

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

January 2, 2018

A meeting of the Township of Ocean Sewerage Authority was held on the above date at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey.

Present: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Others: Executive Director Bill Schmeling,
Operations Manager Edward Kwityn, Secretary Ruth Finn
Absent: Attorney John Bonello

Chairman Galvin called the meeting to order.

All recited The Pledge of Allegiance.

The Chairman announced that the Meeting was being held in conformance with the Open Public Meetings Act of 1975 and that adequate notice has been duly posted where required and mailed to the Asbury Park Press and the Coaster in accordance with the law.

WORK SESSION

Executive Director's Report. The Director reported that there is a bill before the legislature to cap authority bills at two (2%) percent. He noted that it is not clear as to what would be capped. The Chairman suggested that consideration should be given to contacting our legislators on this matter. Mr. Villapiano asked if the League of Municipalities is taking a position on this, and Mr. Schmeling said he has not heard that they are doing so. The Chairman noted this might affect the billing of TOSA's customer municipalities.

There was some additional discussion on the Director's report.

Mr. Stubbs asked whether or not we heard from the State with regard to the outfall line. Mr. Schmeling advised that they are waiting for additional input from Hazen and Sawyer and Hall Associates finalizing the diffuser design.

There were some questions and discussion on the bill list.

The status of the work on the directional drill at the Interlaken/Main Street Bridge was discussed. The Director said that he received a copy of an email from the County Engineer requesting information from the contractor on the details as to how they are going to drain the bypass pipe. They wanted to make sure that this would be coordinated with TOSA before the bypass is activated to avoid damage from freezing.

Attorney's Report. In Mr. Bonello's absence the Director said that the attorney had nothing new to report.

Engineer's Report. It was not necessary to have the engineers present at this meeting as there was nothing new to report at this time.

Operation Manager's Report. Mr. Kwityn provided a summary of his written report.

The Executive Director provided a review of the resolutions on the agenda.

BUSINESS SESSION

Chairman Galvin gave an annual report of TOSA activities for the year 2017.

2017 Township of Ocean Sewerage Authority Recap

FINANCIAL

Budget. The Authority's total budget appropriations, as amended, were approximately \$7,679,000, slightly higher than 2016. The operating budget did not rely on any connection fees to fund current operations. The budget, as amended, contained \$328,399 in Asset Management expenses to address small capital projects and to build up reserves for future large capital purchases. The Authority's municipal appropriation for 2017 to the Township was \$323,979.

Debt Service. The Authority closed on its \$10,000,000 loan from the Monmouth County Improvement Authority in February. This money will be used to finance the replacement of a portion of the ocean outfall pipe.

Annual Service Charge. The Authority's annual service charge remained at \$460 per unit.

Connection Fee. The Authority's connection fee increased to \$6,009 per EDU.

PERSONNEL

Long-time employees Superintendent Tom Meholic (34+ years), Ken Williamson (31+ years) and Glen Henry (38+ years) retired during the year. The Authority hired four new individuals – Ed Kwityn as Operations Manager, Bob Ruland in Collections, Dan DeSoucey as a Mechanic and retired former employee Joe Jurasic on a part-time basis. Vinnie D'Esposito obtained his C-3 license and Rich Roman obtained his C-2 license. New employees Ruland and DeSoucey began attending class to sit for their S-1 or C-1 license.

CONSTRUCTION

Outfall Pipe Replacement. After finding additional holes in the ocean outfall pipe, the Authority entered into a contract with Hazen and Sawyer to prepare design plans to replace the 1968 section of the ocean outfall pipe. The Authority has already obtained an Army Corps of Engineer's permit for the work, completed survey and soil boring work, and is moving forward to meeting with the State DEP to discuss State permitting issues. It is anticipated the design drawings and bid documents will be completed by May to mid-June with bids received in August 2018. Construction is anticipated to begin after Labor Day 2018 and possibly extend to Labor Day 2020 depending on ocean conditions.

Collection System Improvements.

(1) Lucas Construction Group completed the replacement of over 300 service laterals in the Wanamassa section of the Township. In Spring 2018 Lucas will pave and infrared certain streets in the project in coordination with the Township's road program.

