

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
August 5, 2025

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Galvin, Johnson, Miller, Theodora, Valentino
4. Let the minutes show this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and adequate notice has been duly posted where required and sent to the Asbury Park Press and the Coaster on February 21, 2025 and mailed to its service communities on February 21, 2025, 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 in to meet.google.com/euv-evrg-apy or calling 1-720-507-3321, PIN 664 452 541#.

WORK SESSION

5. Executive Director's Report
6. Attorney's Report
7. Engineering Report
8. Operator's, Maintenance and Collection Reports
9. Review of resolutions on business session agenda
 - a. Board comments
 - b. Public comment

BUSINESS SESSION

10. Communications –
11. Review of Bill List
 - a. Board comments
 - b. Public comment
12. **Resolution 25-42: Bill List**
13. **Consent Agenda a-b: items will be voted on together unless an item is removed from the Consent Agenda prior to reading of Consent Agenda**
 - a. Approval of minutes of July 1, 2025 regular meeting
 - b. Motion to receive and file Operator's Report
14. **Resolution 25-43** Appointing Robert Ruland Authority Safety Officer

15. **Resolution 25-44** Authorizing Refund for 1416 Unami Avenue Account # 2212-0
16. **Resolution 25-45** Authorizing 3 Year Renewal of NJUA JIF Membership
17. **Resolution 25-46** Authorizing Adoption of Amended Cash Management Plan for 2025
18. Closed Session, if necessary
19. Adjournment

RESOLUTION 25-42

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	\$199,569.11
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	57,617.01
PAYROLL ACCOUNT	<u>82,840.09</u>

TOTAL BILLS PAYABLE **\$340,026.21**

	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 August 5, 2025.

David Miller, Secretary

BILL LIST SUMMARY

Meeting Date August 5, 2025

General Fund Vouchers	\$199,569.11	
Bill List Total		\$340,026.21
Payroll	\$82,840.09	
July 11 Payroll		\$43,239.21
July 25 Payroll		\$39,600.88
Construction	\$57,617.01	
2016 NJEIT Project (Interlaken PS Bulkhead)	\$0.00	
Colliers		\$0.00
2017 NJEIT Project (Asbury Ave & Longview)	\$0.00	
DeMaio Electrical Company, Inc.		\$0.00
T&M Associates		\$0.00
		\$0.00
2017 MCIA Bond	\$16,574.26	
Mark Woszczak (1409 Roller Rd)		\$16,574.26
2019 MCIA Bond	\$0.00	
		\$0.00
2021 MCIA Bond	\$0.00	
CME (Sludge Building C&A)		\$0.00
2024 MCIA Bond	\$41,042.75	
Elite Vision Security Cameras		\$13,877.64
CME 2025 WWTP Imp Design		\$8,626.00
CME (I&I Investigation)		\$18,539.11
Review & Inspection	\$0.00	
CME Associates	\$0.00	
Ocean Town Centre		\$0.00
280 Norwood		\$0.00
R & R	\$0.00	
		\$0.00
TOTAL BILL LIST AMOUNT		\$340,026.21

