

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

June 6, 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*, Johnson

Absent: Valentino, Engineer Keith Chiaravella

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

*Attended Remotely

Chairman Gavin 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 or calling 857-323-2408, PIN 182 159 490#.

WORK SESSION

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

Executive Director's Report- The preliminary draft of the Strategic Plan has been distributed to the Board Members for their review.

A resolution (24-33) is on tonight's agenda in reference to a leave of absence that he will update the Board on later in the meeting.

A copy of the AEA's guidebook was provided for the Commissioners information and knowledge in understanding their roles and expectations.

An Incumbancy Certificate for the Bank of New York needs to be updated with the signatures of the Commissioners, which was provided to the Board.

Adam Johnson asks Mr. Shea how the sludge building upgrades are coming along and is told that it is pretty much done with the exception of putting in the new beam. The beam has been delivered once installed the painting will commence and the project will be complete.

Mr. Miller asks Mr. Shea if TOSA is responsible for paving parts of Appleby Drive and Turner Avenues and is told that is the responsibility of the Township.

Attorney's Report- Carol Berlen, Esq. has no report at this time.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

Engineering Report- Keith M. Chiaravallo, PE from CME had a short written report dated May 31, 2024 where he briefly discusses the Sludge Building Rehabilitation. The Contractor installed the new CMU walls at the Sludge Loading Area. The new roof and beams are scheduled for installation this week.

Technical Service Manager's Report- Anthony Dimino lets the Board know that all the major construction on the Sludge Building has been completed now it is just minor touch-ups at this point.

For the month of May, all the necessary paperwork and lab results have been submitted to the DEP with no permit violations or issues.

The annual DEP inspection and holiday inspections have taken place. As a result, it has been determined that the enterococci numbers are not properly represented. Anthony was told to reach out to their case manager as well as Sharon Ham at TRWRA to discuss a similar issue. TRWRA has installed an outfall simulator to mitigate. Anthony would like to get a similar device installed once approved by the DEP, that way a true representation of the enterococci would be provided which would reduce chemical and energy usage.

The final clarifiers 3 & 4, have been taken down for the first time in nearly five years. They have been cleaned out and performance has improved.

Dan DeSoucey, the Plant Foreman, has been enrolled in the AEA's Environmental Professional Development Academy program beginning this month. Anthony Dimino lets the Board know he has been a huge asset and great help to him recently and that this class will only make him more valuable.

The Township of Ocean Police Department completed their security assessments and a quote for new security cameras as well as a security gate will be provided in the near future.

Chairman Galvin asks about the bar screen and the rag issue. Mr. Dimino believes that some of the rags are getting through the bar screen but he feels that the bulk of the rags are coming from Deal. The rags re-weave and create a rope and cause damage.

The flow has been increasing, they are currently at 7.5 MGD but are ready to be rated at 11, they just need to get control of the return activated sludge process and their waste sludge. Then they can get re-rated.

There were no additional questions from the Board members or the public at this time.

BUSINESS SESSION

Resolution

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

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

RESOLUTION 24-30

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	\$459,742.97
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	359,042.52
PAYROLL ACCOUNT	<u>129,932.26</u>
TOTAL BILLS PAYABLE	\$948,717.75

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

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

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David Miller, Secretary

Mr. Shea explains that the Townships first two quarters of shared services are shown on this bills list and that explains the higher overall number.

CONSENT AGENDA

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

- a) Approval of Minutes of the May 7, 2024 regular meeting and closed session minutes
- b) Receipt and filing of the Operations Report

DATE: June 6, 2024

TO: Board of Commissioners, Timothy Shea Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: June Commissioners Meeting

Operations

For the month of May, all necessary paperwork and lab results have been submitted to the DEP with no permit violations or issues.

This month we had our annual DEP inspection and holiday inspection. After speaking with our DEP enforcer and going over the monthly WCR's, he was in agreement that our enterococci numbers are not a proper representation of the quality of effluent we are discharging into the ocean. I have since reached out to the DEP Bureau Chief and TOSA's Case Manager explaining the situation and providing the necessary data to validate my request. I also reached out to Sharon Ham and Brian Rischman of TRWRA to discuss a similar issue their plant was encountering. To mitigate, TRWRA installed an outfall simulator. This device is a holding/mixing tank that incorporates the added detention time in the outfall pipe, and further shows better representation of the total kill of pathogens in the sample. My goal is to get a modification to our permit and have a similar device installed once approved by the DEP. Upon completion, this should provide a true representation of our enterococci, significantly reduce our

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

June 6, 2024

chemical and energy usage, and ensure a very low pathogen discharge to protect public health and safety.

