

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING

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A Work Meeting and Agenda Conference of the Township of Ocean Sewerage Authority for the month of January 2013, was held at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey on the above date at 6:30 p.m.

Present: Bernhardt, Galvin\*, Kelly, Stubbs, Villapiano  
Absent: Attorney John Bonello  
Others: Engineer Henry Johnson, Executive Director Bill Schmeling,  
Superintendent Tom Meholic

\*Arrived for Business Session.

Chairman Villapiano called the meeting to order.

All recited *The Pledge of Allegiance*.

WORK SESSION

Director's Report. Mr. Schmeling reported that he met with FEMA representatives and that TOSA has 60 days within which to document damages.

The Director reported that the new telephone system has been installed.

He reported that a homeowner in West Allenhurst advised that her home was severely damaged in Hurricane Sandy and would have to be demolished. She requested that sewer fees be suspended or refunded from the date of the storm. Members discussed this at length and determined that since the property was still connected to the system, the homeowner could request a waiver of fees for up to two years as long they capped the line during that period.

Mr. Schmeling advised that the auditor, David Kaplan, is starting to work on the audit.

Engineers Report. Mr. Johnson reported that CME is working on the holding tank conversion study.

The engineers are also working on the design plan for the Interlaken Pump Station rehabilitation project.

Plant Superintendent's Report. Mr. Meholic provided a review of the Operator's report for the month of December 2012.

In addition, he provided a review of the last three months reports which included comments on the Interlaken Pump Station, transfer switch options, collection system and phone and alarm systems.

BUSINESS SESSION

Resolution

Mr. Bernhardt offered a motion and seconded by Mr. Stubbs and all voted in favor to approve the following minutes:

Regular meeting

December 4, 2012

A copy of the Plant Operator's Report for the month of January 2013 was received, a copy of which follows:

**January 3, 2013 Work/Agenda Meeting**  
**THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY**  
**December 2012 Operator's Report**

The December, 2012 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 4.204 MGD. The highest daily flow was 9.897 MGD on December 28th. The total precipitation to date was 6.85 inches to date for the month; the largest precipitation was 3.22 inches on December 27th. We had the Nor'easter Storm on December 27<sup>th</sup> with 3.22 inches of precipitation to report. It was primarily rain and windstorm event with no damage or power outage to report.

The monthly average effluent suspended solids concentrations, to date, 8 mg/l. For CBOD, the concentration was 12 mg/l. The average percentage removals for these same effluent parameters were 88% and 88% respectively.

Our present NJPDES Permit has a suspended solids monthly average limitation of 30 mg/l and 25 mg/l for CBOD. For percent removals, it requires 85% removals on a monthly average basis for suspended solids and for CBOD. For plant flow, we are permitted 7.5 MGD average daily flow on a 30-day average quantity basis.

#### PLANT OPERATIONS AND MAINTENANCE

The treatment plant is operating OK with some maintenance to report.

At the Main Pump Bldg Bruce Olsen replaced a motor starter relay for the dumpster-veyor unit. TOSA personnel unclogged the plant drain line. A grit pump that had been serviced was repaired by Pilot Electric Co. was returned. We will install in January.

Sludge disposal has returned to Passaic Valley Sewerage Commission on a limited basis. We are also sending sludge to Somerset Raritan Valley Regional Sewerage Authority. We hope to have Mark Woszczak Construction Mechanical Contractor in to install the Penn Valley Double Disc Pump in the Sludge Holding Tank Building in January.

Bruce Olsen worked on installation of the new phone system with the factory representatives. (Vertical Communications Inc.)

On December 27<sup>th</sup> we had another Nor'easter Storm. The 3.22 inches of rainfall caused higher than normal flow. We had excessive flow that peak overnight to greater than 20 MGD for approximately 3 hours. It tapered off to 13-14 MGD throughout the day. However, prior to the storms (Hurricane Sandy and the Nor'easters in November and now), our flow had dropped into the mid to low 3.0-3.5 MGD range. This is a good sign that overall we are making good progress in eliminating some of the I/I problem with our ongoing collection system upgrade projects.

We had 4 personnel overnight checking alarms at the plant, Interlaken, and Rolling Meadows PS.

The plant's main pumps had the lead pump VFD alarm go off on overheat. We switched pumps and will investigate the VFD further. Bruce Olsen and Electro Maintenance Inc. will investigate further next month. The main pump building storm doors were in position but were not needed for this storm.

