

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY**  
**REGULAR MEETING**  
**January 2, 2024**

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Galvin, Miller, Theodora, Valentino
4. Let the minutes show this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and adequate notice has been duly posted where required and sent to the Asbury Park Press and the Coaster on February 3, 2022 and mailed to its service communities on February 4, 2022, and posted on its website. The minutes of this meeting will be available after Board approval at a subsequent meeting.

The meeting is available in real time to the public by logging in to [meet.google.com/hvy-nivn-pdi](https://meet.google.com/hvy-nivn-pdi) or calling 857-323-2408, PIN 182 159 490#.

**WORK SESSION**

5. Executive Director's Report
6. Attorney's Report
7. Engineering Report
8. Auditor Report - The audit is delayed until 2/6/24 meeting.
9. Operator's, Maintenance and Collection Reports
  - a. Motion to receive and file Operator's Report
10. Review of resolutions on business session agenda
  - a. Board comments
  - b. Public comment

**BUSINESS SESSION**

11. Communications -
12. Review of Bill List
  - a. Board comments
  - b. Public comment
13. Resolution 24-01: Bill List
14. Consent Agenda: **items will be voted on together unless an item is removed from the Consent Agenda prior to reading of Consent Agenda**
  - a. Approval of minutes of December 5, 2023 regular meeting
  - b. Resolution 24-02 Adoption of 2024 Budget
  - c. Resolution 24-03 Award Polymer Contract to Polydyne
  - d. Resolution 24-04 Establishing Salaries for 2024

- e. Resolution 24-05 Promotion of Daniel Desoucey to Plant Foreman
- f. Resolution 24-06 Hiring of a Plant Mechanic
- g. Resolution 24-07 Appointing Connor Strong& Buckelew Risk management Consultant.
- h. Resolution 24-08 Declaring Account 370-0 inactive (vacant property).

20. Closed Session, if necessary

21. Adjournment

**RESOLUTION 24-01**

**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 print-out of the list of bills will be on file in the Purchasing Agent's Office.

CURRENT FUND	\$313,827.92
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	258,765.57
PAYROLL ACCOUNT	<u>129,064.21</u>
<b>TOTAL BILLS PAYABLE</b>	<b>\$701,657.70</b>

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 2, 2024

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Secretary

## BILL LIST SUMMARY

Meeting Date January 2, 2024

<b>General Fund Vouchers</b>	<b>\$313,827.92</b>	
Bill List Total	\$572,593.49	
<b>Payroll</b>	<b>\$129,064.21</b>	
December 1st payroll transfer		\$45,031.72
December 15th payroll transfer		\$41,775.41
December 29th payroll transfer		\$42,257.08
<b>Construction</b>	<b>\$258,765.57</b>	
2016 NJEIT Project (Interlaken PS Bulkhead)	\$0.00	
PS&S		\$0.00
2017 NJEIT Project (Asbury Ave & Longview)	\$72,811.36	
DeMaio Electrical Company, Inc.		\$72,811.36
T&M Associates		\$0.00
2017 MCIA Bond	\$20,838.00	
Pumping Services Pump Replacements		\$20,838.00
2019 MCIA Bond	\$157,692.46	
Woszczak		\$157,692.46
2021 MCIA Bond	\$7,423.75	
Electro Maintenance Lighting		\$0.00
CME (Sludge Building C&A)		\$7,423.75
<b>Review &amp; Inspection</b>	<b>\$0.00</b>	
CME Associates	\$0.00	
Ocean Town Centre		\$0.00
Kane Brewing		\$0.00
Roosevelt Avenue Properties		\$0.00
AEI Holdings		\$0.00
<b>TOTAL BILL LIST AMOUNT</b>	<b>\$701,657.70</b>	

P.O. Type: All  
 Range: First to Last  
 Format: Condensed  
 Vendors: All  
 Rcvd Batch Id Range: First to Last