Following the cleaning of the chlorine contact tank in the end of April, we decided it was necessary to drop and deep clean final clarifier's 3 & 4. The collection crew was on site to assist cleaning both tanks. The DEP was contacted for each tank and case numbers were recorded. Tank 3: 240501105359 reported on May 1, tank 4: 240506075552 reported on May 6. After cleaning both larger clarifiers, performance has improved but the problem of balancing the hydraulic load evenly between the four clarifiers continues.

I have been working with CME and Spartan on our sludge building and it appears this project should be completed in its entirety by next month, with the majority being completed the first week of June. Tim and I have also been working on a memo statement regarding the maintenance of grease traps from all restaurants and buildings tied into our sanitary sewer collection system. I have spoken with the township to get further information and can present our findings to the board for discussion.

Our Plant Foreman Dan DeSoucey has enrolled in the AEA's Environmental Professional Development Academy program which begins this month. He has been extremely reliable and a major asset in helping me achieving new goals and objectives here at TOSA. Having been a prior graduate of this program, I know it will be a great opportunity to further excel his potential and knowledge. Also, our two trainee operators who have successfully completed their intro class, have submitted the necessary paperwork for their S1 licensing exam and are waiting on a response from the state to schedule their test date.

April reported numbers

Avg. Daily Plant Flow – 6.997 MGD
Sludge Holding Tank % solids – 4.06 %
Gallons Hauled – 448,000 Gallons
Rainfall – 7.63 in.

April DMR

Percent Removal TSS – 91.0 %
Percent Removals CBOD - 93.6 %
All other reported numbers were within set DEP parameters

Collections

Line Maintenance/Tv Inspection/Easement Inspection

Bryan Ave, Glenview Rd, Highridge Rd, William Ln, Norwood influent pipe.

Total amount. Inspected - 2,400 ft.

Total amount cleaned - 10,615 ft.

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

June 6, 2024

Pump Stations

All stations were cleaned and inspected

DeMaio has completed Asbury Ave and Longview Pump Stations. Materials for Wayside School Pump Station has arrived, JVS should start construction within a few weeks.

The generator on the camera truck was continuously failing while in use, so Raw Power was contacted to diagnose the issue. They found a broken exhaust head and ignition fail alarm. The generator was pulled out of the truck and brought in for repair. We are currently waiting on service to be completed.

Service calls

Tosa Personal responded to 10 calls around town.

Mark-outs

101 mark-outs were completed this month.

Safety

Ocean Township Police completed their security assessment of our Facility and is available for review. Mike Tomasco of 215 Secure conducted a walkthrough of our Facility and will be presenting a quote for security cameras. We also had our monthly safety meeting May 8, where we discussed the continued use of PPE and planning for a better retrieval setup when cleaning our final clarifier

Vote on Consent Agenda: Galvin, Miller, Theodora, Johnson
Abstain Yes Yes Yes

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

Resolution

Mr. Miller offered the following resolution and moved its adoption & Mr. Johnson seconded the motion. This resolution is being voted on as amended at the meeting to include the Board and the General Council as additional options for employees to go to if necessary.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

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.

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

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

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David Miller, Secretary

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

Resolution

Adam Johnson makes a motion to approve and move its adoption & Mr. Miller seconds the motion.

24-31

**AUTHORIZING CONTRACT MODIFICATION #1 FOR
WAYSIDE PUMPSTATION UPGRADE TO JVS INDUSTRIAL
AND COMMERCIAL CONTRACTORS, INC. TO INCLUDE A
NO COST TIME EXTENSION OF 159 DAYS.**

WHEREAS, the Authority awarded a contract for Wayside Pumpstation Upgrade to JVS Industrial and Commercial Contractors, Inc (JVS) on March 17, 2023; and

WHEREAS, the Contact deadline was April 10, 2024; and

WHEREAS, JVS has provided documentation of the cause of the delays largely attributable to the pump station supplier supply chain issues; and

WHEREAS, the equipment delivery is now proceeding with construction starting June 4, 2024; and

WHEREAS, JVS has requested a no cost time extension of 159 days with a new completion date of September 16, 2024; and

WHEREAS, the Engineer has determined the time extension to be appropriate for completion of the project.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves a Contract Modification #1 for a no cost time extension of 159 days and a new completion date of September 16, 2024.

