

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
September 2, 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-apv or calling 1-720-507-3321, PIN 664 452 541#.

WORK SESSION

5. Executive Director's Report
 - a. Review of 2026 Proposed Budget
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 25-47: 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 August 5, 2025 regular and closed meeting
 - b. Motion to receive and file Operator's Report

14. **Resolution 25-48** Authorizing the Hiring of John DePaola as Plant Mechanic
15. **Resolution 25-49** Authorizing Award of a Contract to Mark Woszczak Mechanical Contractors, Inc for Sewer Line and Facilities Repairs on an As-Needed Basis
16. **Resolution 25-50** Creating the Position of Deputy Executive Director
17. **Resolution 25-51** Authorizing the Promotion of Anthony Dimino to Deputy Executive Director
18. **Resolution 25-52** Introducing the 2026 Budget
19. Closed Session, if necessary
20. Adjournment

EXECUTIVE DIRECTOR'S REPORT

DATE: August 28, 2025

TO: Authority Members
Carol Berlen, Esq
Charles J. Fallon, CPA, RMA
Keith Chiaravallo, PE
Amy Stewart

FROM: Tim Shea, PE
Executive Director

RE: September 2, 2025 meeting

REMINDER: If you are unable to attend the meeting in person, meetings can be attended either by computer, going to meet.google.com/euv-evrg-apv, or by phone, call in to **720-507-3321**, PIN **664 452 541#**.

1. We have prepared a 2026 Budget for consideration by the Board. The highlights of the Budget are presented in the attached 2026 Budget Points memo that I will go over at the meeting. Please review the proposal and bring any questions to the meeting or call me beforehand. The Budget DOES propose a 3% rate increase for 2026. The proposal was reviewed with the finance committee at a meeting on September 27. The Budget Introduction Resolution is on the agenda.

2. The 2025 WWTP Upgrade project design is completed and the project is out to bid with bids to be received September 23. A pre-bid meeting is scheduled for September 3.

3. The NJ SEM will be bidding Natural Gas supply receiving bids early September for a new supply contract to begin in December.

4. Please note, we have a new google meet link for remote meeting access. We have updated our meeting notices on the website and on our agendas.

5. We received 4 bids for the Sewer Line and Facilities Repair Contract. Mark Woszczak Mechanical Contractors, Inc is the apparent low bidder and recommended for award. A Resolution to that effect is on the agenda. This is a 1 year contract with two 1-year extensions possible.

6. We continue to communicate with Brown and Brown, Insurance Brokers, regarding alternatives to the NJ State Health Benefits Plan. They are working up some alternatives and we will have them to review shortly.

7. The voluntary OSHA inspection scheduled for last month was cancelled at the last minute by OSHA. We will try to reschedule. This voluntary inspection relieves us of any

unscheduled inspections where violations would be penalized for 1 year. It is also a good check on our safety practices.

Review of Resolutions:

8. **Resolution 25-48** Authorizing the Hiring of John DePaola as Plant Mechanic. John began working on August 11. He is doing a fine job so far.

9. **Resolution 25-49** Authorizing Award of a Contract to Mark Woszczak Mechanical Contractors, Inc for Sewer Line and Facilities Repairs on an As-Needed Basis. This is the same contractor we have had for many years now and are very satisfied with his work.

10. **Resolution 25-50** Creating the Position of Deputy Executive Director

11. **Resolution 25-51** Authorizing the Promotion of Anthony Dimino to Deputy Executive Director. This was discussed in detail at last month's meeting.

12. **Resolution 25-52** Introducing the 2026 Budget. This is step 1 in getting the 2026 Budget approved. We will adopt the final budget at the December Board meeting.

2026 Budget Points

Revenue – We are proposing a 3.0% increase to the rates, or \$14.00/yr. Total Revenue increases \$272,619 due to the rate increase as well as projected increase in Township billings of 25 units of commercial and 50 units of residential (Roosevelt Ave & Norwood Ave condos). No increase in units projected in customer towns. No connection fees used in the budget. \$359,108 of Unrestricted Reserves is used to balance the budget.

Expenses – Total appropriations up \$272,619 from 2025 budget, or 3.49%

Administration increases 10.34% (\$289,956) largely due to health insurance increase of 36% for SHBP and a total Health Benefits increase of 26.74% (\$205,783) and Education/Training, Seminars and Travel costs (\$14,500). Salaries across the board are projected to increase by only 0.23%.

Convention/Seminars and Education and Training was increased from \$8,000 to \$22,500 due to focus on increasing licensure, training and professional development within the ranks.

Included in the budget is a contribution to the Township of approximately 5% of the total appropriations, or \$350,000. This is up from last year when the contribution was only \$220,872, or 3% of the total appropriations.

Treatment Plant decreases by 3.49% from \$2,315,339 to \$2,145,663, or \$74,888. Salary budget was reduced by \$67,888 (eliminated part time utility position and trainee) sodium hypochlorite reduced by 25% or \$20,000 due to implementation of outfall simulator, water reduced by 40% or \$8,000 due to the use of plant water for polymer feed. Equipment and Materials and General Repairs are increased by \$6,500 due to more in house maintenance and repair activities.

Collection System budget decreases by 4.19% or \$31,076. This is largely driven by the replacement of higher paid staff with trainees. Salaries overall were decrease by \$35,076 or 9.03%. Increases in the budget include electric up 4.76% and Other Expenses up 5.88% or \$1,000. Nothing significantly changes otherwise.

Repair and Replacement budget set at \$45,000 for larger equipment replacements outside of the Capital Plan.

Lastly, **Debt Service** increases by 7.68% due to anticipated MCIA Revenue Bonding of \$2.3M for the proposed 2026 Capital Plan.

Total Appropriations therefore increase by 3.49%.

2026 Budget Worksheet

Revenue

	2024		2025		2026	
	Budgeted		Budgeted		Budgeted	
Service Charges	\$7,233,488.00		\$7,367,988.00		\$7,615,607.00	
Ocean Township	\$6,558,300.00		\$6,692,800.00		\$6,919,870.00	
Service communities	\$675,188.00		\$675,188.00		\$695,737.00	
Rate Stabilization						
Connection Fees	\$0.00		\$0.00		\$0.00	
Interest						
Interest on delinquent accounts	\$100,000.00		\$40,000.00		\$40,000.00	
Interest on accounts	\$40,000.00		\$100,000.00		\$100,000.00	
Miscellaneous Fees	\$25,000.00		\$25,000.00		\$50,000.00	
TOTAL	\$7,398,488.00		\$7,532,988.00		\$7,805,607.00	

2026 Revenue Billing

	Units	Percentage	3% increase		Base Billing
			Annual	Service Charge	
Allenhurst	440	60	\$474.00	\$474.00	\$125,136.00
Deal	955	80	\$474.00	\$474.00	\$362,136.00
Interlaken	396	90	\$474.00	\$474.00	\$168,933.00
Loch Arbour	139	60	\$474.00	\$474.00	\$39,532.00
TOTAL SERVICE COMMUNITY BILLING					\$695,737.00
Ocean Township					
Residential, etc.	12,780	100	\$474.00	\$474.00	\$6,057,720.00
Commercial	975	100	\$474.00	\$474.00	\$462,150.00
Commercial Excess					\$400,000.00
TOTAL OCEAN TOWNSHIP BILLING					\$6,919,870.00
TOTAL BILLING					\$7,615,607.00
					Projected Additions
					Additional 50
					Additional 25
					Additional Hotel
					\$0.00
TOTAL BILLING					\$7,615,607.00

