

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

**Oakhurst, NJ**

**May 6, 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: Theodora, Miller, Johnson

Absent: Galvin, Valentino, Engineer Keith Chiaravella

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

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](https://meet.google.com/hvy-nivn-pdi) or calling 857-323-2408, PIN 182 159 490#.

**WORK SESSION**

Chairman Theodora announces Mr. DeSoucey is in attendance on Zoom, and then asks the Executive Director to go over his report of May 1, 2025.

Executive Director Report- Mr. Shea would like to mention that on April 5, 2025 Asbury Park had a sewer main break which went into Deal Lake. TOSA employees assisted cleanup on Sunday and Monday. Asbury ultimately had to call a clean-up company for additional assistance. He also discusses the waste water sample program and the addition of the measles being one of the viruses being tested for going forward. Lastly, there was an issue with a commissioner coming on site unannounced. He reiterates that it is imperative to follow the communication policy that was adopted approximately a year ago and that the Executive Director is aware of any site visits by the commissioners. Commissioner Miller would like to discuss this in executive session.

Mr. Shea gives a brief synopsis of Resolution 25-29 which is a refund for Hillel School for a demo in 2022 that didn't come off the billing list. Mr. Miller asks what the flow is going to be and is told about 5,000 gallons a day. The connection fee of \$129,000 for this project was also received today.

Attorney Report- None at this time

Engineering Report- Mr. Shea sent the report to the Commissioners, the plant upgrades are ongoing. The cost estimate is slightly higher than budgeted for, but in conjunction with Anthony

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

Dimino they are working on ways to keep the cost down.

Technical Service Manager's Report- Anthony Dimino states they are moving along with the capital improvement projects; the gates should be completed within the next week or two along with the security cameras being installed. They are also working with CME on capital improvements as Mr. Shea had previously mentioned. He met with Robert Roxy in reference to the Deal rag issue, they will put a screen in and pick up their own rags going forward. They are continuing to work on the I & I issue as well. The motor was repaired at Cedar Village and that is up and running now, they will be working with Dukes to address the I & I issue starting with the Wanamassa section of town. There are two new hires Daniel Larsen and Jared Merriman both have been enrolled in safety training. He also mentions a TOSA employee who has achieved his C-3. Mr. Shea provided the Commission an updated listing of licenses obtained by TOSA employees as requested.

Commissioner Miller asks how often the new employees are being trained and Mr. Dimino answers that they are being trained every day. Mr. Miller claims that he has seen two employees digging a trench and believes that is a waste of a salary. He believes that they should be in training. Mr. Dimino explains that they were digging a trench for conduit for the security gate. It was either an employee digs it or they would have to hire someone to do it. Mr. Dimino states that the new hires are being trained every day by operators, and one is in collections. There are no public comments at this time.

**BUSINESS SESSION**

Communications- Nothing at this time.

Resolution

Mr. Miller makes a motion to approve the bill list in the amount of \$685,561.42 and Mr. Johnson seconds it.

**RESOLUTION 25-25**

**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.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

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	\$427,324.13
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	178,874.70
PAYROLL ACCOUNT	<u>79,362.59</u>
<b>TOTAL BILLS PAYABLE</b>	<b>\$685,561.42</b>

Roll Call, Theodora, Miller, Johnson  
           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 Meeting held on May 6, 2025.

---

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

David Miller, Secretary

Resolution

Mr. Johnson makes a motion to approve the consent agenda and Mr. Miller seconds it.

- a) Approval of April 1, 2025 regular meeting minutes
- b) Approval to receive and file the Operator's Report

**TECHNICAL SERVICES MANAGER REPORT**

DATE: May 6, 2025

TO: Board of Commissioners, Timothy Shea, Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: May Commissioners Meeting

**Operations**

For March, all required paperwork and lab results were submitted to the DEP with no permit violations or issues. We also had several key maintenance, infrastructure, and personnel developments take place across the Authority.

Following the recent installation of a new grit pump, staff observed excessive bearing noise from the existing motor. In response, the motor was replaced by the Authority's mechanic, and the old unit was sent to Pilot Electric for rebuilding. Once refurbished, the motor will be kept in inventory for future use, ensuring quicker turnaround in case of future failures.

