

The February 2017 report shows the treatment plant and collection systems OK with some repairs to report.

The average daily flow to date was 4.041 MGD. The highest daily flow was 5.294 MGD on February 13th. The total precipitation to date was 2.57 inches for the month; the largest precipitation was 0.72 inches on February 9th. Central New Jersey still remains in a rainfall deficit.

The monthly average effluent suspended solids concentrations, to date 9 mg/l and for CBOD, the concentration was 6 mg/l. The average percentage removals for these same effluent parameters were 98% and 97% 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.

Glen Henry and AJ Milmoie performed repair and preventative maintenance in the following locations: they performed routine maintenance on the UNOX System. They removed an aerator mixer motor, which was failing and tripping off. They removed the motor and took it to Pilot Electric for repair. They calibrated the LEL indicators for the aeration tanks. Atlas Copco was in for routine maintenance work on the UNOX compressors.

Bruce Olsen and AJ Milmoie worked on replaced a solenoid valve which controls the spray header on the bar screen dewatering screw in the Main Pump Building. Bruce and AJ also observed that one of the bar screens rake mechanism seems to be slightly out of alignment. They have recommended that we contact Spectraserv Inc. who had done this work previously.

Glen and AJ replaced the drive belts on the grit pumps on the grit chambers. They also replaced a hose on a thickened waste hose pump in the sludge control building. They removed a fan and shaft for one of the blowers on the odor control unit. They were worn and out of balance and were taken to Pilot Electric for analysis and repair.

They repaired and adjusted a drive chain on Final Clarifier No.2.

We had another Return Activated Sludge (RAS) Pump Motor VFD fail on overheat. We replaced one last year and are planning to replace the two remaining VFDs this year. Bruce is waiting on cost estimate information.

Mark Woszczak Mechanical Contractors are scheduled to work on the RAS force main the last week of March. Mark had some cardiac surgery and is recovering. The rest of his crew is working on a water tower failure problem in Howell Township.

Bruce Olsen, Ken Williamson, and Dave Stanton, Seco Co. have been troubleshooting our Internet service for a few months. It goes down sporadically throughout the day and night. Bruce had Steve Errion an IT troubleshooter from the Township of Ocean also reviewed our Internet service. Dave Stanton thinks our Internet service signal is too weak and we should upgrade to a stronger commercial/business service instead. He also believes that the radio communication from the pump stations to the plant's SCADA receiving center is working good. The problem seems to be with the Internet communication of alarms status to all designated personnel and the SCADA alarm panel. This all should be discussed with Bruce and Ken.

Jenifer and I have been providing lab and plant information and drawings to Greeley and Hansen for the plant flow rating study. We are also reviewing information for our annual NJDEP inspection, which is scheduled later this month.

Bill Schmeling and I reviewed information for our activated carbon change out. General Carbon submitted a cheaper price quote. They are tentatively scheduled to perform this work at the end of next week.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

All routine pump station inspection and maintenance work was completed by Tom DiOrio, Ken Williamson, Rich Roman, and Vinnie D'Esposito.

At Wickapecko PS, D'Esposito and Olsen found the wet well transducer was giving us faulty readings. It was removed for cleaning and returned to service. At Cedar Village PS, we found a city water leak in the backflow preventer device. The water was shut off and Sal Lagrotteria Jr. will investigate repair and/or replacement.

We had a meeting and bid opening for the Asbury Ave. and Longview Dr. PS's Upgrade Project.

We had service calls in the following locations last month at these locations:

At 233 Pinecrest Ave. we investigated a lateral call. It was in the homeowners lateral and we recommended she contact a plumber. We jetted the sewer main at the east entrance road to Seaview Shopping Center. We found a blockage of grease and wipe material. We also jetted 1400 feet of pipe on Carol Ave. This line is downstream of the Me Donald's and Town Shops Center, which has a lot of restaurants. We clean this line frequently.

We went to Corlies Ave. and Woodlock Ave. to mark out manholes that were lined with the Blackrock Construction project. This is in preparation of the Township's milling work prior to their paving project.

Our closed circuit TV inspection work this month was on Park Blvd. for 1200 ft.

We also performed some storm sewer catch basin inspection work in Deal Borough. We also inspected Neptune and Poplar Ave.

We had some power outages at Longview and Green Grove PS's due to the heavy winds on March 2"d.

We had Ed Kwityn, our new Operations Manager, work with Ken and Scott. They gave him a good introduction to our plant and collections system. I will have Scott and Ed work on an SOP protocol for our wash down station and review other areas, before our NJDEP inspection later this month.