22-24 Expenditure Budget		2026 Draft Budget			
	2023	2024	2025	2026 Proposed Budget	Judget Difference 2025 - 2026
ADMINISTRATION	Expenditures	Budget	Budget	Budget	\$
					%
Salaries and Wages					
Member Salaries	\$10,250.00	\$10,250.00	\$10,250.00	\$10,250.00	0.00%
Administration Salaries	\$216,852.50	\$281,538.00	\$300,000.00	\$300,775.00	\$775.00
Office Salaries	\$6,645.00	\$26,800.00	\$26,800.00	\$0.00	0.00%
See Salary Tab	\$233,747.50	\$318,888.00	\$337,050.00	\$337,825.00	\$775.00
Fringes					
Social Security/Medicare	\$84,078.17	\$128,779.00	\$138,774.41	\$140,898.00	\$2,123.59
See FICA, etc. Tab					1.53%
PERS	\$203,547.83	\$225,000.00	\$180,000.00	\$180,000.00	\$0.00
2022 expenditure was \$183,844					0.00%
Hospitalization Insurance	\$514,014.38	\$654,211.00	\$769,625.97	\$975,409.00	\$205,783.03
See Insurance Tab					26.74%
Group Life Insurance	\$0.00	\$900.00		\$0.00	\$0.00
See Insurance Tab					0.00%
Other Expenses	\$607,640.36	\$1,008,890.00	\$1,089,400.38	\$1,296,307.00	\$207,906.62
Telephone	\$11,335.19	\$10,000.00	\$10,000.00	\$10,000.00	\$0.00
Postage	\$719.84	\$3,000.00	\$2,000.00	\$2,000.00	\$0.00
Office Supplies	\$1,631.43	\$4,000.00	\$4,000.00	\$4,000.00	\$0.00
Travel Expense	\$912.83	\$1,000.00	\$2,000.00	\$2,000.00	\$0.00
Natural Gas	\$4,230.04	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Equip. Maintenance Contracts	\$7,196.15	\$9,000.00	\$10,000.00	\$15,000.00	\$5,000.00
Office Equipment	\$1,937.07	\$2,500.00	\$2,500.00	\$3,000.00	\$500.00
Conventions & Seminars	\$390.00	\$3,000.00	\$3,000.00	\$10,000.00	\$7,000.00
Education & Training Courses	\$8,129.00	\$4,000.00	\$3,000.00	\$12,500.00	\$7,500.00
Advertising	\$1,256.44	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00
Dues & Subscriptions	\$9,411.35	\$6,000.00	\$7,000.00	\$7,000.00	\$0.00
Trustee & Paying Agent	\$55,209.08	\$48,150.00	\$48,150.00	\$51,450.00	\$3,300.00
See Trustee Payments Tab					6.85%
Engineering	\$9,546.50	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00
Legal	\$18,592.70	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00
Potential Litigation					0.00%
Accounting	\$3,248.50	\$38,000.00	\$38,000.00	\$38,000.00	\$0.00
Reserve for Sick & Vacation	\$5,000.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
General Insurance	\$160,161.00	\$160,000.00	\$170,000.00	\$180,000.00	\$10,000.00
Safety Equipment	\$23,577.21	\$25,000.00	\$27,000.00	\$27,000.00	\$0.00
Office OE	\$19,414.82	\$20,000.00	\$20,000.00	\$25,000.00	\$5,000.00
OPEB		\$0.00			25.00%
Ocean Township Interlocal	\$345,000.00	\$351,900.00	\$359,000.00	\$366,200.00	\$7,200.00
Ocean Township contribution	\$303,779.00	\$314,225.00	\$314,225.00	\$350,000.00	\$35,775.00
Total	\$980,677.95	\$1,066,775.00	\$1,088,875.00	\$1,170,150.00	\$81,275.00
Total Admin Expenses	\$2,016,065.81	\$2,394,253.00	\$2,614,325.38	\$2,804,282.00	\$289,956.62
*Not budgeted					10.34%
**Estimate					

22-24 Expenditure Budget (page 2)		2026 Draft Budget			
	2023	2024	2025	2026 Proposed Budget	Judget Difference 2025 - 2026
TREATMENT PLANT	Expenditures	Budget	Budget	Budget	\$
					%
Salaries and Wages					
Plant Salaries (See Tab)	\$431,084.58	\$476,734.00	\$508,551.00	\$480,563.00	-\$27,988.00
Plant Overtime	\$14,319.50	\$25,000.00	\$20,000.00	\$25,000.00	\$5,000.00
Total	\$445,404.08	\$503,734.00	\$528,551.00	\$505,563.00	-\$22,988.00
Plant Repairs and Supplies					
Uniforms and Lockers	\$7,732.53	\$9,000.00	\$9,000.00	\$10,000.00	\$1,000.00
Pumps	\$16,186.20	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00
General Repairs & Supplies	\$57,596.09	\$47,000.00	\$50,000.00	\$54,000.00	\$4,000.00
Total	\$79,514.82	\$91,000.00	\$94,000.00	\$99,000.00	\$5,000.00
Process Chemicals					
Liquid Oxygen	\$22,918.86	\$39,900.00	\$30,000.00	\$30,000.00	\$0.00
Sodium Hypochlorite	\$101,932.00	\$75,000.00	\$100,000.00	\$80,000.00	-\$20,000.00
Polymer	\$66,655.90	\$60,000.00	\$50,000.00	\$50,000.00	\$0.00
Other Chemicals	\$2,295.75	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00
Electrical Repairs	\$23,579.64	\$15,000.00	\$20,000.00	\$22,000.00	\$2,000.00
Contractor Repairs	\$15,487.00	\$35,000.00	\$40,000.00	\$40,000.00	\$0.00
Maintenance Chemicals	\$0.00	\$5,000.00	\$5,000.00	\$5,000.00	\$0.00
Electric (ICPRL)	\$343,698.07	\$450,000.00	\$400,000.00	\$410,000.00	\$10,000.00
Natural Gas	\$14,166.03	\$15,000.00	\$15,000.00	\$16,000.00	\$1,000.00
Water	\$43,336.33	\$28,000.00	\$28,000.00	\$20,000.00	-\$8,000.00
Sludge Disposal	\$738,455.03	\$780,000.00	\$780,000.00	\$780,000.00	\$0.00
Permit Fees	\$42,408.78	\$55,000.00	\$50,000.00	\$50,000.00	\$0.00
Maintenance Contracts					
LUNOX	\$33,065.16	\$45,000.00	\$45,000.00	\$45,000.00	\$0.00
Generators	\$4,842.71	\$5,500.00	\$5,500.00	\$5,500.00	\$0.00
Equipment and Materials	\$4,740.16	\$14,000.00	\$15,000.00	\$17,500.00	\$2,500.00
Meters and Miscellaneous	\$6,227.84	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00
Grit Removal	\$17,541.00	\$30,000.00	\$30,000.00	\$30,000.00	\$0.00

	2023	2024	2025	2026 Draft Budget	%
Diesel	\$0.00	\$3,000.00	\$3,000.00	\$3,000.00	0.00%
Bloxxide	\$0.00	\$7,500.00	\$5,000.00	\$5,000.00	0.00%
Total	\$1,471,370.24	\$1,670,600.00	\$1,549,500.00	\$1,537,000.00	-0.87%
Truck Expenses					
Gasoline	\$3,988.37	\$7,000.00	\$6,500.00	\$6,500.00	0.00%
Truck Repairs	\$296.37	\$3,500.00	\$3,500.00	\$3,500.00	0.00%
Other for trucks	\$0.00	\$2,000.00	\$2,500.00	\$2,500.00	0.00%
Backhoe Repairs	\$0.00	\$1,000.00	\$1,000.00	\$0.00	0.00%
Total	\$4,284.74	\$13,000.00	\$13,500.00	\$12,500.00	-8.00%
Laboratory					
Supplies	\$4,472.70	\$7,705.00	\$6,000.00	\$6,000.00	0.00%
Lab Equipment	\$5,526.84	\$5,500.00	\$5,500.00	\$5,500.00	0.00%
Lab Testing	\$23,220.07	\$23,500.00	\$23,500.00	\$1,500.00	6.00%
Total	\$33,219.70	\$36,705.00	\$35,000.00	\$1,500.00	4.11%
Total Plant Expenses	\$2,023,736.58	\$2,375,333	\$2,220,581.00	\$2,150,663.00	-4.36%

22-24 Expenditure Budget (page 3)