Open: N Paid: N Void: N  
 Rcvd: Y Held: Y Aprv: N  
 Bid: Y State: Y Other: Y Exempt: Y

Include Non-Budgeted: Y Prior Year Only: N

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
AEA 001	AEA HEADQUARTERS	24-00005	12/21/23	Annual Membership	Open	4,967.00	0.00		
AMERWEAR	AMERICAN WEAR UNIFORMS	23-00008	01/01/23	Uniform Rental	Open	250.37	0.00		
AQUA LAB	AQUA PRO-TECH LABORATORIES	23-00434	12/14/23	LAB SERVICES	Open	370.00	0.00		
ASBURY01	ASBURY PARK PRESS-ADS	23-00430	12/14/23	Legal Ads, Demaio Change Order	Open	57.00	0.00		
ATT	AT&T MOBILITY	23-00014	01/01/23	Pump Station Cellular Service	Open	418.18	0.00		
BANK001	THE BANK OF NEW YORK MELLON	24-00002	12/21/23	Trustee Fees MCIA 2021 Series	Open	3,000.00	0.00		
BULLET01	BULLET LOCK & SAFE CO., INC.	23-00428	12/13/23	Door locks	Open	638.25	0.00		
CLEARY	CLEARY GIACOBBE ALFIERI JACOBS	23-00432	12/14/23	LABOR ATTORNEY	Open	5,688.10	0.00		
CME00001	CME ASSOCIATES	23-00447	12/27/23	General Engineering November	Open	295.50	0.00		
		EIT00885	12/27/23	Sludge Building C&A	Open	7,423.75	0.00		
						7,719.25			
DELT001	DELTA DENTAL PLAN OF NJ	24-00001	12/21/23	Dental Premium	Open	2,696.23	0.00		
DEMAIO	DEMAIO ELECTRICAL COMPANY, INC	EIT00886	12/27/23	ALPS	Open	72,811.36	0.00		
DIOR001	THOMAS DIORIO	23-00420	12/07/23	Medicare Reimbursement	Open	2,658.00	0.00		
ELE001	ELECTRO MAINTENANCE INC	23-00437	12/14/23	Electrical Repairs	Open	2,237.00	0.00		
FLOWTECH	FLOWTECH, LLC	23-00426	12/12/23	Annual Meter Calibration	Open	1,440.00	0.00		
FP MAIL	FP MAILING SOLUTIONS	23-00422	12/07/23	Postage Machine	Open	98.85	0.00		

Vendor #	Name	PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
GPJAGER	GP JAGER INC.	23-00383	11/02/23	Pump Parts	Open	13,390.53	0.00		
GRAI001	GRAINGER WW INC	23-00006	01/01/23	General equipment and supplies	Open	1,967.29	0.00		
HOME001	HOME DEPOT CREDIT SERVICES	23-00441	12/19/23	Plant Supplies	Open	3,808.00	0.00		
JCPL001	JERSEY CENTRAL POWER & LIGHT	23-00421	12/07/23	Electric	Open	32,682.05	0.00		
LUCITY	CENTRALSQUARE	23-00424	12/07/23	Lucity Training	Open	90.00	0.00		
LYONS	LYONS ENVIRONMENTAL SERVICES	23-00435	12/14/23	november lab services	Open	1,060.00	0.00		
MANNA001	MANNA & BONELLO, P.A.	23-00433	12/14/23	LEGAL NOVEMBER	Open	362.50	0.00		
MATT001	MATT'S PEST CONTROL	23-00068	02/15/23	RODENT CONTROL AT PLANT	Open	615.00	0.00		
NALCO	NALCO COMPANY	23-00011	01/01/23	Monthly Water Treatment	Open	493.42	0.00		
NAPA001	NAPA AUTO PARTS	23-00445	12/20/23	Truck Parts	Open	308.74	0.00		
NJAM001	NEW JERSEY AMERICAN WATER	23-00431	12/14/23	WATER	Open	3,269.87	0.00		
NJNAT001	NEW JERSEY NATURAL GAS CO	23-00444	12/20/23	Natural Gas	Open	1,432.04	0.00		
NJST001	NJ STATE LEAGUE OF MUNIC	23-00439	12/19/23	RFP Ad	Open	260.00	0.00		
NJUA	NEW JERSEY UTILITIES AUTHORITY	24-00006	12/21/23	NJUA JIF	Open	84,495.00	0.00		
ONECALL	ONE CALL CONCEPTS, INC	23-00423	12/07/23	One Call SAService November	Open	275.27	0.00		
POLYD001	POLYDYNE INC	23-00417	11/29/23	Polymer	Open	10,712.25	0.00		
PRAX001	LINDE, INC.	23-00429	12/13/23	Liquid Oxygen	Open	1,835.21	0.00		
PUMP001	PUMPING SERVICES INC	23-00436	12/14/23	Freight for transducers	Open	38.50	0.00		

