

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

**Oakhurst, NJ**

**October 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, Theodora, Villapiano  
Absent:       Galvin, Stubbs  
Others:       Attorney John Bonello, Executive Director William Schmeling,  
                  Operations Manager Edward Kwityn, Secretary Ruth Finn

Vice Chairman Bernhardt called the meeting to order.

All recited The Pledge of Allegiance.

The Vice 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. Director Schmeling reminded members that the next meeting would be held on Thursday November 8, 2018 due to the TOSA meeting room being utilized for elections on the regular meeting date.

He reported that Wi-Fi is being set up in the plant. Lucity will be at the plant next week to set up the server and set up the program.

Attorney's Report. Mr. Bonello noted that he attended a meeting with Asbury Park representatives along with Mr. Theodora, Mr. Villapiano and Mr. Schmeling to continue discussion on the proposal for Asbury Park to send their sewage flow to the Authority. Members discussed the pros and cons of this matter. Mr. Villapiano noted that Asbury has an outfall line that TOSA might be able to utilize in addition to the Authority's outfall if the Authority takes this additional flow. Mr. Villapiano suggested pressurizing the outfall might be more efficient. Mr. Bonello noted that another town put in a pump to pressurize the outfall line during times of peak flow. He stated that we really need more information about Asbury Park's flow as part of the decision making process, and the Executive Director said that Asbury would be sending him this information.

Engineer's Report. It was not necessary to have the engineers present at this meeting, as there were no questions from the Board and nothing new to report at this time.

Operation Manager's Report. Mr. Kwityn advised that the computer system is up and running for the plant.

BUSINESS SESSION

Resolution

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

**18 - 87**  
**2019 AUTHORITY BUDGET RESOLUTION**  
**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY**  
**FISCAL YEAR: JANUARY 1, 2019 TO DECEMBER 31, 2019**

**WHEREAS**, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2019 and ending December 31, 2019 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of October 2, 2018; and

**WHEREAS**, the Annual Budget, as introduced, reflects Total Revenues of \$7,329,221, Total Appropriations, including any Accumulated Deficit, of \$7,329,221 and Total Unreserved Net Assets utilized of \$0.00; and

**WHEREAS**, the Capital Budget, as introduced, reflects Total Capital Appropriations of \$18,607,500 and Total Unreserved Net Position planned to be utilized as funding thereof of \$90,000; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenue, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the Authority’s planning and management objectives; specific authorization to expend funds for the purposes described in this Section of the budget must be granted by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on October 2, 2018 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2018 and ending December 31, 2018 is hereby approved; and

**BE IT FURTHER RESOLVED** that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Authority’s outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

**BE IT FURTHER RESOLVED** that the Governing Body of the Township of Ocean Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 4, 2018.

Roll Call: Bernhardt, Theodora, Villapiano

Yes Yes Yes

Resolution

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

**RESOLUTION 18 - 88**  
**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	\$ 250,572.69
REVIEW and INSPECTION	2,346.00
RENEWAL and REPLACEMENT	0.00
EIT and CONSTRUCTION	22,744.06
PAYROLL ACCOUNT	94,073.79
<b>TOTAL BILLS PAYABLE</b>	<b>\$369,736.54</b>

Roll Call: Bernhardt, Theodora, Villapiano  
Yes Yes Yes

CONSENT AGENDA

Mr. Villapiano moved the approval of the Minutes, the Operation Managers Report and the adoption of Resolutions 18-89 through 18-93 as a Consent Agenda. Mr. Theodora seconded the adoption of the Consent Agenda.

- a. Approval of Minutes of September 4, 2018 regular meeting.
- b. Motion to receive and file Operation Manager’s Report.

Operations Managers Report  
For October 2018

Plant:

Bio-Air has been out at least 1 once a week since start up monitoring the odor control system.

The rag screw center shaft came apart at the weld. Brought out factory rep. to check. The screw needs to be replaced they were given the go ahead to order the material. This unit has not been overhauled since it was put (2004) so we will be doing it at this time.

14-foot garage door to dumpster building was replaced.

A new hypo pump was installed for the RAS hypo system.

The woodchip odor control has been removed and filled in.

The sludge loading dock fill line was repaired. AJ looking into a new fill system that will incase the top of the trucks to collect the odors, to fill the trucks.

Primary 2 sludge collector wires burned up in the ground EMI ran temporary lines.

Found out that part of the mixer issues was due to faulty oil pressure switches.

Worked on PSA system switching out faulty sensors. We have been watching it very closely.

Collection System:

Sent out Jet-Vac. To Pierce-Eagle for service,

New pumps installed at Wickapecko and Whalepond pump stations.

No Jetting or TV work done due to manpower issues.

