

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

**Oakhurst, NJ**

**February 4, 2025**

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, Theodora, Miller, Valentino, Johnson

Absent:

Others: Executive Director Timothy Shea, Technical Service Manager Anthony Dimino, General Counsel Carol A. Berlen, Esq., Engineer Keith Chiaravella, Recording Secretary Amy Stewart

Commissioner Galvin called the meeting to order and all recited The Pledge of Allegiance. Mr. Galvin 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](https://meet.google.com/hvy-nivn-pdi) or calling 857-323-2408, PIN 182 159 490#.

At this time Mr. Galvin would like to turn the meeting over to the Executive Director as it is the re-organization meeting and Mr. Shea is acting as chairman until one is chosen.

Mr. Shea asks Ms. Berlen to swear Mr. Miller in for his new term. Mr. Miller recites the Oath of Allegiance and is sworn in effective February 1, 2025 through January 31, 2030.

Next, Mr. Shea asks for any nominations for the Chairman position, and Mr. Galvin makes a motion to nominate Charles Theodora as Chairman and Mr. Miller seconds the nomination. Mr. Shea takes the roll call.

Roll Call, Galvin, Miller, Johnson, Valentino, Theodora

Yes    Yes    Yes    Yes    abstain

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin	X		X			
Johnson			X			
Miller		X	X			
Theodora					X	
Valentino			X			

Mr. Galvin and Mr. Theodora change seats.

The new Chairman would like to take nominations for Vice Chairman and Mr. Miller nominates Dennis Galvin and Mr. Valentino seconds the nomination.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin					X	
Johnson			X			
Miller			X			
Theodora	X		X			
Valentino		X	X			

Next up are nominations for the Secretary/Treasurer, and Chairman Theodora makes a motion and Mr. Valentino seconds the motion to nominate Mr. Miller for the Secretary/Treasurer position on the board.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson			X			
Miller					X	
Theodora	X		X			
Valentino		X	X			

Mr. Miller nominates Mr. Johnson as the assistant Secretary/Treasurer and Mr. Valentino seconds the nomination.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson					X	
Miller	X		X			
Theodora			X			
Valentino		X	X			

Committee Appointments- No changes at this time

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Personnel Committee- Mr. Valentino and Mr. Johnson  
Finance Committee- Mr. Galvin and Mr. Mr. Valentino  
Capital Committee-Mr. Miller and Mr. Johnson

### Public Comment-

Daniel Miller, Belmar, is a TOSA employee and when called upon to speak says that he would like to adjourn and return at a future meeting once he seeks counsel.

## WORK SESSION

Chairman Theodora asks Mr. Shea to discuss his report.

Executive Director Report- Mr. Shea reminds the Commissioners to please take the NJUAJIF Annual Elected Officials Risk Management Training class on line. TOSA will receive a \$250 deduction for each commissioner who takes the training. Mr. Shea goes on to say that TOSA received their first payment from BLH Holding, LLC for the connection fee at the Marriot Hotel. He then speaks about the Local Finance Board regarding their need for a signed affidavit from the Board attesting to review of the findings, of which there were none. The audit report is not available at this time. The auditor has been ill. Mr. Shea briefly goes over the 2024 Township of Ocean Sewerage Authority Recap. Mr. Galvin would like to thank Mr. Valentino for his time and effort on the development of the Mission Statement.

Attorney's Report- Nothing at this time.

Auditor's Report- Nothing at this time.

Engineer's Report- Work on the grit building, division chamber, and screening building continues.

Operations Report- Mr. Dimino mentions that Chris from Uptime Automation was on site several times in January working on the RAS pump and other SCADA projects. He is making headway but the project continues. Also, he updates the Board that Dan DeSoucey has obtained his C-2 license. TOSA, has also been awarded an Environmental Stewardship Award from the DEP recognizing their proactive measures in efforts to improve the environment.

Board Comments- Chairman Theodora would like to know when the Strategic Planning will next meet. They agree on choosing a date in early March. Mr. Valentino would like to thank Chairman Galvin for his years of service as Chairman.

Communications- Nothing at this time.

## BUSINESS SESSION

Mr. Shea explains a slight modification to Resolution 25-10 at the advice of Ms. Berlen, the resolution will be amended slightly to include electronic format as an option for electronic notice going forward. The Open Public Meetings Act needs modification to include electronic notice as

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newspapers are somewhat outdated at this time.

Resolution

Mr. Valentino makes a motion to approve the bill list and Mr. Johnson seconds the motion.