Respectfully submitted,
Thomas G. Meholic, Superintendent
2/02/17

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

Resolution

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

**RESOLUTION 17 - 35
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	\$ 448,544.55
REVIEW and INSPECTION	876.50
EIT and CONSTRUCTION	5,478.91
PAYROLL ACCOUNT	0.00
TOTAL BILLS PAYABLE	\$ 454,899.96

Roll Call: Bernhardt, Galvin, Stubbs, Villapiano
 Yes Yes Abstain* Yes

* As to Foring Dental

Resolution

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

**17 – 36
AUTHORIZING ADJUSTMENT TO ACCOUNT NUMBER 18788-0**

WHEREAS, Dr. Vincent Foring operates a dental practice at 166 Monmouth Road, sewer account number 18788-0 (the “Account”); and

WHEREAS, the 2016 water usage reading for the Account was 257,000 gallons; and

WHEREAS, Dr. Foring provided 2016 water bills showing 2016 water usage of 106,000 gallons which was confirmed by reviewing 2016 water usage readings provided by the Township of Ocean Tax Department; and

WHEREAS, the owner of the Account is listed as Foring Dental Holdings LLC; and

WHEREAS, \$1,072.58 was debited for payment of the Account’s first quarter 2017 bill based on a 2016 water usage reading of 257,000 gallons.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes that the water usage for account number 18788-0 be adjusted to 106,000 gallons for 2017 resulting in an excess usage credit of \$44.10, and 2016 quarterly bills of \$166.95; and

BE IT FURTHER RESOLVED that a refund in the amount of \$949.73 be issued to Foring Dental Holdings LLC representing an overpayment of the 2017 first quarter 2017 sewer billing.

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

Resolution

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

17 – 37

AUTHORIZING ADJUSTMENT TO ACCOUNT NUMBER 18907-0

WHEREAS, Shaan Realty, LLC operates a gas station at 805 Deal Road, sewer account number 18907-0 (the “Account”); and

WHEREAS, the 2015 and 2016 water usage readings for the Account were 13,000 gallons each year; and

WHEREAS, a car wash on the property is no longer operated; and

WHEREAS, the account is charged for six (6) service units which estimates water usage of 438,000 gallons per year.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes that account number 18907-0 be adjusted to one (1) service unit from six (6) service units, effective January 1, 2017.

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

Resolution

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

17 – 38

AUTHORIZING REFUND FOR ACCOUNT NUMBER 18737-0

WHEREAS, Daytona Partners XVII LLC own commercial property at 1306 South Roller Road, sewer account number 18737-0 (the “Account”); and

WHEREAS, the 2014, 2015 and 2016 water usage readings for the Account were 505,000 gallons, 15,000 gallons and 16,000 gallons respectively; and

WHEREAS, the adjustment for 2015 usage resulted in a credit to the Account; and

WHEREAS, after payment of all 2017 charges, there is a credit on the account of \$1,456.50 for which the owner has requested a refund.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes a refund of \$1,456.50 for account number 18737-0.

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

Resolution

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

17 - 39

AUTHORIZING GRANT OF APPROVAL FOR SEAVIEW ACQUISITIONS, LLC

WHEREAS, Seaview Acquisitions, LLC has demolished the former Value City store at Seaview Square and proposes to construct three (3) stores within the same footprint at Block 141, Lot 1 in the Township of Ocean; and

WHEREAS, the Authority requested a copy of the proposed utility plans, manner and location of connection of sanitary sewer and information on proposed manholes; and

WHEREAS, two sets of Preliminary and Final Major Site Plans, dated October 6, 2016, last revised February 8, 2017, which included a note indicating any abandoned sanitary sewer line would be capped as close to its origin as possible; and

WHEREAS, product data sheets were provided on interior and exterior manhole coatings; and

WHEREAS, the Authority’s Collection Foreman reviewed the plans and the product data sheets and found them acceptable.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that approval is granted to Seaview Acquisitions, LLC for the sanitary sewer collection system proposed for three (3) stores built in the former Value City store footprint at Seaview Square.

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

Resolution

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

17 - 40

AUTHORIZING GRANT OF PRELIMINARY APPROVAL FOR HIGHVIEW APARTMENTS - APPLICATION NUMBER 182

WHEREAS, a preliminary application was submitted for Highview Apartments on or about January 18, 2017; and

WHEREAS, the Authority’s engineer has recommended the granting of conditional preliminary approval for Highview Apartments in its Engineer’s Report dated February 24, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Conditional Preliminary approval is granted to Highview Apartments - application number 182, subject to the conditions set forth in CME Associates’ letter dated February 24, 2017; and

BE IT FURTHER RESOLVED that William E. Schmeling, the Authority’s Executive Director, is authorized to sign Form TWA-1, its supplements and such other forms as required to permit the Authority to accept flow from the project.

