

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
SPECIAL MEETING**

Oakhurst, NJ

July 25, 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 (arrived at 6:35)
Others: Executive Director Bill Schmeling

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.

The Chairman announced the purpose of this Workshop Meeting was to discuss staffing needs and succession planning. The meeting began with the Board reviewing job descriptions, the organizational chart and daily job responsibilities.

Mr. Bernhardt raised the issue of whether certain jobs could be better handled by outsourcing the work; for example, pipeline videoing and cleaning. Chairman Galvin pointed out that certain jobs, such as electrical and pump repairs, are already performed by outside contractors. A discussion then ensued between the members as to where was the Authority headed in terms of contraction or expansion. No determination was reached but it was felt that further investigation may be needed as certain job responsibilities become open due to retirement or other reasons.

The Board discussed the implementation of the Computer Maintenance Management Program and how that will provide a better indicator of the work being performed. The Executive Director updated the Board on the fact the Operations Manager has been attempting to contact Lucity to obtain information on the computer hardware needed to install the Program. The Executive Director sent Lucity a proposed list of computer hardware that was to be confirmed by Lucity. Several phone calls have not been returned, but the information needed to populate the Program has been provided to Lucity by Greeley and Hansen. It is anticipated the first on-site meeting will take place at the end of August. The Executive Director informed the Board that the summer intern had provided GPS coordinates for all manholes on streets that are not major thoroughfares. That information has been provided to the Township Engineer to incorporate into their GIS map.

The Board then reviewed the Executive Director's worksheet showing possible retirements of existing employees. It appears that within the next four to five years, there are up to five retirements possible and, in fact, two retirements have been indicated to take place before August 2019. A discussion was then held on how the retiring employees would be replaced, or if they needed to be replaced. Specifically, it was determined that an engineer should be considered for hiring within the short term with the intent this person would eventually replace the Executive Director. This person would also coordinate all permitting and interaction between the Licensed Operator and the Operations Manager and Foremen.

The Board reviewed the existing time off policies. The Executive Director provided the Board with historical data on the number of employees out, for whatever reason, on a daily basis. After reviewing this information the Board was of the opinion that a utility person should be hired to fill in as needed within the different departments – Collection, Operations, Mechanical. The Executive Director advised that he had placed an ad for an entry level employee with the Monmouth County Vocational and Ocean County

Vocational Schools. Ocean County had put the ad up and the Executive Director has received one response; he has not heard from the Monmouth County Vocational School.

The discussion on time-off policies then moved to whether the Authority should consolidate vacation, sick and personal days into a single Personal Time Off schedule. The Executive Director said he would put together a worksheet on existing time-off and a template for Personal Time Off so the Board could discuss and determine if a change should be made.

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

Respectfully submitted,

RALPH E. STUBBS, Secretary