Ranges		Item Status	Purchase Types	Misc			
<i>Range: First to Last</i> <i>Rcvd Batch Id Range: First to Last</i>		<i>Open: N</i> <i>Void: N</i> <i>Paid: N</i> <i>Held: Y</i> <i>Aprv: N</i> <i>Rcvd: Y</i>	<i>Bid: Y</i> <i>State: Y</i> <i>Other: Y</i> <i>Exempt: Y</i>	<i>P.O. Type: All</i> <i>Format: Condensed</i> <i>Include Non-Budgeted: Y</i> <i>Prior Year Only: N</i> <i>Vendors: All</i>			
Vendor #	Name						
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ALTEK 25-00292	07/10/25	Altek Business Systems, Inc IT Support	Open	\$1,913.00	\$0.00		
AMERWEAR 25-00314	07/25/25	AMERICAN WEAR UNIFORMS Uniforms	Open	\$725.13	\$0.00		
ATT 25-00023	01/09/25	AT&T MOBILITY Cell Service	Open	\$387.96	\$0.00		
BANK001 25-00306	07/22/25	THE BANK OF NEW YORK MELLON Trustee Fees	Open	\$6,465.00	\$0.00		
CELLGATE 25-00324	07/28/25	Cell-Gate Gate Service	Open	\$61.08	\$0.00		
CLEARY 25-00303	07/22/25	CLEARY GIACOBBE ALFIERI JACOBS Labor Counsel	Open	\$2,368.00	\$0.00		
CME00001 EIT00962 EIT00963	07/28/25 07/28/25	CME ASSOCIATES I&I Study 2025 WWTP Upgrade	Open Open	\$18,539.11 \$8,626.00	\$0.00 \$0.00		
Vendor Total:				\$27,165.11			
DELT001 25-00002	12/16/24	DELTA DENTAL PLAN OF NJ Dental Premiums	Open	\$2,912.83	\$0.00		
ELITE EIT00961	07/28/25	Elite Vision Security LLC Security Cameras	Open	\$13,877.64	\$0.00		
FREE001 25-00293	07/10/25	FREEHOLD CARTAGE INC Grit Removal	Open	\$1,949.00	\$0.00		
GPJAGER 25-00270	06/17/25	GP JAGER LLC Hypo Pump Head	Open	\$1,618.45	\$0.00		
GRAI001 25-00318	07/25/25	GRAINGER WW INC Maintenance Supplies	Open	\$543.10	\$0.00		
GUIR001 25-00320	07/25/25	John Guire Supply, LLC Mulch	Open	\$54.00	\$0.00		
HEINER 25-00297	07/11/25	Dave Heiner Associates, Inc. Hose Pump Parts	Open	\$3,758.00	\$0.00		
HOME001 25-00305	07/22/25	HOME DEPOT CREDIT SERVICES Plant Supplies	Open	\$26.98	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
JCPL001 25-00311	07/23/25	JERSEY CENTRAL POWER & LIGHT Electric	Open	\$4,322.85	\$0.00		
JEM 25-00278 25-00296	06/23/25 07/10/25	JEM INDUSTRIAL SERVICES, INC. Cherry D 30 Gal. Drum 6 Mil Gloves	Open Open	\$1,080.00 \$382.00	\$0.00 \$0.00		
Vendor Total:				\$1,462.00			
JOHNGUI 25-00298	07/17/25	JOHN GUIRE CO. Mower Blades	Open	\$79.11	\$0.00		
JSUMC 25-00084	02/24/25	Jersey Shore Univ Med Center Roman Shoulder	Open	\$2,954.00	\$0.00		
KOHARSKI 25-00312	07/24/25	James Koharski Sewer Refund	Open	\$115.00	\$0.00		
LYONS 25-00291	07/10/25	LYONS ENVIRONMENTAL SERVICES Lab Testing	Open	\$1,450.00	\$0.00		
MCMAS005 25-00316	07/25/25	MCMASTER-CARR SUPPLY CO. Grease Pit Piping	Open	\$361.81	\$0.00		
MIRA001 25-00308	07/23/25	MIRACLE CHEMICAL CO Sodium Hypochlorite	Open	\$13,560.00	\$0.00		
NALCO 25-00014	12/26/24	NALCO COMPANY COOLING TOWER WATER TREATMENT	Open	\$599.75	\$0.00		
NJAM001 25-00304	07/22/25	NEW JERSEY AMERICAN WATER Water	Open	\$985.20	\$0.00		
NJNAT001 25-00302	07/22/25	NEW JERSEY NATURAL GAS CO Natural Gas	Open	\$343.29	\$0.00		
OCEA001 25-00323	07/28/25	OCEANSIDE SERVICE INC. HVAC for Control Building	Open	\$6,056.30	\$0.00		
ONECALL 25-00294	07/10/25	ONE CALL CONCEPTS, INC One Call	Open	\$543.30	\$0.00		
PACE 25-00309	07/23/25	Pace Analytical Services Lab Testing	Open	\$1,064.00	\$0.00		
PHENOM01 25-00307	07/23/25	PHENOMENON DESIGNS Truck Decals #18	Open	\$424.85	\$0.00		
PIL001 25-00315	07/25/25	PILOT ELECTRIC CO INC Interlaken PS Grinder Insp	Open	\$4,589.00	\$0.00		
PRAX001		LINDE, INC.					