(2) Black Rock Enterprises completed the replacement and repair of sewer lines on Wickapecko Drive and Wanamassa Drive.

(3) The Authority received NJEIT funding to replace the Asbury Avenue and Longview Pump Stations and to perform collection system improvements on Lakeview Avenue, Berkeley Avenue and Lincoln Drive. A contract in the amount of \$786,800 was awarded to DeMaio Electrical Inc. for the Pump Station work but the project has been held up for application to the Township's Planning Board. A contract in the amount of \$373,630 was awarded to SWERP for the collection system work and the majority of the project is complete.

Bridge O-11 Force Main Relocation. The County's contractor completed the directional drill of two new force mains, and connected them to the existing collection system. The bypass line remains while the contractor waits for better weather to activate the new lines and drain the bypass line.

Interlaken Pump Station Reconstruction. Now that the force mains have been installed for the pump station, the Authority is looking to move forward with advertising the project in the Spring and start construction shortly thereafter.

Return Activated Sludge Line. The Authority replaced its Return Activated Sludge after experiencing the second break in the return activated sludge line in the last three years.

ENGINEERING PROJECTS

Odor Control. The Authority has replaced the media in the Biofilter and the carbon in the carbon odor control units. However, the carbon was burned through in a short period of time due to high hydrogen sulfide levels. After a visit to the Mount Holly MUA treatment plant, the Authority anticipates installing a BioAire unit in 2018 to address odors.

Asbury Park. The Authority had a study performed on the plant’s capacity rating by Greeley and Hansen, the study was paid for by Asbury Partners, a developer of the Asbury Park waterfront. The study suggested the Authority’s actual capacity is in excess of its current 7.5 mgd rating. Asbury Park, in conjunction with Asbury Partners, prepared a build-out study of Asbury Park in an effort to obtain anticipated future flows. The study was completed and the Authority reviewed it. At this time, the Authority is waiting to hear from Asbury Partners and Asbury Park whether there is an interest in continuing to explore the idea of sending Asbury Park’s sewage to the Authority

Mr. Villapiano offered a motion, seconded by Mr. Theodora and unanimously carried to approve the following minutes:

Regular Meeting	December 5, 2017
Special Meeting	December 27, 2017

Mr. Stubbs made a motion to approve the Operations Manager Report. The motion was seconded by Mr. Bernhardt and unanimously carried.

Operations Managers Report
For January 2018

- November DMR Results
- Daily Flow Avg. 3.58 mgd Max. Daily Flow 3.72mgd
- Eff TSS Avg. 14 mg/l Percent removal 92 %
- Eff BOD Avg. 9 mg/l Percent removal 95 %
- Ammonia Avg. 9.5 mg/l
- Enterococci 14
- Oil and Grease <5mg/l
- D.O. 6.8 mg/l

Plant:

Each week tired different wasting idea to see if a better schedule is able to be used. Seems to be 5 days a week to holding tank at a slower rate will be the best way right now. Pumped holding tank down to where the Penn Valley pump could be used. Were able to get to this point on Dec. 22. There was about 40,000 gallons left on this day. Resumed emptying on Dec. 26. Solutionwerks was here on Dec. 18 to assist with Unox troubleshooting. The verbal report was that the Molsieve media needs to be replaced unit is short-circuiting. This is the original media 31 years old should be replaced every 20 to 25 years. Checked process water check valves, need to be replaced wore out. Replaced wore out bushings and coupling on aeration tank mixers.

Operations:

Scott and myself went to Mt. Holly Sewerage Authority to see their Bioair system. We were very impressed and scheduled a meeting with them. We met on Dec. 18 along with Greeley and Hanson. I recommend we peruse looking into purchasing this system. EMI was here all day working on the Collection Systems SCADA system. No major changes to report.

Collection System:

CCTV 3235 feet

Cleaned and Vacuumed all pump stations.

Started cleaning and CCTV sewer mains in West Allenhurst section of the township.