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

Resolution

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

17 - 41

AUTHORIZING GRANT OF PRELIMINARY APPROVAL FOR CINDY LANE FAMILY HOUSING - APPLICATION NUMBER 183

WHEREAS, preliminary, tentative and final applications were submitted for Cindy Lane Family Housing on or about January 20, 2017; and

WHEREAS, the Authority’s engineer has recommended the granting of conditional preliminary approval for Cindy Lane Family Housing in its Engineer’s Report dated February 27, 2017.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Conditional Preliminary approval is granted to Cindy Lane Family Housing - application number 183, subject to the conditions set forth in CME Associates’ letter dated February 24, 2017; and

BE IT FURTHER RESOLVED that William E. Schmeling, the Authority’s Executive Director, is authorized to sign Form TWA-1, its supplements and such other forms as required to permit the Authority to accept flow from the project.

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

Resolution

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

17 - 42

AUTHORIZING AWARD OF CONTRACT FOR 2016/2017 NJEIT PROJECT TO DeMAIO ELECTRICAL COMPANY, INC. AND SWERP INCORPORATED IN THE AMOUNTS OF \$786,800.00 AND \$373,630.00 RESPECTIVELY

WHEREAS, the Authority advertised for 2016/2017 New Jersey Environmental Infrastructure Trust project (the “Project”) in the Asbury Park Press on February 6, 2017 with a return date of February 24, 2017, subsequently moved to February 28, 2017; and

WHEREAS, the Project consisted of two (2) separate proposals: Proposal A and Proposal B; and

WHEREAS, Proposal A was for improvements to the Asbury Avenue and Longview Pump Stations; and

WHEREAS, Proposal B was for sanitary sewer repairs and replacement on Berkeley Avenue, Lakeview Avenue and Lincoln Drive; and

WHEREAS, the bid documents permitted the awarding of Proposal A and Proposal B to different bidders; and

WHEREAS, the Authority received eight (8) bids on the return date; and

WHEREAS, the Authority’s engineer and the general counsel reviewed the bid documents; and

WHEREAS, the Authority’s engineer has recommended the Authority award Proposal A to DeMaio Electrical Company, Inc. in the amount of \$786,800.00 and Proposal B to SWERP Incorporated in the amount of \$373,630.00; and

WHEREAS, the Authority’s Executive Director has indicated there are funds available for the award in the 2016/2017 New Jersey Environmental Infrastructure Trust funding.

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

The members decided that it would be necessary to discuss Resolution 17-43 in Executive Session.

Resolution

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

17 - 44

DECLARING ACCOUNT NUMBERS 1020-0 and 1032-0 INACTIVE

WHEREAS, account number 1020-0 is for a residential property located at 415 Brookside Avenue in the Township of Ocean (the “415 Property”); and

WHEREAS, account number 1032-0 is for a residential property located at 420 Brookside Avenue in the Township of Ocean (the “420 Property”); and

WHEREAS, the 415 Property was deeded over to the New Jersey State Department of Environmental Protection on or about February 21, 2017 under the State Blue Acres program; and

WHEREAS, the 420 Property was deeded over to the New Jersey State Department of Environmental Protection on or about February 28, 2017 under the State Blue Acres program; and

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that account numbers 1020-0 and 1032-0 be declared inactive from April 1, 2017; and

BE IT FURTHER RESOLVED that any charges on account numbers 1020-0 and 1032-0 for the second, third and fourth quarters of 2017 be removed.

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

Resolution

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

17 - 45

CONFIRMING THE HIRING OF EDWARD KWITYN AS OPERATIONS MANAGER

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 in response to its ad for an Operations Manager; and

WHEREAS, the Personnel Committee made a recommendation to the Board to hire Edward Kwityn as the Authority’s Operations Manager; and

WHEREAS, Edward Kwityn accepted the Authority’s offer of employment; and

WHEREAS, Edward Kwityn began working for the Authority on February 16, 2017.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby confirms the hiring of Edward Kwityn as Operations Manager at a starting salary of \$84,000 beginning on February 16, 2017.

