

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

A Work Meeting and Agenda Conference of the Township of Ocean Sewerage Authority for the month of May 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: None
Others: Attorney Bonello, Engineer Henry Johnson, Executive Director Bill Schmeling,
Superintendent Tom Meholic

Chairman Galvin called the meeting to order.

All recited *The Pledge of Allegiance*.

WORK SESSION

Director's Report. Mr. Schmeling reported that the Deal Lake Commission has requested that the Authority provide backup to Asbury Park personnel to operate the flume. Mr. Villapiano, a former member of the Deal Lake Commission, noted the importance of the flume operation in order to control the level of the lake. Mr. Schmeling said that there are a few employees who live in that area who may be willing to assist with this and he will check on insurance coverage to make certain that TOSA would not incur any liability. The Commission would provide the required training.

The Executive Director provided a review of resolutions on the agenda for this meeting. He noted that he received communications from property owners requesting reimbursement of overpayments or plumbing costs and the appropriate resolutions this are on the agenda.

There was discussion relative to the new FEMA flood plain maps and the Chairman noted that the TOSA plant is not in a flood area.

Mr. Sal Dellomo and Ms. Berg were present at the meeting to discuss their commercial account bills. Mr. Dellomo is the manager of a commercial complex that includes a laundromat, and Ms Berg is the owner of residential senior citizen home. Both are concerned about the significant increase in their TOSA bills, which is causing a financial hardship to their businesses. Authority members explained that the year-end bills for commercial properties are based upon water usage figures that are provided to the Authority by NJ American Water Company. After lengthy discussion and review by the members, Attorney Bonello and staff, it was agreed that adjustments would be made to decrease these 2012 bills but there would be no adjustments for 2013.

Engineers Report. Mr. Johnson reviewed the holding tank conversion study that he provided to the members, noting that the study was prompted by a desire to mitigate odor problems. He does not recommend the conversion of sludge holding tanks to anaerobic digesters as new parts would be required for conversion to accommodate the new technology. He noted that various steps that were taken last year including the installation of biofilters and reduction of sludge storage and this helped with odor control. Engineer Johnson recommends maintenance and periodic renewal of the biofilters at an estimated cost of \$33,000.00 per year. The conversion back to digesters or a co-generation system would require significant costs, and would not be cost effective at this time.

Plant Superintendent's Report. Mr. Meholic provided a review of the Operator's report for the month of April 2013. He recommends that the replacement of the gravity thickener be expedited.

The members congratulated Mr. Meholic on receiving the Hatfield Award for outstanding professionalism.

BUSINESS SESSION

Resolution

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

Regular and Closed Meetings

April 2, 2013

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

**May 7, 2013 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
April, 2013 Operator's Report**

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

The average daily flow to date was 4.303MGD. The highest daily flow was 5.653 MGD on April 13th. The total precipitation to date was 3.29 inches to date for the month; the largest precipitation was 1.31 inches on April 13th.

The monthly average effluent suspended solids concentrations, to date, 5 mg/l. For CBOD, the concentration was 4 mg/l. The average percentage removals for these same effluent parameters were 93% and 93% 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.

We had a 2-hour power outage at the plant. Bruce Olsen and the TOSA staff inspected the plant and reset any equipment that needed it.

We had Chris Pawlich of ITS in to additional work on SCADA adjustments in the Grit Building. He has ordered a PLC for the grit removal system controls. With input from Bruce Olsen and Scott Stedman, he also further adjusted the sludge control building's SCADA System with the new pump

Glen Henry, Scott Stedman and Sal Lagrotteria Jr. adjusted the gravity thickener drive chain at different times throughout the month. We also had at least four different engineers come to inspect the gravity thickener for the proposed upcoming upgrade project.

We have restarted the water spray system for the Biofilter. There was some small odor at startup, but that has ended with the ongoing daily operation. We are beginning to slightly increase the rotary drum operation as required for the proper activated sludge operation during the summer season.

