

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

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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:

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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

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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

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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 PI, 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.

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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.

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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 | | | |

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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.

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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 | | | |

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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

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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

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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.