

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

October 7, 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, Theodora, Johnson

Others: Executive Director Timothy Shea, Deputy Executive Director Anthony Dimino, Engineer Keith Chiaravella, General Counsel Carol A. Berlen, Esq, Recording Secretary Amy Stewart

Chairman Theodora called the meeting to order and all recited The Pledge of Allegiance. Mr. Theodora announced that the Meeting was being held in accordance with the Open Public Meetings Act of 1975 and adequate notice had been duly posted where required and sent to the Asbury Park Press and the Coaster, mailed to its service communities and posted on its website. The Minutes of this meeting will be available after Board approval at a subsequent meeting.

The meeting is available in real time to the public by logging into meet.google.com/hvy-nivn-pdi or calling 857-323-2408, PIN 182 159 490#.

A motion is made by Commissioner Valentino and is seconded by Commissioner Miller to amend the order of the agenda, in order to skip down to the Business Section of the agenda.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

BUSINESS SESSION

Communications- None at this time.

No Board comments at this time.

No Public comments at this time.

Resolution

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Resolution 25-53, bill list in the amount of \$370,045.71

A motion is made by Commissioner Valentino and seconded by Commissioner Johnson to approve the Bill List.

RESOLUTION 25-53

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	\$256,071.87
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	34,653.85
PAYROLL ACCOUNT	<u>79,319.99</u>
TOTAL BILLS PAYABLE	\$370,045.71

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

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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 October 7, 2025.

David Miller, Secretary

Resolution

CONSENT AGENDA

Commissioner Miller offered the approval of the following as a Consent Agenda and Commissioner Valentino seconded the adoption of the Consent Agenda an all-in-favor vote followed.

- a) Approval of Minutes of the September 2, 2025 regular meeting minutes (as amended)
- b) Motion to receive and file Operator's Report

No questions on the Operator's Report, but Commissioner Galvin does not like how the last paragraph is written in the September 2nd minutes and would like the last sentence to be in its own paragraph. They will vote on approving the minutes as amended.

OPERATIONS REPORT

DATE: October 7, 2025

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

FROM: Anthony Dimino, Deputy Executive Director

RE: October Commissioners Meeting

Operations

All required documentation and laboratory results were submitted to NJDEP with no violations reported. The NJPDES surface water permit renewal application was submitted on September 30, and NJDEP has confirmed it is administratively complete; we are now awaiting the draft permit.

During September, critical maintenance and inspections were completed across the facility. The BioAir blower experienced a failure and was temporarily repaired pending a full replacement

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quote. The annual PSA system inspection and turndown service were completed, with several components rebuilt or replaced, ensuring continued reliable operation. Operators addressed a gearbox issue at Final Tank No. 3, with parts ordered and repairs planned.

Capital improvement projects for the Grit Building, Screenings Building, and Division Chamber reached the bidding stage, with five bids received and BRW Welding submitting the lowest at \$1,721,015. Additionally, the Authority hosted the Intro to Water and Wastewater class from Ocean County Vocational School, providing students with a facility tour and insight into treatment processes.

Personnel changes include the departure of Operator Tyler Munson in early October, who accepted a position with American Water, and the upcoming start of Operator in Training Nicholas Sommers on October 6.

August Reported Numbers

Avg. Daily Plant Flow – 4.918 MGD
Sludge Holding Tank % solids – 4.04 %
Gallons Hauled – 536,200 Gallons
Rainfall – 0.62 in.

August DMR

Percent Removal TSS – 98.8 %
Percent Removal CBOD - 97.7 %
All other reported numbers were within set DEP parameters

Collections

The Dukes Roots flow study has concluded after 60 days, with 33 flow trackers installed throughout the Wanamassa area. No inflow was detected, though signs of infiltration were observed. These areas will be addressed in next year's Collections capital plan.

During CCTV inspection on Malke Dr, an unrecorded easement to Deal Rd and three buried manholes were discovered. The manholes were excavated, inspected, and the easement and manholes have been added to the GIS system.

TOSA crews have begun cleaning and CCTV inspection of the 16" trunk line on Grassmere Ave, between Wickapecko Dr and the Interlaken Pump Station. Flow is temporarily diverted to Wickapecko PS. To date, 1,400 feet of pipe have been inspected and approximately 6 cubic feet

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of debris removed. The VCP pipe and brick manholes show points of groundwater infiltration and will require lining and rehabilitation.

