available in the 2025/2026 capital budget under various transportation with a dollar amount of \$50,000.00 per vehicle.

- b. Authorization to Proceed with Bidding for the Replacement of V618, 2013 Ford Explorer 40,781 Miles – *Operations Report*

Request authorization to move forward with purchase/replacement of the vehicle listed above. V618 is currently assigned to the Engineering Department and is currently budgeted for replacement in 2025/2026 with the amount of \$50,000.00. Funds are available in the 2025/2026 capital budget under various transportation with a dollar amount of \$50,000.00 per vehicle. This vehicle will be replaced with a Pickup Truck to better serve the Engineering Department. We expect the cost to be about the same with add-ons.

- c. Authorization to Proceed with Bidding for the Replacement of V598, 2013 Ford Explorer 57,108 Miles – *Operations Report*

Request authorization to move forward with purchase/replacement of the vehicle listed above. V598 is currently assigned to the Distribution Department and is currently budgeted for replacement in 2025/2026 with the amount of \$50,000.00. Funds are available in the 2025/2026 capital budget under various transportation with a dollar amount of \$50,000.00 per vehicle.

All of the units listed above show the normal wear and tear for vehicles used in the utility construction industry, therefore, this replacement criteria is far greater than just mileage and age.

The units will first be moved to the vehicle pool, to be evaluated as to whether they should remain with the Authority in this secondary capacity or should be surplus.

d. Authorization to Proceed with Bidding for the Rehabilitation and Wet Well Stair Replacement at 3 large Wastewater Pump Stations: Riverside, Drum Point and Bay Harbor – Engineering Report

It was determined that the 3 large Wastewater Pump Stations are in need of rehabilitation and wet well stair replacement. It is recommended that an RFP be issued to a consulting engineer for professional engineer design services.

9. Personnel – *On Agenda - Item No. 14*

Promotion

Tom Finlay – Foreman, Collections Division, promotion to Supervisor, Collections and Pump Station Division, \$2.50/hour increase, effective October 27, 2025.

Resignation

Austin Daddato – Sr. Laborer, Reservoir Division, resignation effective October 1, 2025.

Replacement Hire

Brian Nelson – Laborer, Distribution Division, (*replacement for Nolan Edwards*) \$17.00/hour as per the OPEIU contract, start date on or about November 10, 2025.

Upgrade in Accordance with EDC Guidelines

Michael Mingoia – Senior Water Treatment Plant Operator, Water Quality Division, a \$2.50/hour increase for obtaining his NJDEP T1 WTP Operator License, effective October 27, 2025.

Extended Leave of Absence

Marylou Sarrecchia – Senior Secretary, Watershed Division, extended leave of absence granted, returning to work on November 3, 2025.

Upgrades

Keri-Lynn DiMatteo – Administrative Supervisor, Office of Executive Director, \$2.00/hour increase, effective October 27, 2025.

Teri Price – Human Resource & Payroll Administrator, Office of Executive Director, \$2.00/hour increase, effective October 27, 2025.

One Time Bonus

Teri Price - Human Resource & Payroll Administrator, Office of Executive Director, one-time bonus of \$1,000.00.

Administration

a. Resolution No. 67-25 - A Resolution Adopting the 2024/2025 Annual Audit

The adoption of the annual audit will be presented to the Board of Commissioners for approval at this month's meeting via resolution 67-25. The annual financial report will be included in the Commissioner's packages this month for their review.

b. Authorization to Purchase a New High-Volume Folder/Inserter and Mailing System from Vendor Jersey Mail Systems in the Amount of \$22,727 and \$1,844 for the annual maintenance along with a lease for the postage machine in the amount of \$298.29 per month

This action will be on the agenda for Board approval at this month's meeting. This high-volume mailing equipment, used for billing, has exceeded its useful life. The firmware on the postage machine will become obsolete on December 31, 2025. Under this contract, all service calls will be completed in one business day. The lease price for a postage mailing system (meter, scale, sealer and certified mail program) is \$298.29 per month for a 63-month term. Lease includes equipment and maintenance contract for the term of the lease.