CCTV the lines in Colonial Terrace that SWERP lined. Some parts we cannot get down to the thickness of the new coating. Found one broken lateral, it has a hole in the side, which is leaking ground water. This needs to be fixed a.s.a.p. SWERP never told us about this one. Sent a completed report and videos to T&M so they can contact SWERP with these issues.

Sent Jet/Vac. Truck to Coast Cities to be repaired. They could not fix. Spoke to Mark Woszczak to find out who repairs his equipment, sent it there on Dec. 26. Truck will not move in drive.

Interlaken force main installed waiting to put into service.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano

Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Bernhardt seconded the motion.

**RESOLUTION 18 - 1
BILL LIST**

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey (not less than three (3) members affirmatively concurring) as follows:

1. All bills or claims as reviewed and approved by the Executive Director and as set forth in this Resolution are hereby approved for payment.
2. The authorized signers of checks are hereby authorized and directed to sign checks in the payment of bills and claims, which are hereby approved.

The computer printout of the list of bills will be on file in the Purchasing Agent's Office.

CURRENT FUND	\$ 123,287.38
REVIEW and INSPECTION	0.00
EIT and CONSTRUCTION	185,190.97
PAYROLL ACCOUNT	0.00

TOTAL BILLS PAYABLE \$ 308,478.35

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano

Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

**18 - 2
AUTHORIZING AMENDMENTS TO EMPLOYEE HANDBOOK
WITH POLICIES AND PROCEDURES**

BE IT RESOLVED that the Township of Ocean Sewerage Authority Employee Handbook is amended in accordance with the revised Step Program; and

BE IT FURTHER RESOLVED that the revised Step Program shall take effect on January 1, 2018.

STEP PROGRAM		
STEPS	Plant & Collection	Lab*
New Hire (\$2,000 additional for science-related degree)	\$40,000.00	\$40,000.00
Complete 6 months of satisfactory performance	\$42,000.00	\$42,000.00
Complete 1 year of satisfactory performance	\$46,000.00	\$46,000.00
Complete 18 months of satisfactory performance	\$49,000.00	\$50,000.00
Obtain C-1, S-1, Electrical or Plumbing license	\$54,000.00	
Complete 24 months of satisfactory performance	\$57,000.00	\$57,000.00
Complete 30 months of satisfactory performance	\$63,000.00	\$63,000.00
Complete 36 months of satisfactory performance	\$65,000.00	\$65,000.00
Complete 42 months of satisfactory performance	\$68,000.00	\$67,000.00
Complete 48 months of satisfactory performance	\$70,000.00	\$69,000.00
Complete 54 months of satisfactory performance		\$71,000.00
Obtain C-2 or S-2 license	\$73,000.00	
Complete 60 months of satisfactory performance	\$75,000.00	\$73,000.00
Complete 72 months of satisfactory performance	\$77,000.00	\$75,000.00
Complete 84 months of satisfactory performance		\$77,000.00
Complete 108 months of satisfactory performance		\$80,000.00
Complete 14 years of satisfactory performance	\$87,000.00	\$85,000.00
Obtain C-3 or S-3 license	Additional \$3,000	
Obtain C-4 or S-4 license	Additional \$5,000	
Complete 25 years of satisfactory performance	Additional \$3,000	\$90,000.00
Complete 30 years of satisfactory performance	Additional \$3,000	
*\$1,000 annual stipend for each license obtained		

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

18 - 3
ESTABLISHING ANNUAL BASE SALARIES FOR 2018

WHEREAS, the Township of Ocean Sewerage Authority desires to establish base salaries for its employees for 2018.

NOW, THEREFORE, BE IT RESOLVED, this 2nd day of January 2018 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2018:

<u>EMPLOYEE</u>	<u>BASE SALARY⁽¹⁾</u>
William E. Schmeling	\$ 118,185.00
Ruth Finn	\$ 5,317.30
Scott Stedman	\$ 91,863.00
Bruce Olsen	\$ 87,595.00
Sal Lagrotteria, Jr.	\$ 85,064.00
Daniel Miller	\$ 79,117.50
Alex Milmoe	\$ 66,787.50
Richard Dorick	\$ 18,884.00
Thomas DiOrio	\$ 101,000.00
Vincent D'Esposito	\$ 82,200.00
Jennifer Crumley	\$ 70,897.50
Richard Roman	\$ 75,007.50
Edward Kwityn	\$ 88,365.00
Robert Ruland	\$ 43,155.00
Daniel DeSoucey	\$ 41,100.00
Josip Jurasic (2)	\$ 13.85/hr
Board Chairman	\$ 2,250.00
Board Members	\$ 2,000.00