Routine Maintenance

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

Line maintenance/TV inspection

Total amount inspected: **5,700 ft.**

Pump stations

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

Markouts/Service Calls

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

Training

Staff have successfully completed key safety courses, including Hazmat Awareness, Hearing Conservation, and Fire Safety. To ensure full compliance with annual training requirements, several additional courses are planned for October and November.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

Resolution

Resolution 25-54 Authorizing the award of Contract for 2025 Treatment Plant Improvements to BR Welding, Inc in the Amount of \$1,721,015.

Mr. Johnson makes a motion to approve this resolution and Mr. Valentino seconds the motion.

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RESOLUTION 25-54

**AUTHORIZING AWARD OF CONTRACT FOR 2025
TREATMENT PLANT IMPROVEMENTS TO BR WELDING,
INC. IN THE AMOUNT OF \$1,721,015**

WHEREAS, the Authority advertised for the 2025 Treatment Plant Improvements project in the Asbury Park Press on August 27, 2025 with a return date of September 23, 2025; and

WHEREAS, the Authority received five (5) bids on the return date ranging in cost from \$1,721,015 to \$2,505,200; and

WHEREAS, the Authority’s engineer and executive director reviewed the bid documents and found them compliant with the bid requirements; and

WHEREAS, the Authority’s engineer has recommended the Authority award 2025 Plant Improvements to BR Welding, Inc. in the amount of \$1,721,015.00 contingent upon attorney review; and

WHEREAS, the low bid was more than 10% lower than the next lowest bid and as such requires certification from the bidder that Prevailing Wages will be paid; and

WHEREAS, the Authority’s Executive Director has indicated there are funds available for the award in the 2024 MCIA Revenue Bonds.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to BR Welding, Inc. in the amount of \$1,721,015.00 for 2025 Treatment Plant Improvements project.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

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David Miller, Secretary

Commissioner Miller has a question regarding what work this company will be performing. Commissioner Theodora clarifies that they are multi-faceted and they don't just do welding work. Mr. Chiaravella explains that there were 5 bids received, their references were checked, etc. Commissioner Galvin does not like the wording in the resolution and would like a statement from Mr. Chiaravella's report to be added. They voted on the resolution as amended.

Resolution

Mr. Valentino makes a motion to approve Resolution 25-55 Authorizing a refund to 29 Oak Mews Court in the amount of \$582.59, and Mr. Galvin seconds the motion.

25-55

**AUTHORIZING REFUND TO MARISA PETROU FOR ACCOUNT
NUMBER 6423-0**

WHEREAS, Marisa Petrou is the owner of 29 Oak Mews Court in the Township of Ocean (account number 6423-0) (the "Property"); and

WHEREAS, the Owner attempted to make electronic payment for the sewer bill and mistakenly submitted payment 3 times overpaying the bill by \$582.59; and

WHEREAS, by email dated September 17, 2025, Marisa Petrou requested a refund of the credit balance in her account of \$582.59.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes a refund of \$582.59 to Marisa Petrou for account number 6423-0.

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Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

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DAVID MILLER, Secretary

Commissioner Galvin asks the Executive Director if this is a common issue of residents paying multiple times and is told no.

Resolution

Commissioner Valentino makes a motion to approve Resolution 25-56 Authorizing participation in the MCIA Governmental Loan Financing Program and Commissioner Miller seconds the motion.

25-56

RESOLUTION OF THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY MAKING APPLICATION TO THE LOCAL FINANCE BOARD PURSUANT TO N.J.S.A. 40A:5A-6 AND AUTHORIZING ITS PARTICIPATION IN THE GOVERNMENTAL LOAN BOND FINANCING PROGRAM OF THE MONMOUTH COUNTY IMPROVEMENT AUTHORITY

WHEREAS, The Township of Ocean Sewerage Authority (the “Authority”) desires to make application to the Local Finance Board for its review of a proposed project financing consisting of (i) upgrades to the Authority’s Wastewater Treatment Plant, including but not limited

