

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

January 2, 2024

The meeting of the Township of Ocean Sewerage Authority was held on the above date at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey.

Present: Galvin, Miller, Theodora, Valentino
Absent: Ruth Finn, Secretary; John Bonello, General Counsel
Others: Engineer Keith Chiaravella, Executive
Director Timothy Shea, Technical Service Manager Anthony Dimino,
Former Board Member Villapiano

Chairman Galvin called the meeting to order and all recited The Pledge of Allegiance.

The Chairman announced that the Meeting was being held in accordance with the Open Public Meetings Act of 1975 and adequate notice had been duly posted where required and sent to the Asbury Park Press and the Coaster, mailed to its service communities 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 into meet.google.com/hvy-nivn-pdi or calling 857-323-2408, PIN 182 159 490#.

WORK SESSION

The Chairman opened the work session by presenting a Proclamation to Former Board member John Villapiano for his many years of public service to the people of the State of New Jersey, the residents of Monmouth County and Ocean Township, as well as the service communities of the Ocean Township Sewerage Authority. Mr. Villapiano graciously accepted the proclamation.

Executive Director's Report. Mr. Shea reported that a sewer pipe and easement were found to be located on the property of 251 Howard Avenue that were not previously known or mapped. Mr. Shea will work with the attorney to get the easement shown on proper documentation. There was a Notice of Claim filed for a sewer overflow at 5 Poplar Avenue in Deal. The NJUA-JIF appointed attorney filed a Notice of Non-Jurisdiction with the plaintiff's attorney.

Bids were received for annual polymer procurement and award is recommended to Polydyne, Inc. at \$1.50 per pound. An RFP was issued for the General Counsel

appointment necessary due to the retirement of John Bonella. Proposals are due January 9.

On behalf of the Auditor, Mr. Shea advised that the Auditor hoped to share the results of the 2022 Audit at the February 2024 meeting.

The Director gave a review of the resolutions that are on the agenda`.

Technical Service Manager's Report. Mr. Dimino reported that Van Cleef started the Plant Assessment. Also, a kickoff meeting was held for the sludge building improvements. Anthony is scheduling a demonstration project using a YSI chlorine analyzer to feed chloring based on residual instead of flow. This should reduce chlorine usage. He also has Polydyne scheduled to come in and run tests on the polymer feed to optimize feed rate and save on polymer.

Mr. Dimino implemented a new operations duties chart and work schedule to reduce overtime and better man the plant on weekends.

Lastly, he reported that the control room has been upgraded with larger SCADA screens and real time lab results for the operators to see.

Attorney's Report. Mr. Bonella was not in attendance.

BUSINESS SESSION

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Miller seconded the motion.

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>
TOTAL BILLS PAYABLE	\$701,657.70

Roll Call: Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

CONSENT AGENDA

Mr. Theodora offered the approval of the following as a Consent Agenda. Mr. Miller seconded the adoption of the Consent Agenda.

- a. Minutes of December 5, 2023 Regular Meeting.
- b. Motion to receive and file Technical Services Manager’s Report.

DATE: January 2, 2024

TO: Board of Commissioners, Timothy Shea Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: December Commissioners Meeting

Operations

For the month of November, all the necessary paperwork and lab results have been submitted to the DEP with no permit violations or issues. I also completed the annual WCR permit and annual sludge production permit which has been submitted to the state.

Van Cleef started their plant assessment this month. We met for our kickoff meeting and I provided them a tour of the plant for their field reconnaissance part of the agenda. On the tour was the Van Cleef team and Keystone Electrical. I also had a kickoff meeting with CME to discuss the start up of the sludge holding building repairs.

I emailed Halogen, Hach, and YSI about possibly demoing their municipal wastewater effluent chlorine analyzers. YSI was the only company to get back to

me and their area rep came in for a site visit. He informed me that the tech department will be in touch next to come in and set up a demo for our layout.