COLLECTION SYSTEM	2023		2024		2025		2026 Proposed		2026 Draft Budget		Budget Difference	%
	Expenditures	Budget	Expenditures	Budget	Expenditures	Budget	Expenditures	Budget	\$	%		
Salaries and Wages												
Salaries (See Tab)	\$357,481.75	\$342,583.00	\$399,526.00	\$409,450.00	\$399,526.00	\$409,450.00	\$399,526.00	\$409,450.00	\$9,924.00	2.48%		
Overtime	\$29,348.92	\$22,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$24,000.00	\$0.00	0.00%		
Total	\$386,830.67	\$364,583.00	\$423,526.00	\$433,450.00	\$423,526.00	\$433,450.00	\$423,526.00	\$433,450.00	\$9,924.00	2.29%		
Collection System Repairs & Suppl												
Pumps	\$7,705.40	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$35,000.00	\$0.00	0.00%		
Controls	\$5,416.37	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.00%		
Other Expenses	\$10,432.18	\$16,000.00	\$16,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$17,000.00	\$1,000.00	5.88%		
One Call Service	\$4,782.58	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.00%		
Contractor Repairs	\$42,414.40	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$0.00	0.00%		
Generator Repairs	\$13,226.62	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$20,000.00	\$0.00	0.00%		
Other Maintenance Chemicals	\$0.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$12,500.00	\$0.00	0.00%		
Electric (JCP&L)	\$61,281.35	\$65,000.00	\$60,000.00	\$63,000.00	\$63,000.00	\$63,000.00	\$63,000.00	\$63,000.00	\$3,000.00	4.76%		
Natural Gas	\$1,136.67	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$3,500.00	\$0.00	0.00%		
Water	\$1,529.58	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$4,500.00	\$0.00	0.00%		
Total	\$147,927.16	\$215,500.00	\$220,500.00	\$224,500.00	\$220,500.00	\$224,500.00	\$220,500.00	\$224,500.00	\$4,000.00	1.78%		
Truck Expenses												
Gasoline	\$7,686.53	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$8,000.00	\$0.00	0.00%		
Truck Repairs	\$1,122.07	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$2,000.00	\$0.00	0.00%		
Other Expenses	\$1,741.30	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$2,500.00	\$0.00	0.00%		
Jet Truck	\$8,403.60	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$22,500.00	\$0.00	0.00%		
TV Truck	\$33,647.58	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$7,000.00	\$0.00	0.00%		
Diesel	\$2,813.08	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$6,000.00	\$0.00	0.00%		
Manhole Maintenance	\$17,164.81	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$25,000.00	\$0.00	0.00%		
Total	\$72,578.97	\$73,000.00	\$0.00	0.00%								
Maintenance Chemicals												
Bloxxide	\$42,077.91	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$55,000.00	\$0.00	0.00%		
Total Collection Expenses	\$649,414.61	\$706,083.00	\$772,526.00	\$766,460.00	\$772,526.00	\$766,460.00	\$766,460.00	\$772,526.00	\$13,924.00	1.77%		
TOTAL OPERATING BUDGET	\$4,699,276.00	\$5,477,676.00	\$5,607,402.38	\$5,781,396.00	\$5,607,402.38	\$5,781,396.00	\$5,607,402.38	\$5,781,396.00	\$176,964.00	-0.28%		

Repair & Replacement	2023	2024	2025	2026 Proposed	Budget Difference	%
Asset Management Program		\$0.00	\$45,000.00			
Plant Improvements		\$0.00				
Collection System		\$46,000.00	\$45,000.00	\$45,000.00		
Vehicle Replacement				\$0.00		
SCADA and Computer		\$45,000.00		\$45,000.00		
Total		\$91,000.00	\$90,000.00	\$90,000.00	-\$1,000.00	-1.10%
Debt Service						
Principal	\$1,350,940.52	\$1,396,036.00	\$1,559,011.47	\$1,633,219.00	\$75,207.53	4.60%
Interest	\$614,573.74	\$640,740.00	\$600,746.26	\$705,101.00	\$104,354.74	14.80%
Total Debt Service	\$1,965,514.26	\$2,036,776.00	\$2,159,757.73	\$2,338,320.00	\$179,562.27	7.66%
User Charge Annual (Refunds)		\$0.00	\$0.00			
Reserve for Rate Stabilization		\$963.15	\$178,172.11	\$359,108.00		
Non Budgeted		\$0.00	\$0.00			
Total Appropriations	\$6,801,192.41	\$7,398,487.85	\$7,532,988.00	\$7,805,607.00	\$272,619.00	3.49%

TOSA PAYROLL SCHEDULE 2025 - 2026

ADMINISTRATION										% Increase	
Hire DATE	NAME	TITLE	2025 BASE	INCREASE	LICENSE	STIPEND	2026 BASE	2026 BASE	2026 BASE	From 2025	
10/30/22	Tim Shea	Executive Director	\$146,000.00	\$4,000.00	P.E.	\$6000.00	\$156,000.00	\$156,000.00	\$156,000.00		
07/31/23	Anthony Dimino	Deputy Exec. Director	\$135,000.00	\$5,000.00	S3, C2, C.P.M.		\$140,000.00	\$140,000.00	\$140,000.00		
	Amy	Recording Secretary	\$4,635.00	\$140.00			\$4,775.00	\$4,775.00	\$4,775.00		
Total Administration Salaries \$300,775.00											0.26%
OFFICE			2025 BASE	INCREASE	LICENSE	STIPEND	2026 BASE	2026 BASE	2026 BASE		
Vacant	P/T Office		\$26,000.00				\$26,800.00	\$26,800.00	\$26,800.00		
Total Office Salaries \$26,800.00											0.00%
PLANT		2025 TITLE / STEP	2025 BASE	INCREASE	LICENSE	STIPEND	2026 STEP ELIGIBILITY	2026 STEP INCREASE	2026 BASE		
07/10/17	Daniel DeSoucey	Plant Supervisor	\$110,000.00	\$3,300.00	S2, C2, Backflow		\$113,300.00	\$113,300.00	\$113,300.00		
5/2/2022	Dylan Catanese	Operator II (1)	\$67,500.00	\$2,363.00	S2		\$69,863.00	\$69,863.00	\$69,863.00		
08/11/25	John DePaola	Plant Mechanic (5)	\$65,982.57	\$1,979.48			\$67,962.05	\$67,962.05	\$67,962.05		
8/26/2024	Tyler Munson	Operator I (1)	\$57,500.00	\$2,013.00	S1		\$59,513.00	\$59,513.00	\$59,513.00		
04/07/25	Daniel Larsen	Trainee (1)	\$44,000.00	\$2,575.00			\$46,575.00	\$46,575.00	\$46,575.00		
04/21/25	Jared Merriman	Trainee (1)	\$44,000.00	\$2,575.00			\$46,575.00	\$46,575.00	\$46,575.00		
2026 Hire	Trainee	Trainee (1)					\$45,000.00	\$45,000.00	\$45,000.00		
2026 Hire	Trainee										
2026 Hire	P/T Utility										
Total Plant Salaries \$31,874.95											-5.48%
COLLECTION		2025 TITLE / STEP	2025 BASE	INCREASE	LICENSE	STIPEND	2026 STEP ELIGIBILITY	2026 STEP INCREASE	2026 BASE		
08/08/08	D'Esposito	Collection Supervisor	\$114,240.00	\$3,427.20	C4, S2		\$117,667.20	\$117,667.20	\$117,667.20		
10/01/13	Roman	Collection Operator 3 (7)	\$92,762.09	\$2,782.86	C3, S1	\$500.00	\$96,044.95	\$96,044.95	\$96,044.95		
03/27/17	Ruland	Collection Foreman	\$88,580.00	\$2,657.40	C2	\$2,000.00	\$93,237.40	\$93,237.40	\$93,237.40		
		Trainee (1)					\$45,000.00	\$45,000.00	\$45,000.00		
02/24/25	Hugo	Trainee (1)	\$44,000.00	\$1,320.00			\$46,575.00	\$46,575.00	\$46,575.00		
Total Collection Salaries \$10,925.00											2.48%
Total Salaries \$1,217,687.55											-0.17%
2025 Budgeted Salaries										#####	Salaries Increase
										-\$2,089.26	-0.17%

