

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 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: Miller, Theodora, Johnson

Absent: Galvin, Valentino, Engineer Keith Chiaravella

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

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

Mr. Theodora 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 Acting Chairman opened the work session of the meeting by asking Tim Shea to go over his report.

Executive Director's Report- The Strategic Planning Committee had their final meeting on May 1st, they will be meeting with the staff on Friday and developing their objectives and goals.

The City of Asbury Park has requested a possible shared service agreement, Anthony and Tim will meet with them tomorrow to discuss.

An OPRA request was anonymously received missing any contact information and therefore the documents could not be delivered to the requestor.

Asbury and Longview Pump Stations Project has a Change Order (#3) to account for final paving of the driveways and parking. The change is due to the poor condition of the existing pavement and the need to install a basecoat rather than just a top coat.

The sludge building upgrades are moving forward. There is an exhibit displayed showing some of the hidden issues that have been discovered. There is a line item of \$100,000 needed to help address some of these issues.

The Van Cleef Plant Assessment was submitted and distributed. A Zoom call may follow, as well as their appearance at the June TOSA meeting.

Carol Berlen, the general Counselor for TOSA, has requested that when entering closed session

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

in a public meeting a certain language be used in doing so. There is a resolution prepared and attached for consideration by the Board. She goes on to say that it is necessary to inform the public that they are going into closed session and for what reasons.

Engineering Report- Mostly just working on the beam replacement design and general sludge building renovations.

Acting Chair asks General Counsel if he wanted to speak more in depth with Anthony and Tim about staffing would that be done in the public or executive sessions of the meeting and is told since it's an employee matter you would bring that up in closed session rather than public.

Technical Service Manager's Report- Anthony Dimino lets the Board know that for April all the paperwork and lab results were submitted to the DEP and he is happy to report there have been no permit issues or violations.

In March there were nearly 8 inches of rain. Unfortunately, the secondary holding tank experiment is being put on hold due to the rain and the lack of manpower. Therefore, the bypass piping has been removed and the plant is back to using both drums. The drums have undergone a deep cleaning which has helped with efficiency.

DEP was contacted after the April 3rd storm in which an overnight shift was needed and ultimately discover that the tanks were surcharging solids. There were several issues on the overnight shift including the aeration tank suffering a complete washout which overloaded the final clarifiers. (case#24-04-04-0955-53).

There was an issue getting the sludge out of the final tanks. They have since come down and been cleaned. The cleaning revealed excess grit and rags at the bottom of the tank. The tanks haven't been taken down in approximately 3-4 years.

Grit classifier #1 was being disassembled in order to replace a drive shaft, upon removal they realized the shaft was beginning to break, beyond repair. They are getting quotes for a whole new system vs. a new screw and do a cost analysis at that point.

During collections it was found that a 3" storm drain was tied into the 8" sewer easement running to Norwood pump station, that was since cut and capped and filled the base with concrete. Also, after having a flowmeter installed at Longview pump station a TOSA employee noticed the flow was abnormally high, the necessary repairs were made and the flow has been reduced.

Currently just waiting on the OTPD to produce their security assessment, hopefully that will be done by the end of the week. They would like a gate, keypad, security camera, fobs, etc.

There were no Board member questions or any questions from the public at this time.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

BUSINESS SESSION

Resolution

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

RESOLUTION 24-27

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	\$321,981.87
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	20,380.00
EIT and CONSTRUCTION	510,254.42
PAYROLL ACCOUNT	<u>96,254.42</u>

TOTAL BILLS PAYABLE \$948,690.61

Roll Call, Miller, Theodora, Johnson
 Yes Yes Yes

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

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 May 7, 2024

David Miller, Secretary

Mr. Miller offered the consent agenda and moved its adoption & Mr. Johnson seconded the motion and an all-in favor approval follows.

CONSENT AGENDA

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

- a) Approval of Minutes of the April 2, 2024 regular meeting and closed session minutes
- b) Receipt and filing of the Operations Report

DATE: May 7, 2024

TO: Board of Commissioners, Timothy Shea Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: May Commissioners Meeting

Operations

For the month of April, all necessary paperwork and lab results have been submitted to the DEP with no permit violations or issues. Our annual proficiency test for lab testing certification was also completed this month and in compliance.