Operations:

Had EMI out to get estimate for installing a generator at the main pump building will have them look at Whalepond P/S also that one is due to be replaced.

I will be finishing up another JIF Supervisors course on Oct. 4.

One field employee and myself will be attending JIF OSHA Awareness course at the end of the month.

Obtained a program called Splash top. This will allow us access our scada computers to monitor during non-business hours.

Plant computer upgrade scheduled for Sept.27 with training sometime in October.

Getting prices for new UV protected hypo tanks hopefully will have them ordered soon.

## RESOLUTIONS

### 17 - 89

#### CONFIRMING THE HIRING OF JOSEPH GRASSO

**WHEREAS**, the Township of Ocean Sewerage Authority has determined there is a need for additional personnel; and

**WHEREAS**, the Personnel Committee interviewed several individuals who had supplied the Authority with resumes; and

**WHEREAS**, the Personnel Committee made a recommendation to the Board to hire Joseph Grasso; and

**WHEREAS**, Joseph Grasso accepted the Authority's offer of employment; and

**WHEREAS**, Joseph Grasso began working for the Authority on September 19, 2018.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby confirms the hiring of Joseph Grasso as Utility 2 at a starting salary of \$40,000 beginning on September 19, 2018.

### 18 - 90

#### AUTHORIZING THE HIRING OF SAMUEL NOWELL

**WHEREAS**, the Township of Ocean Sewerage Authority has determined there is a need for additional personnel; and

**WHEREAS**, the Personnel Committee interviewed five (5) individuals who had recently supplied the Authority with resumes; and

**WHEREAS**, the Personnel Committee has recommending the hiring of Samuel Nowell to the Board; and

**WHEREAS**, Samuel Nowell has accepted the terms and conditions of employment set forth in the employment offer letter.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby hires Samuel Nowell as a Utility 2 at a starting salary of \$40,000 as of October 3, 2018 subject to completion of a physical with no adverse recommendations.

#### **18 - 91**

#### **AUTHORIZING AMENDMENT TO EMPLOYEE HANDBOOK WITH POLICIES AND PROCEDURES**

**WHEREAS**, the Municipal Excess Liability JIF has recommended a change to employee handbooks insured by it.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority Employee Handbook is amended in accordance with the revised page attached hereto; and

**BE IT FURTHER RESOLVED** that the revisions shall take effect immediately. employee's official personnel file except medical records including physical examinations, which must be maintained in a separate file. All records related to other candidates must be retained for at least one (1) year. Records and documents created during the hiring process are confidential and must be retained in a locked cabinet.

#### **Initial Employment Period Procedure**

Except where State requirements direct otherwise, new employees will be hired subject to an initial employment period (during which time the employee is considered a probationary employee) of twelve (12) months. During this initial employment period, the new employee will be provided with training and guidance from the supervisor. At the end of the initial employment period, the supervisor will conduct an employee evaluation (see Employee Evaluation Policy). New employees may be discharged at any time during this initial employment period if the Executive Director concludes that the employee is not progressing or performing satisfactorily. Under appropriate circumstances, the Executive Director may extend the initial employment period. Newly hired employees are not eligible for payment of paid time off except holidays or earned sick time, until the successful completion of their initial employment period.

Nothing in this Procedure shall alter the Authority's employment at will policy. Employment with the Authority is at will and may be terminated at any time with or without cause or notice by the Authority or the employee.

#### **Open Public Meetings Act Procedure concerning Personnel Matters**

Discussions by the Authority Board or any body of the Authority concerning appointment, termination, terms and conditions of employment, performance evaluation, promotion or discipline of any current or prospective officer or employee shall may be held in closed session, ~~unless the individual requests in writing that the discussion be held in open session; such request must be granted. Prior to the discussion by the Authority Board or any body of the Authority concerning such matters, the~~

~~Executive Director shall notify the affected person or persons of the meeting date, time and place, the matters to be discussed and the person's right to request that the discussion occur in open session. In the event more than one person is affected by the discussion and one of the affected persons does not request that the discussion be in open session, then the discussion shall be in closed session. In many instances, it is advisable to allow the employee to be present in the closed session. Ultimately, the guidance as to notification of employees and the right to have the discussion in executive or the open session should be discussed with and be based upon the guidance and advice of the Authority's legal counsel and recent court decisions.~~

### **Performance Evaluation Procedure**

Periodic evaluations are critical to create a formal record of an employee's performance over time and establish a foundation for personnel actions such as promotion and termination. In addition to day-to-day feedback to the employee, a performance evaluation must be conducted for all employees at least annually. The completed appraisal becomes part of an employee's permanent record.

Performance discussions must also provide employees with guidance regarding their ability to meet job standards. Extraordinary skills or abilities should be recognized in addition to areas for improvement. Supervisors should review future training needs and career planning.