EMPLOYER'S SHARE OF FICA, MEDICARE and DI/UI/FLI

2025		FICA	Medicare	UI/FLI	COST
Members	\$10,250.00	6.20%	1.450%	3.200%	
Administration	\$302,474.05				
Office	\$26,800.00				
Plant	\$508,551.25				
Plant OT	\$25,000.00				
Collection	\$401,525.56				
Collection OT	\$24,000.00				
Total Payroll	\$1,298,600.86	\$80,513.25	\$18,829.71	\$41,555.23	\$140,898.19
2026		FICA	Medicare	UI/FLI	COST
Members	\$10,250.00	6.20%	1.450%	3.200%	
Administration	\$300,775.00				
Office	\$26,800.00				
Plant	\$480,663.00				
Plant OT	\$25,000.00				
Collection	\$409,449.55				
Collection OT	\$24,000.00				
Total Payroll	\$1,276,937.55	\$79,170.13	\$18,515.59	\$40,862.00	\$138,547.72

INSURANCE						
Health Insurance Premiums						
State Health Benefits						
	Active	2024	2025	2026	Employees	
		Monthly	Monthly	Monthly	in	2026
		Premium	Premium	Premium	Category *	Cost
	Single	\$1,123.07	\$1309.13	36% increase for 2026 active and 36% possible for retired	5	\$106,825.01
		\$1,229.11	\$1,376.96		1	\$22,471.99
	Employee/Spouse	\$2,086.94	\$2,618.26		4	\$170,920.01
	Family	\$3,049.07	\$3,652.47		4	\$238,433.24
						\$538,650.25
	Retired	\$18,696.42	\$29,404.75			\$388,142.70
Delta Dental						
	Active		\$1,187.14	\$1,366.35		\$16,396.20
	Retired		\$2,034.23	\$1,912.42		\$22,949.04
Health Insurance Waiver						
		Health Ins.	Dental Ins.			
	Ruland	\$5,000.00				\$5,000.00
Medicare Reimbursement						
		Monthly				\$46,271.28
		Reimbursement				
	Linda Athans	\$185.00				
	George Athans	\$185.00				
	Myriam Condello	\$185.00				
	Frank Condello	\$185.00				
	Andrew DeSarno	\$185.00				
	Joan DeSarno	\$185.00				
	David Kochel	\$272.70				
	Tobi Kochel	\$272.70				
	Sal LaGrotteria	\$185.00				
	Bruce Olsen	\$370.00				
	William Schmeling	\$185.00				
	Patricia Schmeling	\$185.00				
	Frank Vacchiano	\$370.00				
	Tom Diorio	\$370.00				
	Glen Henry	\$185.00				
			Active	\$560,046.45		
				Retired	\$457,363.02	
						\$42,000.00
						\$975,409.47
Group Life Insurance						
		Monthly	Employees			
		\$3.50	20			\$840.00

TOWNSHIP OF OCEAN INTERLOCAL PAYMENTS

OCEAN TOWNSHIP INTERLOCAL AGREEMENT COSTS

2020	\$325,000.00
2021	\$331,500.00
2022	\$338,200.00
2023	\$345,000.00
2024	\$351,900.00
2025	\$359,000.00
2026	\$366,200.00

2026 DEBT SERVICE PAYMENTS			
		Principal	Interest
2007 EIT	02/01/26	\$0.00	\$10,056.25
<i>pd off on</i>		\$6,430.40	\$0.00
8/1/2027	08/01/26	\$200,000.00	\$10,506.25
		\$150,305.25	\$0.00
2010A EIT	02/01/26	\$0.00	\$2,460.00
<i>pd off on</i>		\$8,197.79	\$0.00
8/1/2029	08/01/26	\$28,000.00	\$2,460.00
		\$16,395.59	\$0.00
2017 EIT	02/01/26	\$0.00	\$14,140.63
<i>pd off on</i>		\$70,481.62	\$0.00
8/1/2037	08/01/26	\$70,000.00	\$14,140.63
		\$140,963.25	\$0.00
2017 MCIA	02/15/26	\$405,000.00	\$162,250.00
<i>pd off on</i>	08/15/26		\$152,125.00
2/15/2037		Premium amortization	
2019 MCIA	6/1/2026	\$30,000.00	\$11,675.00
<i>pd off on</i>	12/1/2026		\$12,275.00
12/31/2039		Premium amortization	
2020 NJIB	2/1/2026	\$0.00	\$931.25
<i>pd off on</i>		\$5,962.94	\$0.00
8/1/2032	8/1/2026	\$5,000.00	\$931.25
		\$11,925.89	\$0.00
2021 NJIB	2/1/2026	\$0.00	\$10,900.00
<i>pd off on</i>		\$30,358.74	\$0.00
8/1/2050	8/1/2026	\$20,000.00	\$10,900.00
		\$60,717.48	\$0.00
2021 MCIA Rev	6/1/2026		\$14,050.00
<i>pd off on</i>	12/1/2026	\$30,000.00	\$14,050.00
12/1/2041			
2021 MCIA Ref	12/1/2026	\$130,000.00	\$44,500.00
<i>pd off on</i>			
12/1/2031			
2024 MCIA	6/1/2026		\$53,375.00
	12/1/2026	\$80,000.00	\$53,375.00
2024 NJIB	2/1/2026	\$0.00	\$5,000.00
		\$14,493.45	\$0.00
	8/1/2026	\$10,000.00	\$5,000.00
		\$28,986.89	\$0.00
2025 MCIA	6/1/2026		\$50,000.00
	12/1/2026	\$80,000.00	\$50,000.00
TOTAL		\$1,633,219.29	\$705,101.26
TOTAL DEBT SERVICE PAYMENTS			\$2,338,320.55

Trustee & Paying Agent Fees					
				State	BONY
New Jersey EIT Debt Service					
2007 Bond				\$9,210.00	
2010 Bond				\$4,020.00	
2017 Bond				\$4,110.00	\$3,150.00
2020 Bond				\$210.00	\$3,465.00
2021 Bond				\$2,640.00	\$3,465.00
2024 Bond				\$1,515.00	\$3,465.00
Regular Debt Service					
1972 Issue					
2017 Issue					\$3,300.00
2019 Issue					\$3,300.00
2021 Bond					\$3,000.00
2024 Bond					\$3,300.00
2025 Bond					\$3,300.00
				Total	\$21,705.00
				TOTAL	\$51,450.00

CAPITAL BUDGET ITEMS			
Year	Project	Amount	Total
2024			
	Wickapecko Bypass Installation	\$25,000	
	Sludge Building Roof	\$800,000	\$825,000
2025			
1	Grit Bldg Cyclone Classifiers and Piping	\$345,000	
1	Distribution Chamber	\$700,000	
1	Screenings Building	\$750,000	
1	Security Upgrades	\$75,000	
1	Whalepond PS Upgrade	\$270,000	
	Lateral Replacement	\$120,000	
	Pipe Lining	\$200,000	\$2,460,000
2026			
1	Final Clarifier 1 & 2 Collector Drives; Final 1 Drain Valve	\$450,000	
5	Fine Bar Screens (2)	\$1,040,000	
1	Fiber Upgrades (Control Bldg, PSA, Admin)	\$500,000	
	Lateral Replacement	\$155,000	
	PSA Caterpillar Generator	\$140,000	\$2,285,000
2027			
1	PSA Cooling Tower	\$250,000	
1	Asco Main Plant Transfer Switch	\$280,000	
1	Admin Bldg Rehab	\$1,500,000	\$2,030,000
2028			
1	Primary Settling Tanks & Grit Chambers Rehab	\$1,000,000	
5	Primary Sludge Pumps (2)	\$100,000	
6	Primary Tank Collector Drives (4)	\$400,000.00	
	Screw Press/Belt Press	\$500,000	\$2,000,000
2029			
5	Jet Truck	\$500,000	
5	TV Truck	\$500,000	
5	PSA Atlas Copco Air Compressors (3)	\$450,000	
5	PSA Instrument Air Dryer	\$5,000	
5	PSA Instrument Air Compressors (2)	\$30,000	
5	LOX Storage Tank	\$100,000	\$1,585,000
2030			
5	Plant Paving	\$750,000	
5	Perimeter Fence Upgrade	\$100,000	
	Interlaken PS	\$500,000	
5	New Collection Garage	\$750,000	\$2,100,000
2031			
5	Main PB Screw Compactor	\$250,000	
5	Main PB Raw Sewage Pumps (3) w/ Automated Valves	\$480,000	
1	Main Pump Bldg Architectural Repairs	\$900,000	
5	Hypo Storage Tanks (2) w/ Transducer	\$160,000	
5	Control Bldg WAS & RAS (2 & 3)	\$150,000	
	Norwood PS	\$750,000	\$2,690,000
2032			
	Thickener Tank Rehab	\$250,000	
	Holding Tanks Rehab	\$500,000	
	Green Grove PS	\$400,000	\$1,150,000
2033			
	Chlorine Contact Tank Rehab	\$500,000	
	Easement Work	\$600,000	\$600,000
2034			
	Chloring Bldg Upgrade	\$700,000	\$700,000
2035			
	Lab Renovation	\$1,200,000	\$1,200,000