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

Resolution

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

17 - 46
AUTHORIZING THE HIRING OF ROBERT RULAND
AT A STARTING SALARY OF \$40,000

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

WHEREAS, the Personnel Committee interviewed three (3) individuals who had recently supplied the Authority with resumes; and

WHEREAS, the Personnel Committee has made a recommendation to the Board on the hiring of Robert Ruland.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby hires Robert Ruland at a starting salary of \$40,000 as of March 27, 2017 subject to his acceptance of the terms of employment as of and the completion of a physical with no adverse recommendations; except if the Executive Director and Mr. Ruland agree upon his starting employment sooner.

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

Resolution

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

RESOLUTION DECLARING CLOSED SESSION

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:

Contractual matters
Personnel
3. It is anticipated at this time that the above stated subject matters would be made public when matters are resolved.

This resolution shall take effect immediately.

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

Mr. Villapiano offered a Resolution to close the Executive Session and resume the Business Meeting. Mr. Bernhardt seconded the motion, which was unanimously approved.

Resolution

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

17 - 43

**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 attached revised page; additions shown in bold underline, deletions in italic strikethrough; and

BE IT FURTHER RESOLVED that reference to the Assistant Plant Superintendent shall be deleted from the Employee Handbook; and

BE IT FURTHER RESOLVED that the amendment shall take effect immediately upon its adoption.

Paid Holiday Policy

Employees are entitled to the following paid holidays:

New Year's Day
 Martin Luther King's Birthday
 Lincoln's Birthday
 President's Day
 Good Friday
 Memorial Day
 Independence Day
 Labor Day
 Thanksgiving Day
 Day after Thanksgiving
 Half-day Christmas Eve, when on a weekday
 Christmas Day
 Half-day New Year's Eve, when on a weekday

A holiday falling on a Saturday will be observed on the preceding Friday, and a holiday falling on a Sunday will be observed on the following Monday. **A full-time employee normally scheduled to work on a holiday shall be entitled to a compensation day which shall be taken on the next normally scheduled weekday immediately following the holiday.**

If an official holiday occurs while an employee is on sick leave or vacation, he shall not have that holiday charged against his vacation or sick leave.

Hours worked on a holiday shall be compensated at time and one-half plus the day's pay. Holidays shall be counted as time worked for overtime purposes. An employee who is absent without Authority approval on the day before or the day after a holiday shall not receive holiday pay unless the absence was approved in advance.

Personal Leave Policy

Full-time employees are entitled to five (5) personal days annually with pay for personal business **with one (1) personal day allotted for every two (2) months, i.e. one (1) personal day earned for period January 1 to February 28 but it is not required to be used during that period.** Where possible, requests for personal leave shall be asked for and obtained in advance of the requested date or dates. Personal leave days must be used within the calendar year and shall not be cumulative from year to year; any unused days are forfeited at the end of each calendar year. Leave days requested at the beginning of or end of a vacation or weekend will not be granted excepted under extraordinary circumstances.

Probationary employees, part-time employees and temporary employees are not entitled to personal days **unless provided in the employee’s employment agreement.**

Vacation Leave Policy

Permanent full-time employees shall be granted a vacation in each vacation year without loss of pay. The vacation year shall be January 1 to December 31.

Vacation day leave shall be earned on a monthly basis. For example, an employee entitled to eighteen (18) working days in a vacation year shall earn one and half (1.5) days per month during the vacation year. **A vacation year shall be the year commencing with the employee’s hire date and the following three hundred and sixty-five (365) days.** Employees shall earn vacation leave based on the following schedule:

Second through 5th year	not to exceed twelve (12) working days <u>per vacation year</u>
Sixth through 10th year	not to exceed eighteen (18) working days <u>per vacation year</u>
Eleventh through 15th year	not to exceed twenty (20) working days <u>per vacation year</u>
Sixteenth through 20th year	not to exceed twenty-three (23) working days <u>per vacation year</u>
After 20th year	not to exceed twenty-five (25) working days <u>per vacation year</u>

All vacation days must be scheduled in advance by request and approved by the Executive Director. All vacations shall be granted at the discretion of the Authority. Employees with the greatest length of service will receive preference insofar as effective staffing requirements permit.

To the extent permitted by applicable State law, a maximum of ~~thirty (30)~~ **five (5)** days’ vacation may be accumulated by full-time employees **at calendar year’s end. Employees shall have until December 31, 2018 to reduce their accumulated vacation days to fifteen (15); until December 31, 2019 to reduce their accumulated vacation days to ten (10); and until December 31, 2020 to reduce their accumulated vacation days to five (5).** However, all accumulated vacation must be used prior to the retirement of any employee **except that an employee shall not use more than five (5) vacation days during the month in which the employee retires.** No payment for unused vacation shall be made upon retirement.

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

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

Respectfully submitted,

RALPH E. STUBBS, Secretary