

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

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A Regular Meeting of the Township of Ocean Sewerage Authority for the month of March 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 (arrived at 6:50), Kelly, Stubbs  
Absent: Villapiano  
Others: Engineer Henry Johnson, Executive Director Bill Schmeling,  
Superintendent Tom Meholic

Vice Chairman Bernhardt called the meeting to order.

All recited *The Pledge of Allegiance*.

**WORK SESSION**

Auditor's Report. David A. Kaplan, Auditor, reported that he completed the audit for the fiscal year ending December 31, 2012. He noted that this audit was for a thirteen-month period due to the change in the fiscal year. Due to that change \$591,000 was released from deferred revenue and would be applied to current revenue.

The Auditor advised that some final bond payments were made during 2012, thus reducing the long-term bond indebtedness and resulting in savings in debt service costs.

Due to previous comments with regard to the payroll account, the Township of Ocean is now performing the reconciliation of the account.

There were questions and some discussion relative to the Audit Report.

Director's Report. Mr. Schmeling reported that he met with FEMA representatives and signed the request for storm damages. He is hoping that TOSA will receive the full 75% of damages. He requested that FEMA defer the funds for the flood damage to Interlaken pump station until the Authority does the improvement project to the station in the next year or two. This request is under consideration.

Attorney's Report. Mr. Bonello advised that the clammers' group has given the required six-month notice of pending litigation relative to storm damage to the clam beds. The Joint Insurance Fund will not represent TOSA in this matter and the members will have to decide how to handle this if they actually file the lawsuit.

Engineers Report. Mr. Johnson reported that CME is continuing to work on the holding tank conversion study and hopes to make a presentation to the board at the next meeting.

The NJEIT application for the collection system upgrades project have been submitted.

With regard to the ocean outfall pipe, Mr. Johnson advised that the diver was able to obtain a piece of the pipe from the "Y" section, and he showed the sample piece to the members. He noted that the last work done on the pipe was the banding of weak and damaged areas. Now there are breaks in other places. He estimates that it would cost \$8 million to replace the pipe. Mr. Bonello noted that the permitting process for this would be onerous.

Plant Superintendent's Report. Mr. Meholic provided a review of the Operator's report for the month of February 2013. He advised that he attended a meeting held by the NJDEP and a group of authorities to review the problem sludge disposal during the period after Hurricane Sandy when many sludge disposal facilities were closed. He noted that there was discussion relative to the possibility of building a regional sludge incinerator or regional storage. There will be several

more meetings and then a “white paper” will be drafted.

Mr. Schmeling provided an overview of the resolutions on the agenda.

**BUSINESS SESSION**

**Resolution**

Mr. Kelly offered a motion and seconded by Mr. Stubbs and all voted in favor of approving the following minutes:

Regular meeting

February 5, 2013

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

**March 5, 2013 Work/Agenda Meeting  
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
February 2013 Operator’s Report**

The February, 2013 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 4.479MGD. The highest daily flow was 6.422 MGD on February 12th. The total precipitation was 4.71 inches to date for the month; the largest precipitation was 1.88 inches on February 10th.

The monthly average effluent suspended solids concentrations, to date, 5 mg/l. For CBOD, the concentration was 6 mg/l. The average percentage removals for these same effluent parameters were 92 % and 89 % 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.

Bruce Olsen and Chris Pawlich, ITS Inc. worked on troubleshooting a VFD in the Main Pump Building. Glen Henry and TOSA personnel worked on unclogging a grit system and repacking a bottom bearing in the screw conveyor unit.

TOSA personnel met with Tasco Associates Inc., who represents the gravity thickener equipment. We also had Nolan Towers of CME on hand for the meeting. We are examining corrosion of the drive gear unit assembly. The gravity thickener has been in continuous operation since 1986. Sludge hauling and bypassing will have to take place for any extended repair or installation work. This will be handled by our sludge hauling contractor, Accurate Waste Removal Services, Inc.

We had Mark Woszczak Mechanical Contractor’s Inc. and factory representatives on site for the installation and startup testing of the Penn Valley double disc pump in the sludge control building. The pump operates well. It had some vibration at initial startup, which we will monitor. We will begin full time operation of the pump after final SCADA programming changes have been made by ITS, Inc.

I met with Henry Johnson, CME Associates to discuss the Sludge Holding Tanks to Anaerobic Digester Conversion Study. We went over current sludge disposal operation and different concepts for a conversion project.

**COLLECTION SYSTEM OPERATION AND MAINTENANCE**

The collection system had the following work to report:

Electro Maintenance Inc. and Bruce Olsen worked on the Pump Stations Emergency Generator Project. All four units are installed and have been load tested. A new control cabinet was installed at Wayside PS.

He also worked on replacing the pump control's wet well bubbler systems with transducer control systems at Wayside, Longview and Asbury Ave. PS's.

At Interlaken PS, all VFD units have been reconnected and are back to normal operation since Hurricane Sandy. Glen Henry installed pump No. 2 that was out for repairs. A second pump's top bearing was repaired by Pilot Electric Co. This will be installed next week.