**Consulting & Municipal
ENGINEERS**

August 28, 2025

Tim Shea, P.E., Executive Director
Township of Ocean Sewerage Authority
224 Roosevelt Avenue
Oakhurst, NJ 07755

**Re: Consulting Engineer's Report
Period – August 2025
Our File No. POS00002.25**

Dear Mr. Shea:

In accordance with our agreement as the Consulting Engineer to the Township of Ocean Sewerage Authority, CME Associates personnel have responded to the various tasks assigned as described below:

GENERAL CONSULTING ENGINEERING

1. Prepare monthly status report.
2. GRIT BUILDING, DIVISION CHAMBER AND SCREENINGS BUILDING

CME prepared the Bid Documents for the WWTP Upgrades Project. The Project is advertised for bid. The bids are scheduled to be received on September 23.

3. FLOW METERING AND I&I INVESTIGATION

The flow monitoring devices were removed from the Authority's collection system around Sunset Avenue. Data evaluation is on-going.

DEVELOPER REVIEW AND INSPECTIONS

No activity this period.

Should you have any questions regarding this matter, please do not hesitate to contact this office.

Very truly yours,
CME ASSOCIATES


Keith M. Chiaravallo, PE
Consulting Engineer's Office

KC/MB

CONSULTING AND MUNICIPAL ENGINEERS LLC
NJ CERTIFICATE OF AUTHORIZATION NO. 24GA28359000
Barnegat • Berlin • Camden • Howell • Medford • Monmouth Junction • Parlin

TECHNICAL SERVICES MANAGER REPORT

DATE: September 2, 2025

TO: Board of Commissioners; Timothy Shea, PE, Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: September Commissioners Meeting

Operations

All required documentation and laboratory results for May were submitted to NJDEP with no violations or compliance issues reported. NJDEP also conducted its annual Labor Day inspection of the facility, which resulted in no findings of concern. In addition, the Bureau of Surface Water and Pretreatment Permitting determined that Kane Brewing Company requires an individual NJPDES/SIU permit, as its discharge meets the regulatory definition of a Significant Indirect User.

On August 20, bids were received for the Sewer Line & Facility Repair contract, with Woszczak identified as the lowest responsible bidder. A resolution approving their bid will be presented to the Board. A pre-bid meeting for upcoming WWTP capital projects is being held on September 3, with bidding to follow and construction expected to begin in November, when flows typically decrease.

The draft Fiscal Year 2026 budget has been completed and presented to the Finance Committee. To maintain operational stability amid rising chemical and operating costs, a 3% rate increase is proposed beginning next year, with the increase scheduled to repeat every other year.

Staffing efforts remain positive, with the addition of John DePaola as Plant Mechanic on August 11. He has been well received by staff and is quickly becoming an asset to the team.

Operationally, the facility's phone system experienced a failure on August 11 due to obsolete equipment, requiring a full replacement. The system is currently functioning on a limited basis. Quotes are being obtained from both RFP and Altek. Technology reviews also continue, as the NJ Cyber JIF Level III Certification process identified two areas requiring attention: the need for a compliant email provider and replacement of several Windows 10 computers before support ends in October 2025. The completed checklist for Level II was submitted to MEL underwriting on August 26 for review.

July Reported Numbers

Avg. Daily Plant Flow – 5.605 MGD

Sludge Holding Tank % solids – 3.56 %

Gallons Hauled – 511,700 Gallons

Rainfall – 3.47 in.

July DMR

Percent Removal TSS – 98.0 %

Percent Removal CBOD - >97.5 %

All other reported numbers were within set DEP parameters

Collections

Routine Maintenance

Total amount cleaned: **2,500 ft.**

Line maintenance/TV inspection

Total amount inspected: **14,830 ft.**

Pump stations

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

Allenhurst DPW Cedar Ave PS - TOSA services were requested by Allenhurst to vac out their station.

Markouts/Service Calls

78 markouts and 12 service calls were conducted during the month.

Training

During August, two employees achieved significant professional milestones. Operator Dylan Catanese successfully passed his Level 2 licensing exam, and Operator Tyler Munson passed his Level 1 licensing exam. Their achievements reflect both their dedication and the Authority's commitment to developing skilled, licensed operators. We are very proud of their accomplishments and the progress they have made in such a short period of time.

RESOLUTION 25-47

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	\$282,111.55
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	19,869.75
PAYROLL ACCOUNT	<u>82,529.94</u>
TOTAL BILLS PAYABLE	\$384,511.24

	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 September 2, 2025.

David Miller, Secretary

BILL LIST SUMMARY

Meeting Date September 2, 2025

General Fund Vouchers	\$282,111.55	
Bill List Total		\$384,511.24
Payroll	\$82,529.94	
August 8 Payroll		\$38,149.46
August 22 Payroll		\$44,380.48
Construction	\$19,869.75	
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
2017 MCIA Bond	\$0.00	
2019 MCIA Bond	\$0.00	\$0.00
2021 MCIA Bond	\$0.00	
CME (Sludge Building C&A)		\$0.00
2024 MCIA Bond	\$19,869.75	
CME 2025 WWTP Imp Design		\$18,970.25
CME (I&I Investigation)		\$899.50
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		\$384,511.24

Township of Ocean Sewerage Authority
Bill List By Vendor Id

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		Aitek Business Systems, Inc					
25-00334	08/05/25	IT Support	Open	\$1,913.00	\$0.00		
25-00348	08/18/25	Copier Maintenance	Open	\$97.50	\$0.00		
		Vendor Total:		\$2,010.50			
AMERWEAR		AMERICAN WEAR UNIFORMS					
25-00357	08/20/25	Uniforms	Open	\$501.15	\$0.00		
ATH001		LINDAATHANS					
25-00098	02/25/25	Medicare Reimbursement	Open	\$1,110.00	\$0.00		
ATLA001		ATLANTIC PLUMBING SUPPLY CORP.					
25-00358	08/20/25	Plumbing Supplies	Open	\$39.57	\$0.00		
ATT		AT&T MOBILITY					
25-00023	01/09/25	Cell Service	Open	\$387.96	\$0.00		
BIOAIR		BIOAIR SOLUTIONS, LLC					
25-00285	06/27/25	Odor Control	Open	\$2,958.40	\$0.00		
CLEARY		CLEARY GIACOBBE ALFIERI JACOBS					
25-00347	08/14/25	Legal Services	Open	\$388.50	\$0.00		
CME00001		CME ASSOCIATES					
EIT00965	08/20/25	2025 WWTP Improvements	Open	\$18,970.25	\$0.00		
EIT00966	08/20/25	I&I Investigation	Open	\$899.50	\$0.00		
		Vendor Total:		\$19,869.75			
CON002		MYRIAM C CONDELLO					
25-00094	02/25/25	Medicare Reimbursement	Open	\$1,110.00	\$0.00		
D ESPOSI		VINCENT D'ESPOSITO					
25-00354	08/19/25	Expense Report	Open	\$261.86	\$0.00		
DELT001		DELTA DENTAL PLAN OF NJ					
25-00002	12/16/24	Dental Premiums	Open	\$3,098.64	\$0.00		
DESAR001		ANDREW G DE SARNO					
25-00091	02/25/25	Medicare Reimbursement	Open	\$1,110.00	\$0.00		
DIMINO		Anthony Dimino					
25-00355	08/20/25	License Renewal	Open	\$103.30	\$0.00		
DIOR001		THOMAS DIORIO					
25-00109	03/07/25	Medicare Reimbursement	Open	\$1,110.00	\$0.00		
EVOQUA		EVOQUA WATER TECHNOLOGIES					