18 - 92

### **AUTHORIZING AMENDMENTS TO AUTHORITY'S RULES AND REGULATIONS**

**BE IT RESOLVED** that the Township of Ocean Sewerage Authority's Rules and Regulations are amended as indicated on the attached sheets (bold underline for additions, strikethrough for deletions); and

**BE IT FURTHER RESOLVED** that the amendments shall take effect immediately.

## **5.0 CONNECTION OR DISCONNECTION TO SYSTEM**

### **5.1 Connection Fee.**

Prior to connecting to the Authority's System, a connection fee shall be payable to TOSA by the Developer or Owner prior to application to the Township for a building permit on vacant property. The connection fee shall be based on anticipated flows for the buildings to be connected to the Authority's system using, but not restricted to, projected flow criteria contained in N.J.A.C. 7:14A-23.3 or by reference to existing flows for the proposed development, and computed in accordance with the current rate schedule adopted by the Authority. For existing dwellings abandoning septic tanks, payment of the connection fee shall be payable by the Owner prior to application to the Township for a plumbing permit for a connection to the Authority's sewer system.

**Notwithstanding the above, the determination of any new connection fee shall be subject to the provisions of P.L.2018, c.74.**

### **5.2 Disconnection.**

In the event that an Owner desires to disconnect sewer service from the Authority's sewer system, the Owner shall file an Application for Disconnection (Exhibit D) with the Authority accompanied by a fee of Fifty Dollars (\$50). The disconnection must be for a period of not less than one (1) year. The Owner must provide the Authority with evidence that water service to the property has been discontinued. Once the disconnection has been approved by the Authority's staff, the Application for Disconnection shall be approved by resolution of the Authority. Following approval of the Application for Disconnection, the Owner shall not be subject to the annual service charge beginning on the first day of the month following the approval. If and when the Owner elects to connect to the Authority's System, the connection shall be inspected by the Authority's staff.

### 5.3 Demolition.

In the event a structure subject to a service charge is to be demolished, the Owner shall provide the Authority with a copy of the demolition permit issued by the Township. Beginning on the first day of the month following the issuance of the demolition permit until the first day following the issuance of a Certificate of Occupancy (temporary or permanent), the Owner shall not be subject to the annual service charge.

### 5.4 Inspection Fee.

For any inspection by the Authority's staff for a connection ~~or a disconnection~~ to the Authority's System, the Owner or Developer shall be responsible for a One Hundred Twenty-Five Dollars (\$125) inspection fee **except where the installation of lines servicing the home or homes to be connected to the Authority's System have been inspected by the Authority's Engineer during the construction of the development.**

## 18 - 93

### AUTHORIZING RENEWAL OF CONTRACT FOR SEWER LINE AND FACILITIES REPAIRS WITH MARK WOSZCZAK MECHANICAL CONTRACTORS, INC. FOR THE PERIOD OCTOBER 1, 2018 TO SEPTEMBER 30, 2019

**WHEREAS**, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Sewer Line and Facilities Repairs in the Asbury Park Press on September 12, 2016 and posted the bid opportunity and bid documents on its website; and

**WHEREAS**, four (4) bids were received at the Authority's office on the return date of September 28, 2016; and

**WHEREAS**, a contract was awarded to Mark Woszczak Mechanical Contractors, Inc. by resolution dated October 4, 2016; and

**WHEREAS**, the bid documents provided that the Authority could renew the contract award for two (2) one-year periods in accordance with N.J.S.A. 40A:11-15; and

**WHEREAS**, the Authority's staff has determined that the services provided have been performed in an effective and efficient manner; and

**WHEREAS**, Mark Woszczak Mechanical Contractors, Inc. has advised the Authority that it will hold its bid prices for the period October 1, 2018 to September 30, 2019; and

**WHEREAS**, the Authority is desirous of continuing its working relationship with Mark Woszczak Mechanical Contractors, Inc.; and

**WHEREAS**, the Authority's Executive Director has certified that funds are available for this contract under contractor repairs (01-60-600-351 and 01-61-601-351).

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby renews its contract for providing Sewer Line and Facilities Repairs with Mark Woszczak Mechanical Contractors, Inc. for the period October 1, 2018 to September 30, 2019 at the prices indicated in the proposal signed September 28, 2016; the total maximum bid price does not bind the Authority to the payment of any specific total, the amount to be paid under the contract shall be in accordance with the quantity of materials provided at prevailing per gallon charge; and

**BE IT FURTHER RESOLVED** that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority

VOTE ON CONSENT ITEMS:

Roll Call: Bernhardt, Theodora, Villapiano  
Yes Yes Yes

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

Respectfully submitted,

RALPH E. STUBBS, Secretary