Township of Ocean Sewerage Authority
Bill List By Vendor Id

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
PRAX001		LINDE, INC.	<i>Account Continued</i>				
25-00300	07/22/25	Liquid Oxygen	Open	\$2,108.70	\$0.00		
RCM 25-00288	07/10/25	Rainone Coughlin Minchello,LLC LEGAL SERVICES	Open	\$297.50	\$0.00		
RUSS001 25-00287	07/10/25	RUSSELL REID Sludge Disposal	Open	\$61,468.40	\$0.00		
SEAB001 25-00176	04/15/25	SEABOARD WELDING SUPPLY INC Tank Rental	Open	\$62.65	\$0.00		
SPECTROT 25-00027	01/14/25	SPECTROTEL Telephone	Open	\$437.15	\$0.00		
STAT002 25-00013	12/24/24	STATE OF NJ DEPT.OF TREAS.DIV. HEALTH INSURANCE PREMIUMS 2025	Open	\$53,620.74	\$0.00		
TOWN001 25-00290	07/10/25	TOWNSHIP OF OCEAN Fuel	Open	\$476.89	\$0.00		
25-00301	07/22/25	June Fuel	Open	\$1,433.75	\$0.00		
		Vendor Total:		\$1,910.64			
TOWN002 25-00313	07/25/25	TOWNE HARDWARE Plumbing Supplies	Open	\$110.74	\$0.00		
TREA0001 25-00310	07/23/25	TREASURER STATE OF NEW JERSEY Tidelands License	Open	\$3,651.00	\$0.00		
UGI001 25-00289	07/10/25	UGI Energy Services Natural Gas	Open	\$53.07	\$0.00		
USA BLUE 25-00319	07/25/25	USA BLUE BOOK Lab Supplies	Open	\$891.14	\$0.00		
VERIZON2 25-00018	12/30/24	VERIZON Internet	Open	\$145.64	\$0.00		
WEF001 25-00317	07/25/25	WEF MEMBERSHIP RENEWALS WEF Renewals	Open	\$238.00	\$0.00		
WOSZCZ01 25-00321	07/28/25	MARK WOSZCZAK Manhole Riser	Open	\$9,355.75	\$0.00		
25-00325	07/28/25	1701 Fanwood Manhole	Open	\$3,525.00	\$0.00		
EIT00964	07/28/25	1409 Roller Rd	Open	\$16,574.26	\$0.00		
		Vendor Total:		\$29,455.01			

Total Purchase Orders: 50 Total P.O. Line Items: 0 Total List Amount: \$257,186.12 Total Void Amount: \$0.00

Totals by Year-Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	5-01	\$199,569.11	\$0.00	\$199,569.11	\$0.00	\$0.00	\$199,569.11
	5-02	\$0.00	\$0.00	\$0.00	\$0.00	\$57,617.01	\$57,617.01
Total Of All Funds:		\$199,569.11	\$0.00	\$199,569.11	\$0.00	\$57,617.01	\$257,186.12

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	\$199,569.11	\$0.00	\$199,569.11	\$0.00	\$0.00	\$199,569.11
	02	\$0.00	\$0.00	\$0.00	\$0.00	\$57,617.01	\$57,617.01
Total Of All Funds:		\$199,569.11	\$0.00	\$199,569.11	\$0.00	\$57,617.01	\$257,186.12

**AUTHORIZING APPOINTMENT OF ROBERT RULAND AS
AUTHORITY SAFETY OFFICER**

WHEREAS, the Township of Ocean Sewerage Authority recognizes the importance of the safety of its employees; and

WHEREAS, the resignation of the prior Safety Officer requires the designation of a new Safety Officer; and

WHEREAS, the position was posted for seven days in the break room; and

WHEREAS, Robert Ruland applied for the position; and

WHEREAS, Robert Ruland has received significant safety training in his career and has been recommended for the Safety Officer position.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority appoints Robert Ruland as the Authority’s Safety Officer effective immediate at an annual stipend of \$2,000 for the first six months and increased by \$2,000 upon a satisfactory review at six months, payable with the bi-weekly employee compensation.

	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 August 5, 2025.

David Miller, Secretary

**AUTHORIZING REFUND 1416 UNAMI AVENUE ACCOUNT
NUMBER 2212-0**

WHEREAS, James Koharski, prior owner of 1416 Unami Avenue, sold the property in June 2025 and did not cancel automatic payment on the sewer bill; and

WHEREAS, James Koharski has requested a refund for the third quarter payment in the amount of \$115.00; and

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes a refund of \$115.00 to James Koharski for account number 2212-0

	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 August 5, 2025.