Interlaken PS has a pump removed for repair at Pilot Electric Inc. It has 15 years of service and will be rebuilt. We are getting prices for repair/ replacement of the grinder cutter assembly unit. The wear of the cutter teeth is related to sand and I/I situation in the older part of the collection system. We will also check the units at Whalepond and Cedar Village PS. We also had a VFD Problem- overheat alarm. We switched VFD's and Electro Maintenance Inc. will investigate this and the plant's VFD next month.

Wickapecko Relief PS had both pumps running which affected our manhole at Roseld Ave. This was corrected by daybreak. The siphon lines at Hettricks Pt. Rd. and Edgemere all were inspected and worked AOK.

Rolling Meadows PS had a high wet well alarm due to surface runoff caused some flooding of the wet well. Again, this subsided by daybreak.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

We had Alternate Power Generator Service Company in to service the plant and collection system generators. They repaired the transfer switch at the Interlaken PS and at Whalepond PS. The Whalepond PS is due for replacement with the upcoming Emergency Generator Project.

Mark Woszczak Mechanical Contractors Inc. was in to repair laterals at 1315 Opdyke, where he had to reroute the lateral around a utility pole. He also repaired broken laterals at 1103 Darlene Ave and 45 Peach Tree Rd.

Other collection system maintenance performed at Colonial Terrace PS Henry replaced a flush valve.

Sewer line maintenance included jetting the sewer lines on Highway 35 Southbound (near Logan Rd.) This sewer line is scheduled for upgrade with the upcoming Collection System Upgrade Project. We also jetted sewer lines on Birch Ave. and near Highway 35 and Twin Brook Apts.

Ken Williamson, Frank Vacchiano and Bill McMahan, Township of Ocean Director of Public Works all met at 16 Springhouse Rd. The homeowner has had a problem with water in the backyard, which is not related to the storm or sanitary sewers in the area. It appears to be a higher groundwater, which is common for that area.

Respectfully submitted,  
Thomas G. Meholic, Superintendent  
12/28/12

Mr. Bernhardt made a motion to approve the Operator’s Reports. The motion was seconded by Mr. Stubbs and unanimously carried.

Chairman Villapiano asked whether or not there were any communications. Mr. Schmeling referred to his earlier report that a homeowner requested a suspension of fees because of demolition of her home due to Hurricane Sandy.

Resolution

Mr. Kelly offered the following Resolution and moved its adoption. Mr. Stubbs seconded the motion.

**RESOLUTION 13 - 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	\$ 213,625.79
REVIEW and INSPECTION	409.50
EIT & CONSTRUCTION	1,236.00
RENEW and REPLACEMENT	7,725.00
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<b>TOTAL BILLS PAYABLE</b>	<b>\$ 222,996.29</b>

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

Yes Yes Yes Yes Yes

Resolution

Mr. Bernhardt offered the following Resolution and moved its adoption. Mr. Kelly seconded the motion.

13 - 2

**ESTABLISHING ANNUAL BASE SALARIES FOR 2013**

**WHEREAS**, the Township of Ocean Sewerage Authority desires to establish base salaries for its employees for 2013.

**NOW, THEREFORE, BE IT RESOLVED**, this 3rd day of January 2013 that the following corrected annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2013;

<u>EMPLOYEE</u>	<u>BASE SALARY</u>	<u>HEALTH &amp; DENTAL INS PREMIUMS (1)</u>	<u>HEALTH INS CONTRIB</u>
William E. Schmeling	\$ 106,000.00	\$ 5,849.66*	None
Ruth Finn	\$ 4,174.00	None	None
Thomas Meholic	\$ 125,000.00	\$ 9,835.68	\$ 2,017.55
Frank Vacchiano	\$ 109,744.00	\$ 19,626.20	\$ 4,035.13
Glen Henry	\$ 80,581.00	\$ 25,089.84	\$ 3,458.67
Scott Stedman	\$ 80,502.00	\$ 15,024.60	\$ 2,421.37
Randy Kessler	\$ 85,780.00	\$ 25,089.84	\$ 3,746.89
Bruce Olsen	\$ 76,682.00	\$ 9,835.68	\$ 1,902.26
Sal Lagrotteria, Jr.	\$ 74,465.00	\$ 25,089.84	\$ 3,170.44
Susan Kreizman	\$ 37,058.00	\$ 3,589.92**	None
Josip Jurasic	\$ 50,478.00	\$ 9,835.68	\$ 1,152.89
Daniel Miller	\$ 47,769.00	\$ 5,849.66*	None
Richard Dorick	\$ 16,756.00	None	None
Thomas DiOrio	\$ 84,000.00	\$ 6,489.92l**	None
Kenneth Williamson	\$ 84,000.00	\$ 9,835.68	\$ 1,959.91
Vincent D'Esposito	\$ 39,000.00	\$ 9,835.68	\$ 672.95
Board Chairman	\$ 2,250.00	\$ 8,061.08*	None
Board Members	\$ 2,000.00	None	None