This month began with the secondary holding tank experiment being put on hold until further notice. Due to excessive high flows, lack of manpower and shifts, it made the process difficult to oversee and maintain. All bypass piping was removed and the plant is currently back to using both rotary drums as designed. The polymer system is running more efficiently after a deep cleaning of both drums. We are also experimenting with a supplemental pre mixed polymer tote to try and decrease our overall polymer and city water usage.

Our maintenance and plant staff completed plumbing the secondary holding tank into our odor control system. This now allows us the use of both tanks without compromising the air quality for our surrounding neighbors.

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

May 7, 2024

Our plant had suffered from another high flow storm on April 3rd, requiring the need for an overnight shift. On the overnight shift into the morning of the 4th, it was discovered at 0650 all 4 final clarifiers, including our contact tank outfall, were surcharging solids. An aeration mixer was also discovered offline, along with a number of other process issues that were failed to have been recognized by the operator on the overnight shift. It was determined our aeration tank had suffered from a complete washout during the storm and overloaded our final clarifies. DEP was notified about he surcharge case # 24-04-04-0955-53.

Spartan is continuing their rehab construction on the sludge building, and Van Cleef has submitted their final Plant Assessment report to Tim and I.

On April 16th we discovered the sludge withdrawal tubes in final clarifier 4 were all clogged, causing an increased blanket level in that tank. The tubes were partially cleared but the tanks will have to be dropped due to the excessive rags found causing the issues. We also dropped and cleaned our chlorine contact tanks and found excess amounts of grit and debris settled at the bottom. Grit and rags should not be making it through to the end of our treatment process which shows the need for an upgraded grit and screenings removal system.

On April 23rd we began disassembling grit classifier number 1 to replace a worn drive shaft. Upon removal, it was discovered the auger flights were very worn at the base and the shaft was beginning to break. After speaking with two machine shops, we were informed the existing screw damage is beyond repair. We are gathering pricing for a replacement screw at the moment and until then, we have both classifiers feeding one screw conveyor.

March reported numbers

Avg. Daily Plant Flow – 7.374 MGD
Sludge Holding Tank % solids – 4.06 %
Gallons Hauled – 525,000 Gallons
Rainfall – 7.63 in.

March DMR

Percent Removal TSS – 89.2 %
Percent Removals CBOD - 93.1 %
All other reported numbers were within set DEP parameters

Collections

Line Maintenance/Tv Inspection/Easement Inspection

Logan, Rt. 35, High Ridge, Glenview. Total amount inspected and cleaned - 1,300 ft.
The generator was having issues resulting in less time available to TV but Raw Power made the necessary repairs this week so it is back up and running.

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

REGULAR MEETING

Oakhurst, NJ

May 7, 2024

The following streets have been cleaned totaling to 9,760 ft.: Park, Monmouth, Cindy Ln., W. Park, Rt. 35, Kings Hwy., Robin Ct. Fredric Dr. easement.

Pump Stations

All stations were cleaned and inspected
Day tank for Interlaken generator was installed.

Found 3" storm drain tied into the 8" sewer easement that ran through the back yards to Norwood station. During heavy rain storms, it would flood out the station. Tosa personnel cut and capped the 3" line and filled basin with concrete. New impeller and wear plate have been ordered for pump 1 at Norwood and pump 2's cutting impeller has been adjusted due to numerous clogging issues.

New Pump 2 at Whalepond has been installed. After doing so, it was observed the check valve was bad causing the new pump to lose prime. All 3 checks will have to be replaced since they are original to the station.

Both Asbury and Longview are up and running as they should be. We are just waiting on final pavement to fully close out the job. Tosa personnel planted trees and mulched at both stations to increase curb appeal and brighten up the area for the community.

After a flowmeter was installed at Longview Pump station, Tosa personnel noticed that the flow was abnormally high for a station of that capacity. After inspecting, it was discovered that ground water was infiltrating two broken pipe joints. Sewer Rat was contacted to make the necessary repairs. Prior to the repair, the average daily flow was 81,000 gpd, now it has been reduced to 33,000 gpd.

Service calls

Tosa Personal responded to 11 calls around town including cleanup issues and blockages. Upon responding to an overflowing cleanup at 731 Hwy 35, it was confirmed there was no cap on the cleanout in the parking lot allowing inflow to the Colonial Terrace pump station. This issue has been addressed and corrected.