Ken Williamson, Tom DiOrio, and Glen Henry responded to small intermittent power blip alarms at Colonial Terrace PS.

Service calls work for the month took place at Sheridan Dr., Framingham Rd., and a lateral blockage at 52 Old Farm Rd. This was found to be the homeowner's responsibility.

Line maintenance work for the month included some storm sewer work from Grassmere to Windermere Aves. Ken Williamson used the sewer TV inspection equipment at Lincoln and Lake Dr.'s. The pipe is ACP Pipe and has some hydrogen sulfide corrosion that is seen near on Lake Dr. to from Berkeley to Lincoln Dr. We will continue to monitor this situation.

We also inspected the intersection of N. Wanamassa Dr. and Sunset Ave. to the intersection of Wickapecko Dr. and Sunset Ave. Ken Williamson met with Joe O'Neal of Avakian Engineers regarding some pipe damage that may have occurred with previous storm sewer work in this area.

**OTHER CONTRACTOR PROJECTS**

We had our Diving Contractors perform their initial inspection of our outfall line. Unfortunately, as a result of the rainstorms this month, the water clarity was poor. They have discovered holes on the previous repairs at the wye diffuser connection.

They attempted a second dive, but called it off again due to the water clarity and rough surf.

There was a meeting at the second siphon line project. The contractor, engineer, and Ken Williamson discussed options for rerouting the water main, which will give us interference on the north side of the project.

Respectfully submitted,

Thomas G. Meholic, Superintendent

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

Chairman Galvin asked whether or not there were any communications. Mr. Schmeling advised that he had a communication from the County of Monmouth with regard to the replacement of the Interlaken/Allenhurst Bridge.

**Resolution**

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

**RESOLUTION 13 - 29**

**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	\$ 154,208.01
REVIEW and INSPECTION	0.00
EIT & CONSTRUCTION	368,334.81
RENEW and REPLACEMENT	0.00
	0.00
<b>TOTAL BILLS PAYABLE</b>	<b>\$ 522,542.82</b>

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

Resolution

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

**RESOLUTION 13 - 30  
 CERTIFICATION OF THE ANNUAL AUDIT**

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2012 has been filed by a Registered Municipal Accountant with the Executive Director pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the Township of Ocean Sewerage Authority; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each governmental unit shall, by resolution, certify to the Local Finance Board of the State of New Jersey that all members have reviewed, as a minimum, the sections of the annual audit entitled “Comments and Recommendations; and

WHEREAS, the members of the Township of Ocean Sewerage Authority have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled “Comments and Recommendations”, as evidenced by the group affidavit form attached hereto; and

WHEREAS, such resolution of certification shall be adopted no later than forty-five (45) days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5.

NOW, THEREFORE BE IT RESOLVED that the Members of the Township of Ocean Sewerage Authority hereby states that they have complied with N.J.A.C. 5:30-6.5 and do hereby submit a certified copy of this Resolution and the required affidavit to the Local Finance Board to show evidence of compliance.

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

Resolution

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

13 - 31

**AUTHORIZING AN INCREASE IN BID THRESHOLD**

WHEREAS, effective July 1, 2012, the State of New Jersey adjusted the bid threshold for awarding contracts pursuant to the Local Public Contracts Law and has given local contracting units the ability to increase the bid threshold up to \$36,000, and the quotation threshold up to \$5,400 in municipalities with a Qualified Purchasing Agent; and

WHEREAS, the Authority has appointed a Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Authority desires to take advantage of the increased bid threshold and quotation threshold.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority hereby increases its bid threshold to \$36,000 and its quotation threshold to \$5,400; and

BE IT FUTHER RESOLVED that any increase in the bid threshold or quotation threshold adopted by the State of New Jersey shall automatically accrue to the benefit of the Township of Ocean Sewerage Authority.

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

Resolution

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

13 – 32

**AUTHORIZING THE SALE OF SURPLUS PERSONAL PROPERTY NO LONGER NEEDED FOR PUBLIC USE ON AN ONLINE AUCTION WEBSITE**

WHEREAS, the Township of Ocean Sewerage Authority has determined that the property described on the Schedule A attached hereto and incorporated herein is no longer needed for public use; and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c.30) authorizes the sale of surplus personal property no longer needed for public use through the use of an online auction service; and

WHEREAS, the Township of Ocean Sewerage Authority intends to utilize the online auction services of GovDeals located at www.govdeals.com; and

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008 - 9.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority is hereby authorized to sell the surplus personal property as indicated on Schedule A on an online auction website entitled www.govdeals.com; and

BE IT FURTHER RESOLVED that the terms and conditions of the agreement entered into between GovDeals and the Township of Ocean Sewerage Authority are available at www.govdeals.com and in the Authority's administrative offices.