Vendor #	Name	Status	Amount	Void Amount	Contract	PO Type
PO #	PO Date	Description				
PUMP001	PUMPING SERVICES INC	Continued				
EIT00869	09/12/23 Cedar Village Pumps	Open	<u>20,838.00</u>	0.00		
			20,876.50			
RFPSOLUT	RFP SOLUTIONS INC.					
24-00003	12/21/23 Telephone service contract	Open	788.40	0.00		
RUSS001	RUSSELL REID					
23-00419	12/06/23 Sludge Disposal	Open	60,455.25	0.00		
SEAB001	SEABOARD WELDING SUPPLY INC					
23-00010	12/21/22 Monthly Tank Rental	Open	57.75	0.00		
SPECTROT	SPECTROTEL					
23-00005	01/01/23 Telephone	Open	332.85	0.00		
STAT002	STATE OF NJ DEPT.OF TREAS.DIV.					
24-00014	12/22/23 HEALTH INSURANCE PREMIUMS	Open	44,303.61	0.00		
TDCARD01	TD CARD SERVICES					
23-00440	12/19/23 Google Suites	Open	84.00	0.00		
TIMMERMN	W.E. Timmerman Co., Inc					
23-00438	12/14/23 Camera Repair	Open	8,189.09	0.00		
TOWN001	TOWNSHIP OF OCEAN					
23-00442	12/19/23 Fuel November	Open	1,366.24	0.00		
UGI001	UGI Energy Services					
23-00446	12/27/23 Natural Gas	Open	839.94	0.00		
UPTIME	UPTIME AUTOMATION					
23-00418	12/05/23 Chlorine feed alarm	Open	5,160.00	0.00		
VERIZON2	VERIZON					
24-00007	12/21/23 Telephone	Open	140.64	0.00		
WATER	Waterworth					
24-00004	12/21/23 Software Subscription	Open	10,200.00	0.00		
WOSZCZ01	MARK WOSZCZAK					
EIT00884	12/27/23 TURNER AVE LATERALS	Open	157,692.46	0.00		
Total Purchase Orders: 48		Total P.O. Line Items: 0	Total List Amount: 572,593.49	Total Void Amount: 0.00		

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	3-01	163,237.04	0.00	163,237.04	0.00	0.00	163,237.04
	3-02	0.00	0.00	0.00	0.00	258,765.57	258,765.57
	Year Total:	163,237.04	0.00	163,237.04	0.00	258,765.57	422,002.61
GENERAL FUND	4-01	150,590.88	0.00	150,590.88	0.00	0.00	150,590.88
Total of All Funds:		313,827.92	0.00	313,827.92	0.00	258,765.57	572,593.49

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	313,827.92	0.00	313,827.92	0.00	0.00	313,827.92
	02	0.00	0.00	0.00	0.00	258,765.57	258,765.57
Total of All Funds:		<u>313,827.92</u>	<u>0.00</u>	<u>313,827.92</u>	<u>0.00</u>	<u>258,765.57</u>	<u>572,593.49</u>