Safety

3 Safety classes were conducted via Zoom this month (Blood Bourne Pathogens, Personal Protective Equipment, Hearing Conservation).

We are still waiting on the status of the security assessment by Ocean Police Dept., but they did reach out this week saying we will have that report by next week. I have also received a quote for a new front security gate for the board to review.

Vote on Consent Agenda

Roll Call, Miller, Theodora, Johnson

Yes Yes Yes

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

Resolution

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

24-28

**AUTHORIZING CHANGE ORDER NO. 3 TO DeMAIO
ELECTRICAL COMPANY, INC. FOR ASBURY AVE AND
LONGVIEW PUMP STATION RECONSTRUCTION PROJECT**

WHEREAS, the Authority awarded a contract for the Asbury Avenue and Longview Pump Station Reconstruction project to DeMaio Electrical Company, Inc. (“DeMaio”) in the amount of \$786,800 (the “Project”) on March 7, 2017; and

WHEREAS, the Authority approved Change Order #1 on July 5, 2022 in the amount of \$481,200 and Change Order #2 in the amount of \$33,787.95, establishing a new contract fee of \$1,301,797.95; and

WHEREAS, certain modifications as set forth in Change Order Proposal #3 are recommended by T&M Associates;

WHEREAS, T&M Associates recommends approval of Change Order Number 3 in the amount of \$14,958.66 establishing a new contract fee of \$1,316,756.61

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves Change Order No. 2 in the amount of \$14,958.66.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						X
Johnson			X			
Miller	X		X			
Theodora		X	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 Meeting held on May 7, 2024.

David Miller, Secretary

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

Roll Call, Miller, Theodora, Johnson
Yes Yes Yes

Resolution

Mr. Johnson makes a motion for approval and Mr. Theodora seconds the motion with the intent of tabling this resolution until Mr. Galvin and Mr. Valentino return at the June meeting date.

24-29

**ADOPTING BOARD OF COMMISSIONERS/EMPLOYEE
COMMUNICATION POLICY**

WHEREAS, the Township of Ocean Sewerage Authority is desirous of adopting a policy establishing guidelines for the communication between Board of Commissioners and Employees; and

WHEREAS, such guidelines can ensure effective communication channels, maintain organizational integrity, and prevent potential disruptions to operations.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby adopts the Board of Commissioners/Employee Communication Policy.

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

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David Miller, Secretary

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Roll Call, Miller, Theodora, Johnson
Yes Yes Yes

Roll call for the tabling of Resolution 24-29 vote to be taken at the June 6, 2024 TOSA meeting after discussion on same.

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

Roll Call, Miller, Theodora, Johnson
Yes Yes Yes

It is 6:50 PM and a motion is made by Mr. Johnson and Mr. Miller seconds the motion to enter into executive/closed session.

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

Carol Berlen, Esq. reads the following statement:

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
AUTHORIZING CLOSED EXECUTIVE SESSION**

The Authority is subject to the requirements of the Open Public Meetings Act.

The Open Public Meetings Act, N.J.S.A. 10::4-12 provides that a closed session, not open to the public, may be held for certain specific purposes when authorized by resolution of the Authority.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

May 7, 2024

It is necessary for the Authority to discuss in a session not open to the public certain matters relating to the item or items authorized by N.J.S.A. 10:4-12b. The general nature of the subject matter to be discussed is: personnel matters (i.e. litigation, acquisition of property, attorney client privilege etc.) or matters which by provision of federal law, state statute of rule of court shall be rendered confidential.

The meeting shall be closed to the public for the specific items noted and this meeting:

(X) shall not reconvene this evening; or

() shall reconvene in public session upon conclusion of the discussion

And that the minutes or other record of these discussions shall be available to be disclosed to the public when the need for its exclusion from the public no longer exists as determined by the vote of the Commissioners at a public session.

The public has signed off.

The Board is back in regular session.

Roll Call, Miller, Theodora, Johnson
Yes Yes Yes

Since there were no additional items for discussion and no Board members or members of the public had anything to add at this point; the meeting was adjourned. Mr. Johnson made a motion to adjourn the meeting and Mr. Theodora seconded the motion, all voted in favor of the adjournment.

Respectfully Submitted,

David Miller, Secretary