Randy Kessler, Susan Kreizman and I have been working in the lab since Mary Jo Gallo's passing last May. Susan as lab technician has continued her daily testing work. Randy has done real well in getting lab equipment, chemicals and supplies that was planned for replacement.

In addition Randy and I have been performing all proficiency testing in the lab to maintain our NJDEP lab certification. Randy is working as the lab supervisor and I have been serving as lab manager. I have been responsible for all NJDEP and USEPA report filing and NJDEP audit and inspection work. We will continue with this and train Kaitlyn Fare to make a smooth transition when she starts her full time work with us.

I also worked on our grit/screening disposal approval application work and our NJPDES permit renewal application.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

Bruce Olsen worked with Electro Maintenance Inc. (EMI) to replace the Allenhurst Flow Meter Cabinet and controls. This had water damage with Hurricane Sandy. The portable generator has been delivered and it was load tested and runs AOK. It was put to good use for the Whalepond PS power bypass as the new power transfer switch was being installed by EMI.

Bruce Olsen also reviewed conduit and junction boxes for the total flow meter at the Interlaken Pump Station. We are planning to upgrade it with the pump station upgrade.

Bruce also toured the pump stations with Richard Bernhardt, TOSA Authority Member. They also reviewed all the work with the new emergency generator project.

Pumping Services was at the Norwood Ave. PS to reprogram the auto dialer equipment for the alarm and equipment status indication. This is one of the alarm equipment trials for the pump stations.

At Colonial Terrace PS, Ken Williamson and Bruce Olsen worked on raising the high wet well float alarm equipment. Henry worked on replacing a float valve at the station.

We also responded to phone line alarms at Asbury Ave., Longview, and Wayside Pump Stations.

We responded to several road call inspections: 1101 Raymere, 457 Harnell, and 1114 J. Jeffrey Aves. The last one showed a broken later that we had repaired by Woszczak Mechanical Contractors Inc. Later he also replaced the manhole rim and cover at Staffa and Windermere Aves. He also did some road patchwork that was required.

We performed jet truck cleaning on Chestnut, Walnut and Appleby Sts. At 17 Shadow Lawn Dr. we found a build up of grease and rag material. In jetting the line we also found a buried manhole that we need to dig out in order to get better access remove debris and root material. We also found a manhole on Waverly that had a lot of debris that had to be removed.

Other jet truck work was done at Fairmount, Lynn Dr. and the Fredric Dr Easement, the Middlebrook Easement, Carol and Melville, and South Edgemere Avenues. At 519 South Edgemere Kmetz Construction had accidentally broken lateral that was repaired. Some other work that Kiely Construction had done in the area is also being investigated.

Ken Williamson also video inspected a storm sewer and sinkhole on Brandywine Rd. He also assisted CME Engineers locating some manholes near the Roseld Rd. Sewer Upgrade Project.

PUBLIC EDUCATION WORK

In March and April I completed lectures and tours for the Ocean Township High School and the Brookdale County College Environmental Science classes. Both schools are very appreciative of our opportunity to give them exposure and instruction to water resources infrastructure and the wastewater treatment process.

REGULATORY AGENCY WORK

We had our Annual Inspection and Audit by NJDEP –DWR , Bureau of Compliance and Enforcement. A treatment plant site inspection was also conducted. The Authority received an NJDEP Environmental Stewardship Initiative Citation for our public outreach, water use reduction and energy use reduction work.