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to final clarifier drives, fine bar screen replacement, PSA generator replacement and fiber communication upgrades, and (ii) upgrades to the Authority's Wastewater Collection System, including but not limited to lateral replacement(s) and pipe lining, together with issuance expenses; and

WHEREAS, the Authority has reviewed the Governmental Loan Program proposed by The Monmouth County Improvement Authority (the "MCIA"), whereby the MCIA would issue its bonds through the Governmental Loan Bond Financing Program, to be secured by, inter alia, the Authority's bonds to be issued and sold to the MCIA; and

WHEREAS, the Authority believes that participation in the MCIA's Governmental Loan Bond Financing Program may benefit the Authority due to reduced interest costs as a result of a guaranty by the County of Monmouth, New Jersey (the "County Guaranty") on the debt service of the MCIA bonds issued under its Governmental Loan Bond Financing Program; and

WHEREAS, the Authority further believes that any savings the Authority can achieve for its ratepayers is of importance to its community, and accordingly the Authority desires to issue its bonds through the MCIA's Governmental Loan Bond Financing Program; and

WHEREAS, pursuant to N.J.S.A. 40A:5A-6, prior to the adoption of a bond resolution by the Authority authorizing the issuance of bonds or notes, the proposed project financing must be submitted to the Local Finance Board for its review; and

WHEREAS, the Authority believes that:

- (a) it is in the public interest to accomplish such purpose;
- (b) said purpose or improvements are for the health, welfare, convenience or betterment of the inhabitants of the district of the Authority;
- (c) the amounts to be expended for said purpose or improvements are not unreasonable or exorbitant; and
- (d) the proposal is an efficient and feasible means of providing services for the needs of the inhabitants of the district of the Authority and will not create an undue financial burden to be placed upon the Authority;

NOW THEREFORE, BE IT RESOLVED by the Board of Commissioners of The Township of Ocean Sewerage Authority, as follows:

Section 1. The Authority hereby authorizes the Authority's participation in the MCIA's Governmental Loan Bond Financing Program.

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Section 2. An application to the Local Finance Board reflecting the foregoing transaction (the “Application”) is hereby approved, and the Authority’s Executive Director, General Counsel and Bond Counsel, along with other representatives of the Authority, are hereby authorized to prepare such Application, to file such Application with the Local Finance Board, and to represent the Authority in matters pertaining thereto.

Section 3. The Secretary of the Authority is hereby directed to prepare and file a copy of this Resolution and the proposed supplemental bond resolution and other appropriate documents with the Local Finance Board as part of such Application.

Section 4. The Local Finance Board is hereby respectfully requested to consider such Application and to record its findings, recommendations and/or approvals as provided by the applicable New Jersey Statute(s).

Section 5. This Resolution shall take effect immediately.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

Certified to be a true and correct copy of a Resolution of the Board of Commissioners of The Township of Ocean Sewerage Authority adopted at their Regular Meeting of October 7, 2025.

David Miller, Secretary

Tim explains that this funds TOSA’s 2026 capital plan in the amount of \$2,285,000.

Resolution

A motion to approved Resolution 25-57 awarding Construction Administration contract to CME for the 2025 Treatment Plant Improvement Project is made by Commissioner Valentino and seconded by Commissioner Miller.

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25-57

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT
TO CME ASSOCIATES FOR CONSTRUCTION PHASE SERVICES FOR
2025 TREATMENT PLANT IMPROVEMENTS IN AN AMOUNT NOT TO
EXCEED \$104,698.00.**

WHEREAS, CME Associates designed and put to bid the 2025 Treatment Plant Improvements project; and

WHEREAS, the construction contract was awarded at the Township of Ocean Sewerage Authority’s October 7, 2025 Board meeting; and

WHEREAS, CME Associates has presented the Authority with a proposal dated October 1, 2025 to provide construction phase services for the 2025 Treatment Plant Improvements project for an amount not to exceed \$104,698.00; and

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

THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby authorizes CME Associates to provide Construction Phase Services for 2025 Treatment Plant Improvements in an amount not to exceed \$104,698.00.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

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DAVID MILLER, Secretary

Resolution

A resolution adopting the Township of Ocean Sewerage Authority Code of Conduct is made by Commissioner Valentino and seconded by Commissioner Galvin. Mr. Galvin suggests changing the wording in the proposed code in reference to the requirement to disclose a potential conflict or the appearance of a conflict; in writing. He feels that the ability to verbalize the conflict should be added to the verbiage. All agree, including Ms. Carol Berlen, Esq. She will make the necessary changes and the resolution will be voted on as amended.