c. Operations Department Realignment

As a result of the Operations Department implementation, under the direction of Robert Galante, the following stipend adjustments should be made effective October 1, 2025:

- Joe Maggio, Director of Water Quality- Eliminate stipend.
- Gary Vaccaro, Director of Compliance & Technology –stipend adjustment to \$400/month – Grounds and Reservoir Divisions.

d. Contract Negotiations for Collective Bargaining Groups

Executive Director Theodos met with the OPEIU Local 32 on October 3, 2025 to begin discussing contract negotiations. He is scheduled to meet with the OPEIU Local 32 again on October 24, 2025. He will meet with the Office/Technical, Professional and Supervisor groups, collectively, on October 24, 2025, immediately following the OPEIU meeting.

e. Payroll Clerk Position Posting

This is a needed position to assist with payroll processing. This position will also support the Finance division 50% of the time. This will be internally posted and if needed, advertised outside of the Authority.

Other Business

a. BTMUA Holiday Gathering – 2025

Invitations for the BTMUA Holiday gathering were sent to all employees. Invitations will be included in the Commissioner's packages this month. There is no charge for Authority staff and there is a \$10 fee for all guests.

10. Operations & Maintenance Summary – Water Quality Report

The reservoir construction project began on September 2nd. The contractor installed the turbidity curtain quickly and immediately began surveying and grading the site. Progress to this point is measured in the substantial area of grading, installation of the geotextile layer, and the recent deployment of mattresses into which concrete is both injected and formed. The weather in September was mostly ideal for this work, and weather so far in October has been equally kind. The contractor is performing well to this point. The high demand season is largely in our rear view, although unseasonably warm weather this month has seen higher demand.

New Jersey officials have expanded the drought watch that had been in place for parts of South Jersey to all 21 counties. The statewide drought watch urges voluntary conservation measures “as a result of prolonged below-average precipitation that is stressing water supplies,” the state Department of Environmental Protection said in a press release recently. Precipitation in September was again lower than average. Demand increased 10% from a year ago, 288.6 (2024) to 258.4 MG. The pressure setpoint at the point of entry to the distribution system averaged 72 psi with no significant disruptions.

Plant influent totaled 270.2 MG in September. The influent blends included 28% river, 4% reservoir, 61% PRM wells, and 7% from Cohansey wells 13 and 14. Our treatment and supply strategy over 2025 is now showing the benefits we hoped for as we successfully banked a significant volume of allocated groundwater while also using reservoir supply during drawdown to meet the requirements of the construction project. The beginning of construction at the reservoir site finds groundwater as our primary source and we have essentially reversed the roles of the reservoir and the PRM. We will continue on this course through the rest of the year. We received 2.6” of precipitation in September and the nine-month total for 2025 is now 30.1”. Passing river flow averaged only 47 MGD this month with a peak flow of 235 MGD on September 8th after receiving 1.2” of rain over the previous days. The average daily withdrawal from the river was 2.6 MG with no water diverted to the reservoir. There were eight days in September where conductivity ran above 750 μ S at RSP3. WTP influent source volumes for September included 77.2 MG from the river, 11.2 MG from the reservoir, 162.3 MG from the PRM wells, and 18.3 MG from wells 13 and 14. Our PRM balance at the end of September 2025 was 754.5 MG.

11. Boiler and Pressure Vessel Compliance Audit – Compliance & Technology Report

Sean Hobson, the C.N.A. Risk Consultant inspected the boilers at the Authority on September 3, 2025. C.N.A. Insurance is our NJUA Property/Machinery Insurance provider and authorized inspection agency for the NJ Department of Labor and Workforce Development Bureau of Boiler and Pressure Vessel Compliance.

There was one noncompliance issue identified. The boilers safety relief valves were mounted horizontally. They need to be remounted vertically, in accordance with ASME Code & NBIC Requirements. This was corrected by our Building Department. Photos were sent confirming the vertical remounting to Sean on September 30th and the violation was closed.

CAT/kld