**RESOLUTION 25-08**

**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	\$222,733.16
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	24,001.98
PAYROLL ACCOUNT	<u>86,957.17</u>
<b>TOTAL BILLS PAYABLE</b>	<b>\$333,692.31</b>

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller			X			
Theodora			X			
Valentino	X		X			

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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 February 4, 2025

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Secretary

Resolution

**CONSENT AGENDA**

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

- a) Approval of Minutes of the January 7, 2025 regular meeting and closed session minutes.
- b) Approval to receive and file the Operator's Report
- c) Resolution 25-09 Adoption of a Cash Management Plan
- d) Resolution 25-10 Designating Official Newspapers
- e) Resolution 25-11 Establishing Meeting Dates for 2025-2026

**TECHNICAL SERVICES MANAGER REPORT**

DATE: February 4, 2025

TO: Board of Commissioners, Timothy Shea Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: January Commissioners Meeting

**Operations**

For the month of December, all necessary paperwork and lab results have been submitted to the DEP with no permit violations or issues. Our Physical Connection Permit was renewed on January 29. Our annual sludge production WCR was completed for the year and our total was 4,474,700 gallons. In comparison to last year, it is a reduction of 956,100 gallons, or roughly 20%. At \$0.1514 per gallon as per our agreement with United Site Services, this equates to a cost savings of \$144,753.54. I believe this number can still be improved and will be working with our Operations team to achieve a better goal for this year.

Due to the cost of our city water bill, I looked into having our process water used for our Roto Drums and polymer system. During the week of January 6, we installed a 3 stage filtration process to

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remove debris from our process water, and routed it to our polymer system. The system has been online since Jan 10, and has been showing great success. Also, due to the process water having a greater pressure than our city water, the booster pump was no longer needed, allowing us to remove that piece of equipment from our new process. If this continues to be successful, it could yield a significant monthly savings.

On January 2nd, Dylan Catanese reported that the sludge transfer pumps in the Sludge Building were unresponsive to automated controls. The issue recurred on January 26th and 27th, requiring manual resets to regain SCADA control. Uptime Automation previously investigated this issue and identified aging hardware as the likely cause. They recommend replacing the faulty component.

On January 6th, a power outage occurred just after the day shift ended at 3:30 PM. Operators Stedman and Catanese remained on-site to restore operations. Catanese reported that the PSA generator, which powers the front half of the plant, failed to start. Dan DeSoucey returned to troubleshoot the issue and discovered an overcurrent spike had tripped the generator's main breaker. After showing the operators what to look for in the future and resetting the breaker, the generator was restarted, and the plant was fully operational on emergency power. Stedman and Catanese remained on-site until city power was restored at 10:30 PM.

Chris from Uptime Automation was on-site on January 9th, 16th, and 29th, working on RAS pump integration and various SCADA projects. He has made significant progress integrating older VFDs into the SCADA network for improved control and monitoring. This integration and control project is ongoing.

Following the installation of the Voltus Box last month, a dispatch test was performed on January 15th to verify hardware connectivity. The system is now live, allowing the plant to participate in future energy reductions to support the local grid.

Contractors from the previous year's quotes were contacted for updated security gate and camera pricing. H. Kees & Son submitted a comprehensive quote covering all gate operations. We are awaiting on additional quotes before awarding the job. 215 Secure, the provider of last year's camera and gate keypad quotes, was requested to exclude all gate operations from their proposal and resubmit the pricing for which we are currently awaiting.

On January 24th, Jeff from EMI was on-site to install new timers for exterior lighting, replace lighting at the flagpole and final clarifiers, and assess electrical needs for the new security gate locations. Artie will return to provide an estimate, as Jeff was not confident in tracing the existing underground electrical lines.

On January 24th, Operator Catanese reported that the BioAir drain line had frozen overnight, causing ice buildup on the concrete platform. The issue was traced to a malfunctioning heat trace controller. The heat trace was repaired, restoring power, and the line was thawed using a propane heater before the end of the shift, fully restoring the BioAir's capacity.

On January 27th, CME was on-site to inspect the dumpster building, division chamber, grit removal system, and the Deal Bar Screen project. These projects are all planned to commence this year.

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## December Reported Numbers

Avg. Daily Plant Flow – 3.767 MGD  
Sludge Holding Tank % solids – 3.92 %  
Gallons Hauled – 259,700 Gallons  
Rainfall – 4.06 in.

## December DMR

Percent Removal TSS – 98.6 %  
Percent Removal CBOD - 94.2 %  
All other reported numbers were within set DEP parameters

## Collections

### **Routine Maintenance**

Total amount cleaned: **2500 ft.**

The jet truck was taken to Jet Vac on January 13 for its annual routine maintenance. LBSA has been on call for us if needed.