Township of Ocean Sewerage Authority
Bill List By Vendor Id

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
EVOQUA		EVOQUA WATER TECHNOLOGIES		<i>Account Continued</i>			
25-00332	08/05/25	Bioxide	Open	\$8,665.67	\$0.00		
FARRELL		Kathleen Farrell					
25-00363	08/21/25	Manhole Damage	Open	\$269.95	\$0.00		
FREE001		FREEHOLD CARTAGE INC					
25-00337	08/07/25	Grit Removal	Open	\$1,949.00	\$0.00		
GRAI001		GRAINGER WW INC					
25-00360	08/20/25	Plant Supplies	Open	\$367.70	\$0.00		
GUIR001		John Guire Supply, LLC					
25-00361	08/20/25	Landscape Equipment	Open	\$606.12	\$0.00		
HEINER		Dave Heiner Associates, Inc.					
25-00343	08/14/25	Pump Bredle Freight	Open	\$390.50	\$0.00		
HENR001		GLEN HENRY					
25-00149	04/01/25	Medicare Reimbursement	Open	\$555.00	\$0.00		
HOME001		HOME DEPOT CREDIT SERVICES					
25-00356	08/20/25	Supplies July/Aug	Open	\$217.04	\$0.00		
JCPL001		JERSEY CENTRAL POWER & LIGHT					
25-00350	08/18/25	Electric	Open	\$79,888.82	\$0.00		
JEM		JEM INDUSTRIAL SERVICES, INC.					
25-00336	08/07/25	Latex Gloves	Open	\$201.00	\$0.00		
25-00349	08/18/25	Nitrile gloves	Open	\$709.00	\$0.00		
		Vendor Total:		\$910.00			
KOCHEL01		DAVID R KOCHER					
25-00093	02/25/25	Medicare Reimbursement	Open	\$3,272.40	\$0.00		
LAGR001		SAL LAGROTTERIA					
25-00276	06/20/25	Medicare Reimbursement	Open	\$555.00	\$0.00		
LUCITY		CENTRALSQUARE					
25-00330	08/05/25	Lucity License	Open	\$4,242.80	\$0.00		
LYONS		LYONS ENVIRONMENTAL SERVICES					
25-00331	08/05/25	Lab Testing	Open	\$1,660.00	\$0.00		
MCMAS005		MCMASMASTER-CARR SUPPLY CO.					
25-00359	08/20/25	Grease Pit Plumbing	Open	\$283.05	\$0.00		
MIRA001		MIRACLE CHEMICAL CO					
25-00344	08/14/25	Sodium Hypochlorite	Open	\$13,560.00	\$0.00		
MONM005		MONMOUTH TRUCK EQUIPMENT					
25-00329	08/04/25	Truck Hose Repair	Open	\$376.53	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
NALCO 25-00014	12/26/24	NALCO COMPANY COOLING TOWER WATER TREATMENT	Open	\$599.75	\$0.00		
NJAM001 25-00345	08/14/25	NEW JERSEY AMERICAN WATER Water	Open	\$1,071.21	\$0.00		
NJNAT001 25-00352	08/19/25	NEW JERSEY NATURAL GAS CO Natural Gas	Open	\$396.61	\$0.00		
OLSE001 25-00089	02/25/25	BRUCE OLSEN Medicare Reimbursement	Open	\$1,110.00	\$0.00		
ONECALL 25-00333	08/05/25	ONE CALL CONCEPTS, INC July One Call	Open	\$1,065.80	\$0.00		
PACE 25-00338	08/07/25	Pace Analytical Services Lab Testing	Open	\$385.00	\$0.00		
POLYD001 25-00346	08/14/25	POLYDYNE INC Polymer	Open	\$10,712.25	\$0.00		
PRAX001 25-00353	08/19/25	LINDE, INC. Liquid Oxygen	Open	\$1,344.46	\$0.00		
RAMPOWER 25-00341	08/14/25	RAW POWER GENERATOR SERVICES Emergency Generator Repair	Open	\$2,603.42	\$0.00		
RCM 25-00339	08/07/25	Rainone Coughlin Minchello,LLC Legal Services June/July	Open	\$563.90	\$0.00		
RUSS001 25-00335	08/07/25	RUSSELL REID Sludge Disposal	Open	\$77,471.38	\$0.00		
SCHMEL01 25-00092	02/25/25	WILLIAM E SCHMELING Medicare Reimbursement	Open	\$1,110.00	\$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	\$439.11	\$0.00		
STAT002 25-00013	12/24/24	STATE OF NJ DEPT.OF TREAS.DIV. HEALTH INSURANCE PREMIUMS 2025	Open	\$45,934.46	\$0.00		
STAT004 25-00362	08/20/25	STATE OF NEW JERSEY Catastrophic Illness Fund	Open	\$36.00	\$0.00		
TIRE01 25-00328	07/30/25	STATE TIRE AND AUTO CENTER Truck 12 Rear Tires	Open	\$1,718.41	\$0.00		
TOWN001		TOWNSHIP OF OCEAN					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
TOWN001		TOWNSHIP OF OCEAN	<i>Account Continued</i>				
25-00364	08/22/25	Fuel July	Open	\$2,264.31	\$0.00		
UGI001		UGI Energy Services					
25-00351	08/18/25	Natural Gas	Open	\$7.73	\$0.00		
VACC001		FRANK VACCHIANO					
25-00090	02/25/25	Medicare Reimbursement	Open	\$1,110.00	\$0.00		
VERIZON2		VERIZON					
25-00018	12/30/24	Internet	Open	\$145.64	\$0.00		

Total Purchase Orders: 55 Total P.O. Line Items: 0 Total List Amount: \$301,981.30 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	\$282,111.55	\$0.00	\$282,111.55	\$0.00	\$0.00	\$282,111.55
	5-02	\$0.00	\$0.00	\$0.00	\$0.00	\$19,869.75	\$19,869.75
Total Of All Funds:		\$282,111.55	\$0.00	\$282,111.55	\$0.00	\$19,869.75	\$301,981.30

Totals by Fund							
Fund Description	Fund	Expend Rcvd	Expend Held	Expend Total	Revenue Total	G/L Total	Total
GENERAL FUND	01	\$282,111.55	\$0.00	\$282,111.55	\$0.00	\$0.00	\$282,111.55
	02	\$0.00	\$0.00	\$0.00	\$0.00	\$19,869.75	\$19,869.75
Total Of All Funds:		\$282,111.55	\$0.00	\$282,111.55	\$0.00	\$19,869.75	\$301,981.30

Township of Ocean Sewerage Authority
Breakdown of Expenditure Account Current/Prior Received/Prior Open

Fund Description	Fund	Current	Prior Rcvd	Prior Open	Paid Prior	Fund Total
GENERAL FUND	5-01	\$282,111.55	\$0.00	\$0.00	\$0.00	\$282,111.55
	Total Of All Funds:	\$282,111.55	\$0.00	\$0.00	\$0.00	\$282,111.55

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

August 5, 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, Valentino, Miller, Johnson

Absent: Theodora, Engineer Keith Chiaravella

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

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

WORK SESSION

Executive Director Report- Mr. Shea tells the Commissioners that Mr. DeSoucey and Mr. Dimino taught EPDA classes this past month. Also, the annual lab certifications were received this month. And lastly, the Bill List has been revised and the Jersey Shore Hospital payment has been removed. He goes on to say that there will be a 36.9% increase in the State Health Benefits going forward. He has met with Brown and Brown, insurance consultants, to explore alternative options. The Township is doing the same as per Commissioner Miller. Commissioner Galvin would like the staff members personnel files updated with their newest accomplishments.
No questions for Mr. Shea

Attorney Report- None at this time.

Engineering Report- Mr. Shea states they will meet with CME tomorrow morning to review the final designs and are looking to go out to bid mid-late August.

Technical Service Manager's Report- Mr. Dimino discusses Kane Brewing and the permit that he worked on. He has met with DEP on July 18th, together with the operations manager they toured the facility. DEP states this is the only brewing facility they know of without their own treatment facility. This will be the first DEP issued SIU permit for a brewery. A meeting is schedule with Mr. Kane for tomorrow to discuss mitigating. He also discusses that the plant mechanic has resigned. He was offered a sheet metal unit job with perks and an offer he could

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

August 5, 2025

not refuse. A candidate will be starting August 11th, John DePaula, he has a strong automotive mechanical background. Vinny has successfully passed test II. Several trainees will be sitting for their tests in the near future. Bob Ruland will now be the safety coordinator. He is OSHA certified.