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

Resolution

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

13 – 33

**AUTHORIZING PAYMENT IN THE AMOUNT OF \$ 35,962.59 TO ELECTRO MAINTENANCE INC. FOR PUMP STATION GENERATOR PROJECT**

**WHEREAS**, the Township of Ocean Sewerage Authority awarded a contract to Electro Maintenance Inc (“EMI”) in the amount of \$293,786.00 for the Pump Station Generator Project (the “Contract”) on October 2, 2012; and

**WHEREAS**, the Authority authorized an amendment to the Contract in the amount of \$39,201.00 on December 4, 2012; and

**WHEREAS**, EMI has performed certain work and procured certain material which is stored on site for the work; and

**WHEREAS**, EMI has submitted a request for payment based on the project being 83.54% complete; and

**WHEREAS**, the Authority staff have reviewed the work completed and the material stored on site and recommend payment in the amount of \$ 35,962.59 to Electro Maintenance Inc.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$ 35,962.59 to Electro Maintenance Inc. for the Pump Station Generator Project.

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

The members decided to table Resolution 13-34 pending further discussion.

Resolution

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

13 - 35

**AUTHORIZING THE HIRING OF KAITLYN FARE AS A LAB TECHNICIAN, EFFECTIVE JUNE 3, 2013 AT A STARTING SALARY OF \$33,000**

**WHEREAS**, Lab Manager Mary Jo Gallo passed away on May 30, 2012; and

**WHEREAS**, the Authority has not previously hired a replacement for Ms. Gallo; and

**WHEREAS**, Kaitlyn Fare worked in the Linden Roselle Sewerage Authority lab during the summer of 2011; and

**WHEREAS**, Kaitlyn Fare worked as an intern in the Authority’s lab during the summer of 2012; and

**WHEREAS**, Kaitlyn Fare is graduating with a degree in Environmental Science from Bryant University in May 2013; and

**WHEREAS**, the Authority is desirous of employing Kaitlyn Fare in its lab and Kaitlyn Fare is desirous of working for the Authority.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby hires Kaitlyn Fare at a starting salary of \$33,000 with her employment beginning June 3, 2013.

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

Resolution

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

**AUTHORIZING ADVERTISEMENT FOR SODIUM HYPOCHLORITE, LIQUID OXYGEN, DISPOSAL OF SEWAGE SCREENINGS AND LAB TESTING**

**BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes the Executive Director to advertise for the furnishing and delivery of sodium hypochlorite, the furnishing and delivery of liquid oxygen, the disposal of sewage screenings and the furnishing of lab testing.

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

Resolution

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

**RESOLUTION 13 - 37  
APPROVING CORRECTIVE ACTION PLAN FOR 2013**

**WHEREAS**, the 2012 Annual Report of Audit has been received by the Members of the Township of Ocean Sewerage Authority; and

**WHEREAS**, the Annual Report of Audit made recommendations which are more fully set forth; and

**WHEREAS**, it is the desire of the Township of Ocean Sewerage Authority to implement a Corrective Action Plan in response to the recommendation contained in the 2012 Annual Report of Audit.

**NOW, THEREFORE BE IT RESOLVED** by the Township of Ocean Sewerage Authority as follows:

1. That the following Corrective Action Plan be implemented in order to comply with the recommendations listed below in the 2012 Annual Report of Audit:

A. Finding 2012 - 1: It is recommended that the imputed income for the group term life insurance calculation for all employees be reviewed for accuracy.

Corrective Action: The Executive Director will review on a monthly basis and will have the Township of Ocean review as well pursuant to the Interlocal agreement between the parties.

B. Finding 2012 - 2: It is recommended that the accounts receivable subsidiary ledger be reconciled monthly to the general ledger.

Corrective Action: The Executive Director will perform monthly as part of his reconciling of the various accounts.

2. That a certified copy of this Resolution shall be forwarded to the Division of Local Government Services and the Authority's Auditor.

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

Resolution

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

**RESOLUTION 13-38  
AUTHORIZE VOIDING OF STALE CHECKS**

**WHEREAS**, it is sound financial practice to void stale checks (checks issued more than one year ago); and

**WHEREAS**, these are seven (7) checks in the Authority's payroll account.

**NOW, THEREFORE BE IT RESOLVED** by the Township of Ocean Sewerage Authority that the Executive Director is authorized to void the following checks in the Authority's payroll account:

<u>Check No.</u>	<u>Issued</u>	<u>Amount</u>
491	December 23, 2010	\$441.52
519	March 4, 2011	\$451.82
555	June 24, 2011	\$371.83
570	September 2, 2011	\$451.82
589	December 9, 2011	\$430.17
2504	April 30, 2010	\$ 7.51
2529	September 2010	\$ 2.51

Roll Call: Bernhardt, Galvin, Kelly, Stubbs

Yes Yes Yes Yes

It was determined that it would be necessary for the members to go into Closed Session.

**RESOLUTION DECLARING CLOSED SESSION**

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

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter-specified subject matters.
2. The general nature of the subject matter to be discussed is as follows:  
    Personnel negotiations  
    Contract negotiations
3. It is anticipated at this time that the above stated subject matter will be made public when matters are resolved.
4. This resolution shall take effect immediately.

Roll Call: Bernhardt, Galvin, Kelly, Stubbs

Yes Yes Yes Yes

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

Respectfully Submitted,

CHRISTOPHER E. KELLY, Secretary