### **Line maintenance/TV inspection**

Total amount inspected: **3,110 ft.**

### **Pump stations**

All stations were cleaned, inspected and generators were exercised.

Whalepond PS - ATS will not transfer power automatically. Rick from Raw Power came out and determined the reason for the issue was a bad capacitor in the cabinet. The capacitor is on order and will be installed once delivered. TOSA personnel has the ability to throw the transfer switch manually if needed.

Whalepond PS - pulled inspection plate for the check valve on #2 pump twice this month due to rags causing the pump to lose prime. This rag issue has to do with the muffin monster being out of service. We have sent out a PO for replacement which has a 10-12-week lead time.

Green Grove PS force main break - On 1/8/25 TOSA was dispatched to 119 Cold Indian Springs Rd for standing water in the street. We first performed a chlorine residual test to determine if it was a water main break, and after no chlorine was found in the sample, TOSA performed a dye test at Green Grove PS. It was determined that it was the force main. The NJDEP was immediately notified CASE # 25-01-08-1318-50. Mark Woszczak was called for the emergency repair. Mark found the break in the pipe and placed a clamp around the break. This is the second break this force main has had in the last 4 years. I would recommend looking into a full main replacement in the future.

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Our new NJDEP Enforcement Officer Alex Cervantes came in for his annual Collection System audit. Vinnie and I took him around to each pump station and opened a few manholes around town. We will have the final write up of our annual audit shortly.

Wayside School PS update - The new station is now in operation. The SCADA system is not hooked into the new cabinet yet. JVS attempted to have their electrician install it but was unable to accomplish this task. They were advised to call Mooreshouse Engineering to help install the SCADA system since Moorehouse designed and installed them at each of our Pump Stations. PS&S engineering was also informed about the issue and are going to contact JVS to resolve.

Tosa personnel pick up where we left off last winter in the easement behind Hidden Meadows, clearing downed trees and widening pathways. The easement is now approximately 90% cleared. The last remaining manholes were found, opened, inspected, and marked for future reference.

### **Service Calls**

TOSA responded to 18 calls of various nature around town

16 Pal Dr - Homeowner called to report frozen water along her sidewalk and street. After investigation, TOSA personnel found the sewer lateral was broken 4 ft behind the sidewalk and the water was running down the hill of the property. We advised the homeowner that J.F Kiely installed a new gas main and ran new gas services to each house during the summer months. They called Kiely to inform them they might have damaged the lateral during the gas service installation. Kiely came out and dug up the lateral and confirmed they did cause damage while installing the gas service. We advised the homeowner to call TOSA once Kiely had the sewer line exposed and we would come back and televise the lateral to make sure they did no further damage downstream. Once we stuck the camera inside we noticed a blockage of broken pipe inside. We then brought in our jet truck and removed the broken pipe and inspected the lateral again to make sure we cleared all the broken pipe from upstream. The homeowners were very appreciative of our efforts and guidance to help them along the way.

### **Markouts**

68 markouts were conducted during the month

## **Training/Licensing**

Dan DeSoucey successfully passed his collections level 2 license exam. Keith Stedman Successfully passed his S1 license exam.

On January 28, I spoke with the Principle of Ocean County Vocational School and have been accepted to begin teaching the wastewater section of the Intro to Water/Wastewater course they offer each year. I also spoke with several AEA board members on leading the revamping of their Professional Development Committee.

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**Safety**

Our monthly safety meeting was conducted for January, where we discussed the replacement of AED batteries, all trucks receiving new first aid kits and eye wash bottles, and forklift tires being ordered for replacement.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson			X			
Miller	X		X			
Theodora			X			
Valentino		X	X			

**Resolution**

Mr. Johnson makes a motion to approve resolution 25-12, Awarding Professional Service Contracts for 2025 and Mr. Miller seconds.