Commissioner Valentino asks about repairs to the flag pole. Mr. Shea states that they have put a light on it and replaced the old flag with a brand-new American flag. He has also circulated a proposed TOSA specific flag to be discussed and agreed upon. He asks for any commissioner comments on the proposed flags. Commissioner Valentino will have a second draft of the proposed TOSA flag for the next meeting.

Mr. Miller lets Mr. Dimino know that he is proud of him and that he is doing a nice job with the training.

BUSINESS SESSION

Mr. Shea reviews the resolutions.

Resolution 25-43 approves Robert Ruland as the safety coordinator.

Resolution 25-44 refund for 1416 Unami Avenue.

Resolution 25-45 Authorizing a 3-year renewal with JIF.

Resolution 25-46 Cyber JIF requirements with on line banking and the Cash Management Plan.

There are best practices and certain rules to be followed to protect against cyber-attacks.

Language needs to be added to the Cash Management Plan. They will meet with the consultant next week.

Mr. Miller asks how the meeting with the Borough of Deal went and Mr. Dimino states that he met with the Borough Administrator, Joanne and conferenced in Avakian to discuss the rag issues etc. They will follow up with Deal in the future.

No Commissioner comments

No public comments

Communications- None at this time.

Resolution

Mr. Valentino makes a motion to approve the bill list in the amount of \$337,072.21 and Mr. Miller seconds the motion.

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:

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
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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	\$196,615.11
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	57,617.01
PAYROLL ACCOUNT	<u>82,840.09</u>
TOTAL BILLS PAYABLE	\$337,072.21

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

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora						X
Johnson			X			
Miller		X	X			
Galvin			X			
Valentino	X		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 August 5, 2025.

David Miller, Secretary

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

August 5, 2025

Resolution

CONSENT AGENDA

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

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

TECHNICAL SERVICES MANAGER REPORT

DATE: August 5, 2025

TO: Board of Commissioners; Timothy Shea, PE, Executive Director

FROM: Anthony Dimino, Technical Services Manager

RE: August Commissioners Meeting

Operations

All required documentation and laboratory results for the month of May were submitted to the New Jersey Department of Environmental Protection (NJDEP). There were no permit violations or compliance issues reported.

The bid documents for our Sewer Line and Facility Repair contract have been finalized and prepared for advertisement. The bid opening is scheduled for August 20, 2025, with the contract award anticipated on September 1, 2025.

At the end of June, Dan Lockward from NJDEP conducted the annual holiday inspection of the facility. The inspection was completed without incident and concluded quickly. Before departing, we discussed NJDEP case numbers related to ongoing concerns with Kane Brewing. Dan indicated that he would follow up with Charles Bisese regarding the SIU permit TOSA is preparing to issue.

Subsequently, Charles scheduled a site inspection at Kane Brewing for July 18, which included NJDEP representatives Dan Lockward, Alex Morris, and Femi Ibitolu. During the inspection, it was communicated to Michael Kane that the BOD and TSS levels in Kane Brewing's discharge were significantly above the limits outlined in TOSA's Rules and Regulations. Femi requested additional sampling from the facility. It was also suggested that NJDEP, rather than TOSA, issue the SIU permit. A pretreatment system will likely be required to bring the discharge into compliance. DEP is currently awaiting the additional sample data from Kane Brewing.

On July 3, the Bredel hose for ROTO Drum No. 1 was replaced. After the unit was returned to service, operators observed that the hose on ROTO Drum No. 2 would also need replacement soon. Quotes were solicited from both GP Jager and a new vendor, Dave Heiner Associates. The latter provided a

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

REGULAR MEETING

Oakhurst, NJ

August 5, 2025

quote approximately 50% lower than GP Jager. The hose from Dave Heiner Associates was delivered on July 29 and successfully installed by our operators on July 30—a task typically performed by the plant mechanic. We are currently conducting a side-by-side evaluation of the new hose versus the original Bredel hose to assess durability and performance.

The PSA system experienced downtime due to low instrument air pressure. Upon investigation, it was determined that one of the air compressors was not powering on. EMI was contacted and identified a blown fuse on the three-phase power line. Once the fuse was replaced, the compressor was returned to full service.

On July 24, Atlas Copco was on site to perform routine maintenance on the PSA compressors and conduct a general equipment assessment. All work was completed the same day without impacting plant operations.

Progress continues on the Cyber JIF certification checklist. With the implementation of a Cyber Incident Response Plan and Technology Policy, the Authority has now achieved the Basic compliance level and is approaching Intermediate status. We are currently working with Altek to determine the feasibility of reaching the Advanced level this year. A follow-up meeting is scheduled with Altek for August 14 to review the remaining requirements for full compliance.

On July 14, Mechanic Nic Patterson informed us that he had accepted a position with a sheet metal union through the Helmets to Hardhats program, which includes a tax-free housing credit he could not decline. His official resignation date was July 18. On July 17, we interviewed John Depaola for the vacant mechanic position. John brings strong automotive experience and previously assisted the plant mechanic at a neighboring authority. Based on his qualifications, he was offered the position and is scheduled to begin on August 11.

June Reported Numbers

Avg. Daily Plant Flow – 4.895 MGD

Sludge Holding Tank % solids – 4.12 %

Gallons Hauled – 406,000 Gallons

Rainfall – 4.81 in.

June DMR

Percent Removal TSS – 97.4 %

Percent Removal CBOD - 95.3 %

All other reported numbers were within set DEP parameters

Collections

Routine Maintenance

Total amount cleaned: **3,225 ft.**

Line maintenance/TV inspection

Total amount inspected: **9,940 ft.**

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Total amount inspected for Ocean DPW: **850 ft.**

A total of 14 laterals were inspected and located on Wickapecko Drive between Sunset Avenue and Appleby Drive. The Township is planning to pave this section next year, and we will coordinate the replacement of these laterals prior to the paving to avoid any future disruptions.

CCTV for LBSA on Monmouth Pl, located a major grease issue in 8 inch main.

Pump stations

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

At Interlaken Pump Station, all three pumps were pulled from service by Pilot Electric and inspected in coordination with TOSA collection system operators. No issues were found, and all pumps were returned to service. Pilot Electric also removed the Muffin Monster for inspection. Due to its deteriorated condition, we are currently obtaining quotes for its replacement.

In addition, the Interlaken Pump Station grounds were maintained—this included weeding, trimming bushes, removing dead shrubs and trees, and applying mulch.

At Norwood Pump Station, TOSA collection operators rebuilt the Flygt pump, installing a new impeller along with upper and lower cutting plates.

At Colonial Terrace Pump Station, low-hanging tree branches over the generator exhaust pipe were cut and removed to ensure safe and unobstructed operation.

Service Calls

Mark Woszczak answered two emergency calls regarding broken manhole castings and covers, one on Sunset Ave. and the other on Fanwood St.

Markouts

88 markouts were conducted during the month

Training

Collection Supervisor Vinnie D'Esposito successfully passed his S2 licensing exam. His dedication and hard work in preparing for the exam are commendable, and the Authority is extremely proud of his accomplishment.

This month, I also completed the Rutgers Certified Public Manager (CPM) program. My capstone project focused on developing a comprehensive Emergency Action Plan for our Authority. Due to the quality and depth of the work, the program administrator has selected it as an example for future cohorts.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
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In addition to completing the CPM program, I have fulfilled all coursework required for NIMS certification. I have reached out to Tom Reu, Ocean Township’s OEM Director, to finalize the remaining steps and am currently awaiting his response.

Safety

Following the resignation of our Safety Coordinator, Collection Foreman Bob Ruland has volunteered to assume the role. Bob brings a solid understanding of safety practices and recently completed his OSHA 10-Hour General Industry Training, further demonstrating his commitment to workplace

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

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

Resolution

Mr. Miller makes a motion to approve Resolution 25-43 Appointing Robert Ruland Authority Safety Officer and Mr. Valentino seconds the motion.