- (1) Salaries on January 1, 2018 shall be paid based on annualized hourly rate; step increases may occur during year.
- (2) Total salary for the year may not exceed \$15,000.00

AND BE IT FURTHER RESOLVED that such base salary amount shall be in addition to any other amounts due in accordance with the Authority's Employee Handbook;

AND BE IT FURTHER RESOLVED that employees participating in the State Health Benefits Program shall pay seventy percent (75%) of the applicable Tier 4 percentage.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

18 - 4
AUTHORIZING APPOINTMENT OF
PUBLIC AGENCY COMPLIANCE OFFICER FOR 2018

WHEREAS, the State of New Jersey Department of the Treasury Affirmative Action Office mandates the appointment of a Public Agency Compliance Officer annually; and

WHEREAS, William E. Schmeling currently serves as Public Agency Compliance Officer.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby appointments William E. Schmeling as the Authority’s Public Agency Compliance Officer for the year 2018.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Stubbs seconded the motion.

18 - 5
DESIGNATING NEW JERSEY UTILITY AUTHORITIES
JOINT INSURANCE FUND COMMISSIONER

BE IT RESOLVED that the Township of Ocean Sewerage Authority that Executive Director William E. Schmeling is hereby designated as the Authority’s Fund Commissioner to the New Jersey Utilities Authority Joint Insurance Fund for 2018.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following resolution and moved its adoption. Mr. Stubbs seconded the motion.

18 - 6
AUTHORIZING APPROVAL OF PETTY CASH FUND
AND NAMING CUSTODIAN OF PETTY CASH FUND

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund and the custodian of the Petty Cash Fund; and

WHEREAS, the Petty Cash Fund should be authorized annually.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes approval of its Petty Cash Fund in the amount of \$50.00 for 2018; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority authorizes William E. Schmeling to serve as Petty Cash Fund custodian.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Bernhardt offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

18 - 7
AUTHORIZING PAYMENT IN THE AMOUNT OF \$180,945.75 TO LUCAS CONSTRUCTION
GROUP, INC. FOR 2013 COLLECTION SYSTEM UPGRADES PROJECT

WHEREAS, the Authority awarded a contract for its 2013 Collection System Upgrades project to Lucas Construction Group, Inc. in the amount of \$4,575,575.00 (the “Project”) on December 6, 2016; and

WHEREAS, the Lucas has performed work and provided equipment and material for the Project; and

WHEREAS, by letter dated December 11, 2017, the Authority’s engineer has recommended payment in the amount of \$180,945.75 pursuant to its Payment Estimate No. 7.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves payment in the amount of \$180,945.75 to Lucas Construction Group for the 2013 Collection System Upgrades Project in accordance with Payment Estimate No. 7.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano

Yes Yes Yes Yes Yes

Mr. John Huss of West Allenhurst addressed the Board to advise them of his concerns relative to the proposed plan for TOSA to take the flow from the City of Asbury Park. His concern relates to future development in Asbury Park, which would increase the flow. The Board explained that there is a study being performed to determine whether or not this plan would be feasible. Mr. Villapiano advised him that he originally was concerned about this proposal. However, he thinks that the acceptance of flow from Asbury Park would be beneficial to the Authority. From an environmental point of view, Mr. Villapiano noted that it is appropriate to get the flow out of the ocean. He advised that TOSA has spent a lot of time and effort to make the process and the collection system better and applying modern trends to plant operations. Therefore making it feasible to accept the additional flow.

There being no further business to come before the Authority, Mr. Theodora moved that the meeting be adjourned. Mr. Stubbs seconded the motion and all voted in favor of adjournment.

Respectfully submitted,

RALPH E. STUBBS, Secretary