David Miller, Secretary

RESOLUTION 25-45

**AUTHORIZING THREE-YEAR RENEWAL OF MEMBERSHIP
IN THE NEW JERSEY UTILITY AUTHORITIES
JOINT INSURANCE FUND EFFECTIVE JANUARY 1, 2026**

WHEREAS, the Township of Ocean Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund (the "Fund"); and

WHEREAS, the Authority's membership terminates as of December 31, 2025 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew its membership in the Fund.

NOW THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey as follows:

1. The Township of Ocean Sewerage Authority agrees to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages and operating procedures of the Fund as presently existing or as modified from time to time by lawful act of the Fund.

2. The Governing Body shall be and hereby are authorized to execute the attached agreement to renew membership in the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.

	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 August 5, 2025.

DAVID MILLER, Secretary

**AUTHORIZING ADOPTION OF AMENDED CASH
MANAGEMENT PLAN AND DESIGNATION OF
AUTHORIZED DEPOSITORIES**

WHEREAS, the Township of Ocean Sewerage Authority is required to have a cash management plan (Plan); and

WHEREAS, the Township of Ocean Sewerage Authority is required to name certain financial institutions as authorized depositories for the deposit of funds, and

WHEREAS, the Township of Ocean Sewerage Authority adopted a Plan for 2025 at its reorganization meeting February 6, 2025, Resolution 25-09, and

WHEREAS, the NJUA CyberJif requires language in the Plan to include controls on wire transfers to and from banking institutions.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the following serve as the Cash Management Plan of the Township of Ocean Sewerage Authority for the remainder of 2025:

1. The Executive Director is directed to use this Cash Management Plan as the guide in depositing and investing the Authority's funds.

2. The following are objectives of the Cash Management Plan:

- a. Preservation of capital.
- b. Adequate safekeeping of assets.
- c. Maintenance of liquidity to meet operating needs.
- d. Investment of assets in accordance with State and Federal laws and regulations.

3. The following are suitable and authorized investments:

- a. Interest-bearing bank accounts and certificates of deposit in authorized banks (GUDPA-approved) listed below for the deposit of local unit funds.
- b. Government money market mutual funds which comply with N.J.S.A. 40A:5-15.1(e).
- c. Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.
- d. New Jersey Cash Management Fund.
- e. Repurchase agreements of fully collateralized securities which comply with N.J.S.A. 40A:5-15.1(a).
- f. Notes, bonds or other obligations of the United States of America or obligations guaranteed by the United States of America that matures within three hundred ninety-seven (397) days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.

g. Any federal agency or instrumentality obligation authorized by Congress that matures within three hundred ninety-seven (397) days from the date of purchase, and has a fixed rate of interest not dependent on any index or external factors.

h. Bonds, notes or other obligations, having a maturity date not exceeding three hundred ninety-seven (397) days, approved by the Division of Local Government Services for investments by local units (municipalities, counties and fire districts).

i. Bonds, notes or other obligations approved by the Division of Local Government Services for investments by local units (municipalities, counties and fire districts).

4. The Executive Director shall prepare monthly a schedule of investments purchased and redeemed, investment earnings, fees incurred and market value of all investments.

5. The Executive Director shall report to the Authority Members any accounts not earning interest.

6. The Township of ocean Sewerage Authority shall utilize Best Management Practices relative to wire and ACH payments to include:

a. Identify two authorized individuals to execute and confirm wire transfers and ACH payments;

b. Freeform wire payments and ACH payments must be blocked in the banking system. Wire transfers and ACH payments will require an approved wire or ACH template. Template approvals must go through the two person authorization.

c. Wire transfers and ACH payments will require multi-factor authentication for each authorized user as well as a random token code.

d. Vendor bank must have on-line banking alerts to any changes to authorized templates

AND BE IT FURTHER RESOLVED that the following Government Unit Depository Protection Act approved financial institutions are authorized depositories for the deposit of Authority Funds:

1. TD Bank
2. Bank of New York Mellon
3. Citizens Bank

	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 Reorganization Meeting held on August 5, 2025.

David Miller, Secretary