25-58

ADOPTING CODE OF ETHICS

WHEREAS, the Commissioners of the Township of Ocean Sewerage Authority commit themselves to a standard of integrity, professionalism, and transparency that reflects the highest ideals of public service; and

WHEREAS, the Commissioners are desirous of adopting a Code of Ethics which reflect that commitment.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby adopts the Code of Ethics as presented with this Resolution.

Roll Call, Miller, Galvin, Valentino, Johnson, Theodora

Yes Yes Yes Yes Yes

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

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David Miller, Secretary

WORK SESSION

Executive Director Report- Timothy Shea lets the Commission know that TOSA is in the process of getting a new and improved phone system that is being implemented due to the old phone system crashing. This system has additional modern capabilities and allows the employees to always be reachable. Installation will begin after payment is approved at tonight's meeting. Mr. Shea would like to commend Anthony on his efforts to file the NJPDES permit renewal with the NJDEP, he was able to accomplish this with no outside consultants. Job well done Anthony Dimino.

Brown and Brown submitted a proposal in reference to Health Insurance. Switching will save TOSA approximately \$96,000 on Health Insurance in 2026. The employees are on board. It is not mandatory that they make this change before January 1, 2026. SHBP needs to be notified 60 days prior to termination but that can take place at any point during 2026. A resolution will need to be approved to exit the State Health Benefits Plan as well as enter the new plan. This should be done this month if they want to be in the new plan by January 1, 2026. Tim suggests he works on the resolutions and they schedule a special meeting by the end of October. Commissioner Miller suggests that Mr. Shea contact Mr. Brown, the Township Manager, to see what the Township may be doing with their 2026 benefits. And Mr. Shea agrees to reach out to Mr. Brown, but lets Mr. Miller know that TOSA can not go in with the Township and their health insurance plans, because of size etc. Employee contributions will remain. The Board requires 20% be contributed going forward as well.

Carol Berlen, states that her firm has represented NJ Solutions HIP since January 2025.

A special meeting will be scheduled for the end of October, via Zoom. If a retiree takes this option they will not be able to get back into the State Health Benefits plan.

Rate hearing needs to be scheduled and advertised in the near future. Commissioner Valentino would like to know what part of TOSA's strategic plan directs the Commissioners as to what rate setting will be utilized. Mr. Shea will solicit the assistance of the Commission to assist in the correct verbiage going forward. They are thinking the rate hearing will take place in December.

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Engineering Report

Mr. Chiaravella explains that five bids were received for the treatment plan improvement project and B&R Welding was within the construction estimate for the project and the lowest responsible bidder. Once the bid is awarded they will move forward on the project. The I&I investigation is on-going. A report will be forthcoming.

Commissioner Valentino exits the meeting at 7:00PM.

Mr. Dimino outlines the difference between inflow and influx for the public. He states that inflow is an open manhole or a storm drain and infiltration is more ground water seepage making it more gradual than inflow.

There are no additional comments for Mr. Chiaravella at this time.

Technical Service Manager's Report

Anthony Dimino mentioned speaking with the Deal Borough Administrator, the check was sent to Dukes to begin the smoke testing, they are implementing a bar screen at their pump station as well. Deal is moving forward with all scheduled projects for 2026.

Tyler Munson accepted a job at American Water and he will need to be replaced. A new Operator in Training began on October 6th, leaving one operator position remaining open. The goal is to hire two operators in 2026.

There are no public comments at this time.

A motion to file the Operator's Report is made by Mr. Miller and seconded by Mr. Johnson.

Roll Call, Miller, Galvin, Johnson, Theodora

Yes Yes Yes Yes

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

There is no need for a closed session this evening and there are no additional comments from the board or the public.

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A motion to adjourn the public meeting is made by Commissioner Galvin and is seconded by Commissioner Miller, an all-in-favor vote follows.

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

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

The meeting ends at 7:06 PM.