Significant progress was made on the overhaul of Primary Tanks 1 and 2. New wear strips and shoes were installed, allowing these tanks to be rotated back into service. With this work completed, all four primary tanks have now received these critical wear component replacements, improving overall operational reliability.

Two meetings were held to assess the Authority's cybersecurity posture in accordance with JIF's standards. Based on recommendations from Altek, the Authority's IT and cybersecurity contractor, upgrades to the wireless network and firewall are necessary to meet Intermediate Tier compliance. A new WiFi system will enhance connectivity across the site and separate Authority-owned devices from personal devices, improving both performance and security. These infrastructure enhancements are expected to significantly strengthen the Authority's cybersecurity position.

In staffing updates, two new employees joined the Authority this month: Daniel Larsen on April 7 and Jared Merriman on April 21. Both individuals have been enrolled in safety training and are actively participating in plant operations as they become familiar with their new roles.

Process water hydrant repairs were initiated by Mark Woszczak, who replaced two hydrants

# TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

## REGULAR MEETING

Oakhurst, NJ

May 6, 2025

damaged during the winter. However, excavation revealed a leaking, abandoned underground pipe from the original grit chamber, limiting the team's ability to complete all scheduled replacements. This unforeseen issue will be addressed to resume the remaining work.

Installation of two new security gates began this month by Andrew Kees of H. Kees & Sons Inc. Final activation is pending electrical connections by EMI. Once operational, the gates will log all employee, visitor, and contractor entries to the plant, improving access control.

Regarding plant security, Elite Security submitted the most cost-effective proposal for a site-wide camera system. Their revised quote, reflecting the removal of network-related components due to upcoming infrastructure upgrades, reduced the total cost by \$950. Altek will configure a segmented and hidden network for the camera system to protect it from external interference and ensure operational stability.

Trenching for the electrical connection to the new security gates was also performed this month. During the process, staff encountered dense root systems that hindered progress. Assistance was provided by Mark Woszczak, who was working nearby and used his equipment to complete the excavation. Unfortunately, an unmarked fiber optic line was cut during the work. All appropriate mark-outs had been performed, and Verizon had previously cleared the area, leading staff to believe the line was abandoned. NJNG later inspected the site and confirmed no gas lines were affected, allowing the conduit installation to proceed.

Finally, on April 28, a leak was reported in the sludge truck loading double disc pump. It will need to be disassembled to determine whether the issue lies with a seal or disc. In the meantime, the Rotary Lobe Pump is being used to mix the holding tank and load sludge into disposal trucks.

### **March Reported Numbers**

Avg. Daily Plant Flow – 4.359 MGD  
Sludge Holding Tank % solids – 1.99 %  
Gallons Hauled – 384,300 Gallons  
Rainfall – 3.74 in.

### **March DMR**

Percent Removal TSS – 97.7 %  
Percent Removal CBOD - 92.4 %  
All other reported numbers were within set DEP parameters

## **Collections**

### **Routine Maintenance**

Total amount cleaned: **1,945 ft.**

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

Total amount inspected: **10,100 ft.**

# TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

## REGULAR MEETING

Oakhurst, NJ

May 6, 2025

### **Pump stations**

All stations were cleaned and inspected, and generators were exercised.

The Muffin Monsters was installed at Whalepond PS by Pilot Electric

There was a motor failure on the Muffin Monster at Cedar Village PS. The motor was brought to Pilot Electric for repair. During this time, TOSA personnel will manually rake the bar screen daily to prevent clogs.

### **Service Calls**

TOSA responded to 12 calls around town

During routine CCTV inspections, roots were found intruding from the lateral connection at the main in front of 9 Wilson Ave. After locating the cleanout, we discovered it was filled with roots. Following

jetting and root removal, the camera inspection revealed a collapsed lateral. Mark subsequently replaced the lateral from the curb to the main.

At The English Manor, the Orangeburg lateral was replaced from the curb to the manhole. The pipe was in poor condition, causing frequent backups during events at the banquet hall.