**25-12**

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACTS  
FOR THE PERIOD FEBRUARY 4, 2025 TO FEBRUARY 3, 2026**

**WHEREAS**, the Township of Ocean Sewerage Authority has a need to acquire certain professional services for the Authority; and

**WHEREAS**, the Authority desires to retain the services of Charles J. Fallon, CPA, RMA of Fallon & Company LLP for auditing services; and

**WHEREAS**, the Authority desires to retain the services of Keith Chiaravallo, PE as Authority Consulting Engineer; and

**WHEREAS**, the Authority desires to retain the services of Meghan Bennett, Esq. of Dilworth Paxson LLP for legal services as Authority Bond Counsel; and

**WHEREAS**, the Authority appoints Bruce W. Padula, Esq. of the law firm of Cleary Giacobbe Alfieri Jacobs for legal services as Authority Labor Counsel; and

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**WHEREAS**, the Authority appoints Carol Berlen, Esq. of the firm Rainone, Coughlin, Minchello for legal services as Authority General Counsel; and

**WHEREAS**, the appointments are subject to the above-named firms completing and submitting a Business Entity Disclosure Certification certifying that they have not made any reportable contributions to a political or candidate committee in the Township of Ocean during the previous year, and the contract will prohibit the making of any reportable contributions during the term of the contract; 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 Authority’s Executive Director has determined and certified in writing that the value of the professional services with the exception of the auditor will not exceed \$17,500; and

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

**WHEREAS**, the Authority’s Executive Director has certified that funds are available for this contract under the legal line item (01-50-500-314) and engineering line item (01-50-500-313) or the accounting line item (01-50-500-315).

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Ocean Sewerage Authority that it hereby appoints the following professionals for the period February 4, 2025 to February 3, 2026:

1. a. Charles J. Fallon, Esq. of the firm Fallon & Company as Authority Auditor.
- b. Keith Chiaravallo, P.E. of the firm CME Associates as Authority Engineer.
- c. Megan Bennett, Esq. of the firm Dilworth Paxson, LLP as Authority Bond Counsel.
- d. Bruce W. Padula, Esq. of the firm Cleary Giacobbe Alfieri and Jacobs as Authority Labor Counsel.
- e. Carol Berlen, Esq. of the firm Rainone Coughlin Minchello as Authority General Counsel.

2. These Contracts are 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 firms have been determined to have expertise in this area and, in the opinion of the Authority Members, these firms can best provide the appropriate services required.

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3. Notice of these appointments shall be published in the Authority’s official newspaper within twenty (20) days of the appointment.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson	X		X			
Miller		X	X			
Theodora			X			
Valentino			X			

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Reorganization Meeting held on February 4, 2025.

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David Miller, Secretary

Resolution

Mr. Miller makes a motion approving Resolution 25-13, and Mr. Johnson seconds the motion.

**25-13**

**RESOLUTION OF THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY CONCERNING REVIEW OF THE FINDINGS OF THE LOCAL FINANCE BOARD IN ACCORDANCE WITH THE PROVISIONS OF N.J.S.A. 40A:5A-7 WITH RESPECT TO A PROJECT FINANCING OF THE AUTHORITY**

WHEREAS, the findings, received by The Township of Ocean Sewerage Authority (the “Authority”) on January 17, 2025, issued by the Local Finance Board at a meeting of said Board, held on October 9, 2024, with respect to a project financing of the Authority (the "Local Finance Board Findings") have been filed with the Secretary of the Authority and a copy of such findings has been received by each member of the governing body of the Authority; and

WHEREAS, N.J.S.A. 40A:5A-7 requires that the governing body of the Authority, within 45 days of receipt of the Local Finance Board Findings, shall certify by resolution to the Local Finance Board that each member of the Authority has personally reviewed the Local Finance Board Findings, as evidenced by a group affidavit which has been executed by each member of the Authority, where failure to comply with this requirement may result in penalty provisions of N.J.S.A. 52:27BB-51; now therefore,

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BE IT RESOLVED that The Township of Ocean Sewerage Authority hereby states that it has complied with the requirements of N.J.S.A. 40A:5A-7 and does hereby submit a certified copy of this resolution and the required affidavit to the Local Finance Board to evidence such compliance; and

BE IT FURTHER RESOLVED, that the members of the Authority have reviewed the Local Finance Board Findings, and hereby reaffirm their commitment to proceed with the development and implementation of its project financing.

Roll Call, Galvin, Miller, Johnson, Valentino, Theodora

Yes    Yes    Yes    Yes    Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller	X		X			
Theodora			X			
Valentino			X			

The foregoing is a true copy of a resolution adopted by the governing body of The Township of Ocean Sewerage Authority at a meeting thereof duly called and held on February 4, 2025.

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David Miller, Secretary

There is no need for a closed session this evening. There are no additional comments from the Commissioner or the public. Mr. Miller makes a motion to adjourn and Mr. Galvin seconds. An all-in favor vote follows. Meeting ends at 6:54 PM.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller	X		X			
Theodora			X			
Valentino			X			

Respectfully Submitted,

David Miller, Secretary