25-43

**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

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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.

Roll Call, Miller, Johnson, Galvin, Valentino

Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora						X
Johnson			X			
Miller	X		X			
Galvin			X			
Valentino		X	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 August 5, 2025.

David Miller, Secretary

Resolution

Mr. Johnson makes a motion approving Resolution 25-44 Authorizing a refund to 1416 Unami Avenue and Mr. Valentino seconds the motion.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
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August 5, 2025

25-44

**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

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

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora						X
Johnson	X		X			
Miller			X			
Galvin			X			
Valentino		X	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 August 5, 2025.

David Miller, Secretary

Resolution

Mr. Miller makes a motion to approve Resolution 25-45 authorizing a 3-year renewal of NJUA JIF Membership and Mr. Valentino seconds the motion.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

August 5, 2025

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.

Roll Call, Miller, Johnson, Galvin, Valentino

Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora						X
Johnson			X			
Miller	X		X			
Galvin			X			
Valentino		X	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 August 5, 2025

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

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DAVID MILLER, Secretary

Resolution

Mr. Valentino makes a motion to approved Resolution 25-46 Authorizing adoption of amended cash management plan for 2025 and Mr. Johnson seconds the motion.

25-46

**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:

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- 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:

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

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

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora						X
Johnson		X	X			
Miller			X			
Galvin			X			
Valentino	X		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 August 5, 2025.

David Miller, Secretary

Acting Chairman, Mr. Galvin has two questions for the Executive Director. First, he asks about remote access for meetings, Mr. Shea explains there is no remote access into the server at this time. Secondly, he asks if rate payers ever over pay their bill. Some residents he knows at Two Rivers are paying the quarterly payment as a monthly payment, and he wonders if TOSA has this same issue and is told no. Many pay the entire balance in January. No other questions or comments from the public or the Board at this time.

Commissioner Valentino would like to enter into closed session to discuss a personnel issue.

Commissioner Valentino makes a motion to enter into executive session and Mr. Miller seconds the motion.

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

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

Therefore, Ms. Berlen reads the statement authorizing the Township to enter into a closed session.

**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.

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 Authority may meet in closed session when the matter under discussion as authorized by NJSA 10:4-12b:

- Are considered confidential by federal law, state statute or court rule;
- Would jeopardize receipt of federal funds;
- Constitute unwarranted invasion of individual privacy;
- Concern collective bargaining;
- Involve purchase, lease or investment using public funds, or concern the setting of bank rates;
- Concern investigations of violations or possible violations of the law or techniques of protecting the safety and property of the public when disclosure of same could impair such protection;
- Are covered by the attorney client privilege;
- Concern personnel; or
- Involve certain proceedings which could result in a civil penalty, suspension or loss of license.

**The general nature of the subject matter to be discussed is: Personnel Matters _____
(i.e. litigation, acquisition of property, attorney client privilege etc.)**

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

August 5, 2025

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.

Date: August 5, 2025

The Commission returned to the regular meeting only to adjourn.

Mr. Valentino makes a motion to adjourn the regular meeting and Mr. Miller seconds the motion.

Roll Call, Miller, Johnson, Galvin, Valentino

Yes Yes Yes Yes

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

The meeting ends at 6:59 PM.

**AUTHORIZING THE HIRING OF JOHN DEPAOLA AS
PLANT MECHANIC**

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for a Plant Mechanic; and

WHEREAS, John DePaola provided a resume indicating the requisite experience for the Plant Mechanic position; and

WHEREAS, the Executive Director, Technical Services Manager and Plant Foreman interviewed John DePaola and recommend John DePaola for the position of Plant Mechanic.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes the hiring of John DePaola to the position of Plant Mechanic as of August 11, 2025 at a starting salary of \$65,978/yr.

	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 September 2, 2025.

DAVID MILLER, SECRETARY

AUTHORIZING AWARD OF A CONTRACT TO MARK WOSZCZAK MECHANICAL CONTRACTORS, INC. FOR SEWER LINE AND FACILITIES REPAIRS ON AN AS-NEEDED BASIS

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Sewer Line and Facilities Repairs on an As-Needed basis on July 24, 2025 in the Asbury Park Press; and

WHEREAS, the Authority received six (6) requests for the bid documents; and

WHEREAS, bids were received, opened and announced by the Authority at its offices on August 20, 2025; and

WHEREAS, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, Mark Woszczak Mechanical Contractors, Inc. submitted the lowest responsible bid; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract from the Contractor Repairs line items (01-60-600-351 and 01-61-601-351).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority awards a one-year contract to Mark Woszczak Mechanical Contractors, Inc. for Sewer Line and Facilities Repairs on an As-Needed Basis for the period September 1, 2025 to August 31, 2026 on the terms and conditions contained in their bid proposal; and

BE IT FURTHER RESOLVED that the appropriate officers of the Authority are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

	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 September 2, 2025.

DAVID MILLER, Secretary

CREATING THE POSITION OF DEPUTY EXECUTIVE DIRECTOR

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need to do succession planning; and

WHEREAS, the Township of Ocean Sewerage Authority wishes to create the position of Deputy Executive Director which includes the job description attached hereto for Deputy Executive Director.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves the position of Deputy Executive Director with the job description as attached hereto for Deputy Executive Director.

	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 September 2, 2025.

DAVID MILLER, SECRETARY

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

Deputy Executive Director

The Deputy Executive Director serves as a key administrative leader supporting the Executive Director in the oversight and management of the Authority's operations. This position focuses heavily on strategic planning, interdepartmental coordination, budget development, compliance administration, and staff management. While technical knowledge of wastewater utility operations is essential, the role is centered on executive-level administration, communication, and organizational leadership. The Deputy Executive Director serves as Acting Executive Director in their absence.

Illustrative Examples of Work

- Support the Executive Director in daily administrative oversight of the Authority, including personnel management, operational planning, and organizational development.
- Oversee department heads and ensure alignment of operations, finance, compliance, and engineering efforts with the Authority's strategic goals.
- Lead the development of annual and long-term budgets, financial forecasts, and capital improvement planning.
- Administer contracts, professional service agreements, procurement processes, and interlocal agreements.
- Ensure the Authority's compliance with all NJDEP and NJPDES regulatory requirements by coordinating with appropriate staff and consultants.
- Prepare and present comprehensive reports, operational updates, and policy recommendations to the Board of Commissioners.
- Assist in the administration of human resources functions, including employee relations, staffing, and professional development.
- Coordinate with outside agencies, municipalities, consultants, and legal counsel on regulatory, legal, and public affairs matters.
- Promote a culture of accountability, transparency, and continuous improvement across all departments.
- Serve as Acting Executive Director in their absence and take on delegated responsibilities as needed.

Qualifications

- High school diploma; College Degree preferred
- Experience submitting all NJDEP permit compliance reports (DMR's)
- Minimum of 5-7 years of progressively responsible management experience in a wastewater utility or public works organization
- In-depth knowledge of wastewater utility operations, regulatory compliance, and infrastructure management
- Familiarity with NJDEP regulations, NJPDES permit compliance, and environmental permitting requirements
- Proven experience in budget development, capital planning, and interdepartmental project coordination
- Strong leadership, organizational, and communication skills

Preferred Qualifications

- Possession of S3 wastewater license along with C license (1-4)
- Completion of AEA's Environmental Professional Development Academy
- Completion of Rutgers Certified Public Manager (CPM) course
- National Incident Management Systems (NIMS) Certification
- Experience working with or under a Board of Commissioners or similar governing body
- Working knowledge of enterprise systems such as financial software, asset management platforms, and SCADA/monitoring tools

**AUTHORIZING THE PROMOTION OF ANTHONY DIMINO
TO DEPUTY EXECUTIVE DIRECTOR**

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for a Deputy Executive Director; and

WHEREAS, Anthony Dimino is presently the Technical Services Manager for the Township of Ocean Sewerage Authority; and

WHEREAS, Anthony Dimino has exhibited the leadership and management qualifications requisite for the Deputy Executive Director position.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes the promotion of Anthony Dimino to Deputy Executive Director at a starting annual salary of \$135,000 commencing August 11, 2025.

	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 September 2, 2025.

DAVID MILLER, SECRETARY