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	3-01	163,237.04	0.00	0.00	0.00	163,237.04
GENERAL FUND	4-01	150,590.88	0.00	0.00	0.00	150,590.88
Total of All Funds:		<u>313,827.92</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>313,827.92</u>

**2024 ADOPTED BUDGET RESOLUTION  
TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
FISCAL YEAR: JANUARY 1, 2024 TO DECEMBER 31, 2024**

**WHEREAS**, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2024 and ending December 31, 2024 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of January 2, 2024; and

**WHEREAS**, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

**WHEREAS**, the Annual Budget presented for adoption reflects Total Revenues of \$7,398,488, Total Appropriations, including any Accumulated Deficit if any, of \$7,398,488 and Total Unrestricted Net Position utilized of \$0.00; and

**WHEREAS**, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,905,000.00 and Total Unrestricted Net Position planned to be utilized of \$0.00; and

**NOW, THEREFORE, BE IT RESOLVED** by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on January 2, 2024 that the Annual Budget and the Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2024 and ending December 31, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

**BE IT FURTHER RESOLVED**, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held On January 2, 2024.

\_\_\_\_\_  
Secretary

**AUTHORIZING AWARD OF A CONTRACT TO POLYDYNE, INC. FOR FURNISHING AND DELIVERY OF EMULSION TYPE POLYMER**

**WHEREAS**, the Township of Ocean Sewerage Authority advertised for the receipt of bids for the furnishing and delivery of emulsion type polymer on December 7, 2023 in the Asbury Park Press; and

**WHEREAS**, bids were received, opened and announced by the Authority at its offices on December 28, 2023; and

**WHEREAS**, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

**WHEREAS**, Polydyne, Inc. submitted the only bid in the amount of \$1.50 per pound; and

**WHEREAS**, Polydyne, Inc. is the Authority's current provider of emulsion type polymer and its performance has been satisfactory; and

**WHEREAS**, the Authority's Executive Director has certified that funds are available for this contract from the Polymer line item (01-60-600-305).

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority awards a 1-year contract to Polydyne, Inc, for the furnishing and delivery of emulsion type polymer for the period January 1, 2024 to December 31, 2024; 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on January 2, 2024.

\_\_\_\_\_  
Secretary

**ESTABLISHING EMPLOYEE COMPENSATION FOR 2024**

**WHEREAS**, the Township of Ocean Sewerage Authority desires to establish base salaries for 2024.

**NOW, THEREFORE, BE IT RESOLVED**, this 2nd day of January, 2023 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2024:

<u>EMPLOYEE</u>	<u>COMPENSATION<sup>(1)</sup></u>
Timothy Shea	\$ 143,500.00
Anthony Dimino	\$ 123,000.00
Vincent D’Esposito	\$ 112,000.00
Daniel Miller	\$ 101,153.21
Richard Roman	\$ 88,002.05
Christopher Kelly	\$ 42.23/hour(P.T.)
Robert Ruland	\$ 86,000.00(promotion)
Daniel DeSoucey	\$ 86,000.00(promotion)
Joseph Grasso	\$ 59,517.91
Samuel Nowell	\$ 59,517.91
Dylan Catanese	\$ 47,508.75
Keith Stedman	\$ 46,350.00
Richard Dorick	\$ 15.45/hour(P.T.)
Ruth Finn	\$ 6,286.32/yr
Board Chairman	\$ 2,250.00/yr
Board Members	\$ 2,000.00/yr

(1) Step increases may occur during year

**AND BE IT FURTHER RESOLVED** that such base salary amount shall be in addition to any other amounts due an employee in accordance with the Authority's Employee Handbook;

**AND BE IT FURTHER RESOLVED** that employees participating in the State Health Benefits Program shall pay eighty percent (80%) of the applicable Tier 4 percentage.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 2, 2024.