Keith from Flowtech was on site to work on our WAS meter. After attempting to calibrate and correct the issue of it reading the wrong flow, I had him swap out the meter so we can demo a new one.. After doing so, it appears there is an issue with our flow meter, so I will be contacting the manufacture to get an answer as to why we are getting false readings. While Keith was on site, he calibrated our 3 parshall flumes. He was doing this once a year on an on-call basis so I asked him to provide a quote to us for a service contract.

We received a demo from Polydyne for our polymer bid. Chris was the tech who I was in communication with who provided the test. I asked him to also run a test on our dosage we use now compared to his dosage he calculated as necessary for our plant. The test showed we should be dosing 1 gallon of polymer per 16,000 gallons of WAS. Currently, we are dosing 4-5 gallons of polymer per 16,000 gallons of WAS. Dan DeSoucey and I have been working on ways to correct this issue to better optimize our polymer usage.

This month I implemented a new operations duties chart and work schedule. There will now be an operator on shift throughout the entire weekend and this will rotate between them every 4 weeks. Since we have been hit pretty hard this month with rain, we are also working on implementing a storm plan to include several parts of the plant process that need to be addressed during high flow. We also upgraded our control room/scada hub station. This included flooring, paint, new monitors, and network wiring. With the addition of the new monitors, the added screens will be essential when Chris from Uptime adds additional graphics for our SCADA system, allowing us to monitor the plant more accurately and efficiently.

I also posted the position for Plant Foreman this month. I received one resume and application for the position and that was Dan DeSoucey. Based on his qualifications, my interview with him, his knowledge of the plant, and his leadership and teamwork skills, I recommend him for the position of Plant Foreman.

Collections

Line Maintenance/Plant Work

Collection crew assisted in installing new flooring, trim and paint in the Control building and in an office in the Administration building

The following lines were cleaned for routine maintenance, South Dittmar, South Edgemere, Vina Ave, Laurel Ave, Garven Ave, Unami Ave, Woodlock Ave, Edgewood Ave

Total amount of footage, 6500 ft

Pump Stations

Both Flyght submersible pumps at Cedar Village PS were pulled and replaced with new Flygh submersible pumps

Demaio has finished the rebuild of the wet well at longview and the station is back online, since this project was at a stand still for 6 years the pumps have been sitting around in a crate in Demaio's yard. Pumping services recommends replacing the seals in each pump at a cost of \$2800 per pump. This also goes for Asbury Ave station as well, which is soon to be on bypass when they start to demo on the existing dry well

Service Calls

Tosa personal responded to 10 calls over the month

251 Howard Ave, while installing a pool the company ripped out the lateral coming out the back of the house, during further investigation Tosa personal discovered there was an 8" sewer easement going down the property line and the pool was 10ft of the easement. Tosa maps do not show this easement, they show the sewer main running down the middle of the street. Tosa lawyers are now involved on how to resolve this.

Vote on Consent Agenda

Roll Call Galvin, Miller, Theodora, Valentino

Yes Yes Yes Yes

Resolution

Mr. Valentino offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

24-02

**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.

Roll Call Galvin, Miller, Theodora, Valentino

Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Miller seconded the motion.

24-03

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.

Roll Call Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Valentino seconded the motion.

24-04

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⁽¹⁾</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.

Roll Call Galvin, Miller, Theodora, Valentino

Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Valentino seconded the motion.

24-05

**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.

Roll Call Galvin, Miller, Theodora, Valentino

Yes Yes Yes Yes

Resolution

Mr. Valentino offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

24-06

**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.

Roll Call Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Valentino seconded the motion.

24-07

**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.

Roll Call Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

Resolution

Mr. Miller offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

24-08

**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.

Roll Call Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

Mr. Theodora offered the following Nomination for Secretary of the Board and moved its adoption. Mr. Galvin seconded the motion.

Motion to Appoint David Miller as Secretary of the Board

Roll Call Galvin, Miller, Theodora, Valentino
Yes Yes Yes Yes

There being no further business to come before the Board, Mr. Valentino moved that the members adjourn the meeting. Mr. Theodora seconded the motion and all voted in favor of the adjournment.

Respectfully submitted,

David Miller, Secretary