Respectfully submitted,

Thomas G. Meholic
Superintendent
5/03/13

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

Resolution

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

RESOLUTION 13 - 47

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	\$ 248,290.72
REVIEW and INSPECTION	0.00
EIT & CONSTRUCTION	79,236.51
RENEW and REPLACEMENT	0.00
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TOTAL BILLS PAYABLE	\$ 327,527.23

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 - 48

AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT FOR DESIGN AND CONSTRUCTION INSPECTION SERVICES FOR DIRECTIONAL DRILL OF FORCE MAIN AT INTERLAKEN PUMP STATION

WHEREAS, the County of Monmouth proposes to relocate the Authority’s existing force main on Bridge O-11 as a result of the reconstruction of the Bridge; and

WHEREAS, the County has agreed to pay for the relocation subject to the Authority paying for the cost of designing and inspecting the directional drill; 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, Greely and Hansen, Maser Consulting and T & M Associates; and

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s 2011 revenue bond sale.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority

hereby awards a contract to T & M Associates in the amount of \$ 17,700.00 in accordance with its proposal dated April 24, 2013 to provide design and construction inspection services for the directional drill of the force main at the Interlaken Pump Station.

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

Resolution

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

13 - 49

AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT FOR ENGINEERING SERVICES FOR GRAVITY THICKENER RECONSTRUCTION

WHEREAS, the Authority’s gravity thickener has been in continuous use for approximately twenty-five (25) years; and

WHEREAS, the Authority staff has started to encounter problems with the continued operation of the gravity thickener’s mechanisms; and

WHEREAS, the Authority requires engineering assistance in preparing specifications for the replacement of the gravity thickener’s mechanism and other repairs to it; and

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

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s 2013 asset management program and 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 \$ 25,540.00 in accordance with its proposal dated April 24, 2013 to engineering services for gravity thickener reconstruction.

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

Resolution

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

13 – 50

AUTHORIZING PAYMENT IN THE AMOUNT OF \$469.00 TO EILEEN LIVESAY FOR EXPENSES INCURRED AT 1706 BRYAN AVENUE

WHEREAS, in December 2012 and in February 2013, the owner of 1706 Bryan Avenue (the “Property”) had a plumber clear a blockage preventing sewage from leaving the property; and

WHEREAS, on February 25, 2013 Authority staff was called to the Property regarding a backup; and

WHEREAS, the Authority staff determined that the lateral from the curb to the main had a problem in the line causing the backups; and

WHEREAS, the homeowner paid \$936.25 to Mr. Rooter for work on the blockages.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$469.00 to Eileen Livesay in full satisfaction of any responsibility the Authority might have for the blockage affecting the Property.

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

Yes Yes Yes Yes Yes

Resolution

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

13 - 51

RESCINDING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO DREW STAUFFER, ESQ. AND AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO KERRY MORGAN, ESQ. FOR LEGAL SERVICES AS BOND COUNSEL

WHEREAS, the Township of Ocean Sewerage Authority has a need to acquire bond counsel services to assist the Authority with its application in the amount of \$4,550,000 with the New Jersey Environmental Infrastructure Trust Fund; and

WHEREAS, the Authority requested proposals from McManimon, Scotland & Baumann, LLC; Dilworth Paxson LLP; Hawkins, Delafield & Wood LLP; John L. Kraft, Esq.; GluckWalrath LLP; and McLaughlin, Stauffer & Shaklee, PC; and

WHEREAS, the Authority also advertised the position in The New Coaster on January 3, 2013; and

WHEREAS, the Authority awarded a contract to Drew Stauffer, Esq. by Resolution 13 - 25 on February 5, 2013 pursuant to the Request for Proposals; and

WHEREAS, prior to the execution of a contract with Drew Stauffer, Mr. Stauffer brought a potential conflict to the Authority’s attention; and

WHEREAS, the Authority and its Counsel have determined that a conflict exists; and

WHEREAS, Kerry Morgan, Esq. was the second choice of the Board for the position; and

WHEREAS, the Authority’s Executive Director has determined and certified in writing that the value of the legal services may exceed \$17,500; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby rescinds the appointment of Drew Stauffer, Esq. of the firm of McLaughlin, Stauffer & Shaklee, PC as the Authority’s Bond Counsel pursuant to Resolution 13 - 25 adopted February 5, 2013; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to Kerry Morgan, Esq. of the firm Gluck Walrath in accordance for the period May 1, 2013 to April 30, 2014 in an amount not to exceed \$19,550.00.