Roll Call, Galvin, Miller, Theodora, Johnson

Yes Yes Yes Yes

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

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DAVID MILLER, Secretary

Resolution

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

24-32

**AUTHORIZING GRANT OF TENTATIVE AND FINAL
APPROVAL FOR KANE BREWING - APPLICATION
NUMBER 198**

WHEREAS, Kane Brewing proposes to improve its current operation with the addition of outdoor equipment, increased outdoor and indoor seating and expanding its retail sales building; and

WHEREAS, Preliminary Approval was granted to Kane Brewing by Resolution 22-93 on November 1, 2022; and

WHEREAS, revised site plan, phasing plans and Engineer's Report were submitted on May 7, 2024; and

WHEREAS, the Authority's Engineer has recommended the granting of Tentative and Final Approval in its Development Review Engineer's Report dated May 17, 2024; and

WHEREAS, the applicant shall pay the required connection fee of \$76,129.20 prior to construction of phase 3 of the project.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority grants Tentative and Final Approval to Kane Brewing - application number 198.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

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

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

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DAVID MILLER, Secretary

Resolution

Before voting on Resolution 24-33 Tim Shea would like to give an update to the Board that the June 3rd date has been switched to June 17, 2024 as per a doctor's note. Other than that, it remains intact. Sine none of the Board members have any additional questions, and the attorney advises Mr. Miller to recuse himself it is time to vote as amended.

24-33

AUTHORIZING UNPAID LEAVE OF ABSENCE FOR DANIEL MILLER

WHEREAS, Township of Ocean Sewerage Authority employee Daniel Miller has been out of work since April 24, 2024; and

WHEREAS, Daniel Miller has provided the Authority with a medical excuse to remain out of work until June 3, 2024 pending further workup; and

WHEREAS, Daniel Miller has exhausted his sick, vacation and personal days as of May 10, 2024; and

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

WHEREAS, the Authority’s insurance carrier has not made a determination as to whether the work absence is a workers compensation matter; and

WHEREAS, the Authority proposes to provide unpaid leave to Daniel Miller until June 3, 2024 and continue his health benefits; and

WHEREAS, Daniel Miller will be responsible to pay his pension, contributory insurance and AFLAC premiums;

NOW, THEREFORE, BE IT RESOLVED that Daniel Miller is hereby granted an unpaid leave of absence as needed through June 17, 2024; and

BE IT RESOLVED that such unpaid leave of absence is subject to Daniel Miller being responsible to pay his pension, contributory insurance and AFLAC premiums required during the leave of absence; and

BE IT FURTHER RESOLVED that the leave of absence shall be effective as of May 13, 2024.

Roll Call, Galvin, Miller, Theodora, Johnson

Yes Abstain Yes Yes

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

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Dennis Galvin, Chairman

Resolution

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

24-34

**AUTHORIZING REFUND TO AF PLAZA LLC FOR
ACCOUNT NUMBER 1497-0**

WHEREAS, AF Plaza LLC is the owner of 72 Whale Pond Road in the Township of Ocean (account number 1497-0) (the “Property”); and

WHEREAS, a payment of \$150 from AF Plaza LLC for landlord registration fees was mistakenly deposited in sewer account 19690-0; and

WHEREAS, by email dated May 7, 2024, AF Plaza LLC requested a refund of the payment.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes a refund of \$150.00 to AF Plaza LLC for account number 1497-0.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

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DAVID MILLER, Secretary

Since there is no reason to go into executive session at this time, the Chairman takes any final comments/questions from the Board.

Mr. Theodora questions why the plant wants to up from 7.5 to 11 MGD at this juncture. He is told they do not want to necessarily do that right now they just want to get the approvals to do so in case their flow gets up past 7.5 they won't be in panic mode they will already be at that level. His concern is that the plant will be bumped to an S-4. Anthony assures him that he will be allowed

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

June 6, 2024

to stay and run the facility at their current rating. Mr. Theodora is fine with that. Chairman Galvin would like to shuffle around the Board’s committee affiliations by putting Mr. Miller on the Capital Committee and Mr. Johnson on the Personnel Committee to help things run a little more smoothly. They are both agreeable. Mr. Shea states that now that Mr. Theodora and Mr. Miller are on the Capital Committee he would like the Committee to get together this month to go over the plant assessment to gain an understanding of it. They agree to do so.

No comments from the public at this time. A motion to adjourn is made by Mr. Johnson and Mr. Miller seconds the motion. An all-in favor vote ends the meeting at 7:02 PM.

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

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