\*Waiver of health and dental insurance coverage

\*\*Waive health insurance coverage; receive dental coverage for \$1,189.92 in premiums

(1) Based on premiums charged as of January 1, 2013; does not account for any premium increase during the year

**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.

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

Yes Yes Yes Yes Yes

Resolution

Mr. Kelly offered the following Resolution and moved its adoption. Mr. Stubbs seconded the motion.

**WHEREAS**, the Authority’s Employee Handbook is outdated with regard to employee compensation.

**NOW, THEREFORE, BE IT RESOLVED**, that the Township of Ocean Sewerage Authority Employee Handbook is amended to delete the existing License Premium Policy and replace it with the attached License Premium Policy, and the attached Compensation Limits Policy is added; and

**BE IT FURTHER RESOLVED** that such changes shall take effect January 1, 2013

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

Resolution

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

**13 - 4**

**AUTHORIZING AWARD OF CONTRACT FOR DIVE INSPECTION OF OCEAN OUTFALL PIPE**

**WHEREAS**, as a result of Tropical Storm Sandy, the Authority has determined that damage to its ocean outfall pipe has occurred; and

**WHEREAS**, the Authority requested proposals from six (6) dive companies experienced in ocean outfall pipe inspection; and

**WHEREAS**, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s 2013 capital outlay budget.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby awards a contract to Coast U/W aka Piletest. Inc. in the amount of \$5,400.00 to perform a dive inspection of the Authority’s ocean outfall pipe to determine the extent of damage caused by Tropical Storm Sandy.

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

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Galvin seconded the motion.

**13 - 5**

**AUTHORIZING AWARD OF CONTRACT FOR OUBOUND SURVEY OF INTERLAKEN PUMP STATION PROPERTY OWNED BY THE AUTHORITY**

**WHEREAS**, title to certain property was transferred to the Township of Ocean Sewerage Authority by the Borough of Interlaken, which property is presently known as the Interlaken Pump Station; and

**WHEREAS**, the Authority is contemplating certain improvements to the Interlaken Pump Station; and

**WHEREAS**, the services to be performed are “professional services” as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-2(6) and therefore are exempted from the Local Public Contracts Law requirements for competitive bidding pursuant to N.J.S.A. 40A:11-5(1)(a(i); and

**WHEREAS**, the Executive Director requested proposals from CME Associates, Maser Consulting and T & M Associates; and

**WHEREAS**, the Authority’s Purchasing Agent has determined and certified in writing that the value of the engineering services will not exceed \$17,500; and

**WHEREAS**, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s 2013 engineering line item.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby awards a contract to T & M Associates in the amount of \$2,900.00 to perform an outbound survey of the Authority’s Interlaken Pump Station.

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

Yes Yes Yes Yes Yes

Resolution

Mr. Bernhardt offered the following Resolution and moved its adoption. Mr. Kelly seconded the motion.

**13-6**

**AUTHORIZING ESTABLISHMENT OF IRREVOCABLE OPEB TRUST AGREEMENT**

**WHEREAS**, the Township of Ocean Sewerage Authority acknowledges the impact of Other Post-retirement Employee Benefits on the Authority’s financial position, specifically on Unreserved Net Assets; and

**WHEREAS**, the Authority has set aside monies to fund its OPEB liability; and

**WHEREAS**, GASB 43 and 45 require the establishment of an irrevocable trust for the deposit of OPEB monies.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby authorizes the establishment of an Irrevocable OPEB Trust Agreement substantially similar to that attached hereto; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized to negotiate an agreement with a New Jersey financial institution to serve as trustee of the Irrevocable OPE Trust Agreement.

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

Yes Yes Yes Yes Yes

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

Respectfully Submitted,

CHRISTOPHER E. KELLY, Secretary