At 311 Lincoln Dr., a break in the cast iron pipe at the curb line was allowing sewage to surface through the ground and into the street. Mark excavated the area and repaired the broken connection.

We will be working with Dukes to address I&I issues within our system, beginning with the Wanamassa area. This location was selected because it discharges directly past the Wickapecko Pump Station, which typically operates only during heavy rain events.

By identifying and mitigating the sources of I&I in Wanamassa, we aim to reduce the likelihood of the downstream manhole on Roseld Avenue from overflowing when both pumps at Wickapecko are running. Additionally, resolving I&I in this area will help alleviate flow to the Interlaken Pump Station, ultimately reducing the overall volume entering the treatment plant during significant rain events.

A map of the targeted area is included in the attached report for your reference.

### **Markouts**

96 markouts were conducted during the month

## **Training**

We are proud to congratulate Rich Roman on earning his Level 3 Collections License. This accomplishment is a testament to his hard work, dedication, and commitment to professional growth in the wastewater industry. Achieving this level of certification not only reflects a high level of knowledge and skill but also strengthens our team's capabilities and ensures we continue providing exceptional service to our community.

## **Safety**

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

Our monthly safety meeting was conducted for April, no issues or occurrences were reported.

Roll Call, Theodora, Miller, Johnson

Yes      Yes      Yes

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

Resolution

A motion is made by Mr. Miller and seconded by Mr. Johnson to approve resolution 25-26.

25-26

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT TO CME ASSOCIATES FOR INFLOW AND INFILTRATION (I & I) STUDY IN AN AMOUNT NOT TO EXCEED \$57,000.00**

**WHEREAS**, the Authority has developed a Capital Improvement Plan for 2025 which includes collection system improvements to reduce I & I ; and

**WHEREAS**, CME Associates has presented the Authority with a proposal dated April 3, 2025 to prepare an Inflow and Infiltration Study in the area generally located along Appleby Drive, Sunset Avenue and Park Boulevard for an amount not to exceed \$57,000; and

**WHEREAS**, the Executive Director has certified there are funds available for this project from the MCIA 2024 Bonds line item (02-101-01-000-013).

**THEREFORE, BE IT RESOLVED** by the Township of Ocean Sewerage Authority hereby authorizes CME Associates to prepare an I & I Study in accordance with a proposal dated April 3, 2025 in an amount not to exceed \$57,000.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

Roll Call, Theodora, Miller, Johnson

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 Meeting held on May 6, 2025.

---

David Miller, Secretary

Resolution

Mr. Johnson makes a motion to approve resolution 25-27 and Mr. Miller seconds the motion.

**25-27**

**RATIFYING THE HIRING OF JARED MERRIMAN AS  
OPERATOR IN TRAINING**

**WHEREAS**, the Township of Ocean Sewerage Authority has determined there is a need for an Operator In Training; and

**WHEREAS**, Jared Merriman provided a resume indicating the requisite experience for the Operator In Training position; and

**WHEREAS**, the Technical Services Manager and Plant Foreman interviewed Jared Merriman and recommended Jared Merriman for the position of Operator In Training; and

**WHEREAS**, the Executive Director has offered Jared Merriman the position of Operator In Training effective April 21, 2025, in accordance with TOSA Personnel Policies and Procedures Manual.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby authorizes the hiring of Jared Merriman to the position of Operator In Training at a starting salary of \$44,000/yr.

Roll Call, Theodora, Miller, Johnson  
           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 Regular Meeting held on May 6, 2025.

\_\_\_\_\_  
 DAVID MILLER, SECRETARY

Resolution

Mr. Johnson makes a motion to approve resolution 25-28 and Mr. Miller seconds the motion. Mr. Miller asks if any of the new hires have any licenses and is told no, they are operators' in training and once they pass that they become Operator I.