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

Yes Yes Yes Yes Yes

Resolution

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

13 – 52

APPROVING CHANGE ORDER NUMBER 2 IN THE AMOUNT OF \$3,395.00 AND AUTHORIZING PAYMENT IN THE AMOUNT OF \$67,147.57 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, the Contract provided the rewiring of the main service at the Green Grove Pump Station using existing conduit; and

WHEREAS, upon the start of the work at Green Grove Pump Station it was determined that there was no existing conduit necessitating additional work; and

WHEREAS, EMI has completed work and provided material required under the Contract for the work; and

WHEREAS, the Authority staff have reviewed the work completed and the material supplied and recommend payment in the amount of \$67,147.57 to Electro Maintenance Inc.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority approves Change Order Number 2 in the amount of \$43,359.00 for additional work at Green Grove Pump Station; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$67,147.57 to Electro Maintenance Inc. for the Pump Station Generator Project.

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

Resolution

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

**RESOLUTION 13 - 53
AUTHORIZING REFUND IN THE AMOUNT OF \$115.00
TO NANCY WELDON**

WHEREAS, Nancy Weldon previously resided at 1806 Fanwood Street (“her home”) in the Township of Ocean; and

WHEREAS, Nancy Weldon paid her quarterly sewer charges through a direct debit to his checking account; and

WHEREAS, Nancy Weldon sold her home in December 2012; and

WHEREAS, the first quarter sewer charges for the period January 1, 2013 to March 31, 2013 were directly debited from her account; and

WHEREAS, Stephen Gallagher, Township of Ocean Director of Finance has confirmed a direct debit for the first quarter 2013 charge of \$115.00 was debited from Mrs. Weldon’s account.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority that a check in the amount of \$115.00, payable to Nancy Weldon, be issued representing a refund of the first quarter 2013 sewer charges.

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

Resolution

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

**13 – 54
AUTHORIZING ADJUSTMENTS TO ACCOUNT NUMBERS 18786-7 AND 19553-0**

WHEREAS, account numbers 18786-7 and 19553-0 received large 2012 adjustments based on water readings for 2012; and

WHEREAS, account number 18786-7 previously had a deduct meter reading for which there was no reading in 2012, and which meter has been determined not to be a deduct meters; and

WHEREAS, account number 19553-0 has a companion account number 19552-0 for the same property, and both accounts are billed for two (2) units; and

WHEREAS, the account holders questioned the 2012 adjustments in correspondence and

appearances before the Authority; and

WHEREAS, the Authority, after reviewing the usage and billing histories and listening to the account holders, determined that the 2012 adjustment should be revised.

NOW, THEREFORE, BE IT RESOLVED that the 2012 adjustment for account number 18786-7 be amended to \$3,269.65; and

BE IT FURTHER RESOLVED that the 2012 adjustment for account number 19553-0 be amended to \$2,003.20 based on the combining of account numbers 19552-0 and 19553-0; and

BE IT FURTHER RESOLVED that account number 19552-0 be incorporated into account number 19553-0 resulting in four (4) service units for account number 19553-0; and

BE IT FURTHER RESOLVED that the 2012 adjustment of \$2,003.20 be paid in full by April 30, 2014 in not less than monthly payments to avoid the charging of interest on the 2012 adjustment; if not paid in full by April 30, 2013, interest will be charged back to January 1, 2013; and

BE IT FURTHER RESOLVED that no adjustments to account numbers 18786-7 and 19553-0 shall be made to the 2013 annual service charge as billed.

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

RESOLUTION DECLARING CLOSED SESSION

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Bernhardt 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 matters
Service contract negotiations
- 3. It is anticipated at this time that the above stated subject matter will be made public when matters are resolved.

This resolution shall take effect immediately.

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

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

Respectfully Submitted,

CHRISTOPHER E. KELLY, Secretary