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Secretary

**AUTHORIZING THE PROMOTION OF DANIEL DESOUCEY  
TO PLANT FOREMAN**

**WHEREAS**, the Township of Ocean Sewerage Authority has determined there is a need for a Plant System Foreman; and

**WHEREAS**, the position was posted internally and one candidate applied for the position; and

**WHEREAS**, the Technical Services Manager/Lead Operator In Charge conducted an interview with the candidate; and

**WHEREAS**, the Technical Services Manager presented their recommendation to the Executive Director who concurs with the recommendation,

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby authorizes the promotion of Daniel Desoucey to Plant Foreman effective January 1, 2024 at an hourly rate of \$41.3462, commencing January 1, 2024.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on January 2, 2024.

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SECRETARY

**AUTHORIZING THE HIRING OF ANTHONY RIVERA AS MECHANIC**

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

**WHEREAS**, the position was posted internally and externally and two candidates applied for the position; and

**WHEREAS**, Anthony Rivera has the requisite experience for the Plant Mechanic position; and

**WHEREAS**, the Technical Services Manager, Collections Supervisor and Executive Director interviewed Anthony Rivera on 12/21/23 and collectively recommend Anthony Rivera for the position of Plant Mechanic; and

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby authorizes the hiring of Anthony Rivera to the position of Plant Mechanic at a starting salary of \$80,000/yr.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on January 2, 2024.

\_\_\_\_\_  
SECRETARY

**AUTHORIZING APPOINTMENT OF CONNER STRONG  
& BUCKELEW AS RISK MANAGEMENT CONSULTANT  
FOR 2024**

**WHEREAS**, the Township of Ocean Sewerage Authority is a member of the New Jersey Utility Authority Joint Insurance Fund (“Fund”); and

**WHEREAS**, the bylaws of the Fund require the Authority to obtain a Risk Management Consultant to perform various professional services required by the Fund and the Authority; and

**WHEREAS**, the judgmental nature of the Risk Management Consultant’s duties renders comparative bidding impractical; and

**WHEREAS**, Conner Strong & Buckelew has submitted a proposal for risk management services to the Authority; and

**WHEREAS**, Conner Strong & Buckelew, through its representative Michael C. Avalone, has provided the Authority with quality risk management consulting services; and

**WHEREAS**, the Authority’s Executive Director has determined and certified in writing that the value of the services as risk management consultant will not exceed \$17,500; and

**WHEREAS**, the term of this contract is for one (1) year from January 1, 2024 to December 31, 2024; 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 excepted 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 Authority’s Executive Director has certified that funds are available for this contract in general insurance (50-500-318), fees are included in the Authority's 2024 NJUA JIF assessment.

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

1. Conner Strong & Buckelew is hereby appointed as Risk Management Consultant for the Authority in accordance with the attached proposed contract for the period January 1, 2024 to December 31, 2024.

2. This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law because the services

involved are of such a qualitative nature and are not readily susceptible or subject to competitive bidding and further, that the above named firm has been determined to have expertise in this area and, in the opinion of the Authority Members, this firm can best provide the appropriate risk management services required.

3. A notice of this action shall be published according to law.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Regular Meeting held on January 2, 2024

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Secretary

**AUTHORIZING ACCOUNT NUMBER 370-0 BE DECLARED INACTIVE**

**WHEREAS**, the property located at 42 Norwood Avenue was demolished last year, (account number 370-0) (the "Property"); and

**WHEREAS**, the property has been vacant since then and the owner continued to make payments on the sewer bill; and

**WHEREAS**, the Property owner has requested the account be declared inactive as of January 1, 2024 until such time the residence is rebuilt.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby declares account number 370-0 inactive as of January 1, 2024 until such time as a Temporary or Permanent Certificate of Occupancy is issued for the property.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 2, 2024

\_\_\_\_\_  
Secretary