**25-28**

**RATIFYING THE HIRING OF DANIEL LARSEN AS  
OPERATOR IN TRAINING**

**WHEREAS**, the Township of Ocean Sewerage Authority has determined there is a need for an Operator In Training; and

**WHEREAS**, Daniel Larsen provided a resume indicating the requisite experience for the Operator In Training position; and

**WHEREAS**, the Technical Services Manager and Plant Foreman interviewed Daniel

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

Larsen and recommended Daniel Larsen for the position of Operator In Training; and

**WHEREAS**, the Executive Director has offered Daniel Larsen the position of Operator In Training effective April 7, 2025, in accordance with TOSA Personnel Policies and Procedures Manual.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby authorizes the hiring of Daniel Larsen to the position of Operator In Training at a starting salary of \$44,000/yr.

Roll Call, Theodora, Miller, Johnson

	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 Regular Meeting held on May 6, 2025.

\_\_\_\_\_  
DAVID MILLER, SECRETARY

Resolution

Mr. Miller makes a motion to approve resolution 25-29 and Mr. Johnson seconds the motion.

**25-29**

**AUTHORIZING REFUND TO HILLEL SCHOOL FOR  
ACCOUNT NUMBER 18830-0**

**WHEREAS**, The Hillel School owned a building on Lot 5.02, Block 34.03, 1003 Deal Road which was disconnected from the sewer and demolished in March 2022 (account number 18830-0) (the “Property”); and

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

**WHEREAS**, the owner continued to receive and pay bills until February, 2025; and

**WHEREAS**, by email dated March 24, 2025, Hillel School requested the account be deactivated and a refund of \$5,480.69 be issued.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes a refund of \$5,480.69 to Hillel School for account number 18830-0.

Roll Call, Theodora, Miller, Johnson

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 Meeting held on May 6, 2025.

\_\_\_\_\_  
David Miller, Secretary

Resolution

Mr. Johnson makes a motion to approve resolution 25-30 cancelling an interest penalty and Mr. Miller seconds the motion.

**25-30**

**AUTHORIZING CANCELLATION OF LATE PAYMENT**

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

**PENALTY FOR ACCOUNTS NUMBER 19544-0 AND 19544-1,  
CONGREGATION MAGEN DAVID**

**WHEREAS**, Congregation Magen David received first quarter 2025 bill late due to a billing address error resulting in late payment of the bill; and

**WHEREAS**, the owner has requested the interest penalty be abated for sewer accounts 19544-0 and 19544-1 in the amounts of \$170.87 and \$70.65, respectively.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes cancellation of interest penalty on accounts 19544-0 and 19544-1 for first quarter 2025 sewer payment.

Roll Call, Theodora, Miller, Johnson

Yes      Yes      Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
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 May 6, 2025.

\_\_\_\_\_  
David Miller, Secretary

Resolution

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

Mr. Johnson makes a motion to approve resolution 25-31 and Mr. Miller seconds the motion, Mr. Theodora asks what and where this is and is told this is a luxury car and art storage facility with two stories on Valley Road.

**25-31**

**AUTHORIZING GRANT OF PRELIMINARY AND TENTATIVE  
APPROVAL FOR LUXURY ASSET STORAGE -  
APPLICATION NUMBER 206**

**WHEREAS**, a preliminary, tentative and final application was submitted for Luxury Asset Storage on or about March 24, 2025; and

**WHEREAS**, the applicant proposes to construct a 2-story, 32,400 sf self storage building consisting of 14 “condo style” luxury storage units at 1305 Brielle Avenue, Block 183, Lot 7; and

**WHEREAS**, the project will result in a sewerage flow from the property of 490 gpd. which will be conveyed via a new 6” lateral connecting to the 8” main on Brielle Avenue; and

**WHEREAS**, the Authority’s Executive Director has reviewed the project and recommends the granting of preliminary and tentative approval in an Engineer's Report dated April 9, 2025.

**NOW, THEREFORE, BE IT RESOLVED** by the Township of Ocean Sewerage Authority that Preliminary and Tentative approval is granted to Luxury Asset Storage - application number 206.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
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 May 6, 2025.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

Oakhurst, NJ

May 6, 2025

---

David Miller, Secretary

A motion is made to enter into closed session by Mr. Theodora and seconded by Mr. Johnson at 6:50 P.M. Ms. Stewart is asked to leave the meeting and Ms. Berlen reads the language authorizing an executive.

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