

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

September 2, 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

Absent: Johnson

Others: Executive Director Timothy Shea, Technical Service Manager 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#.

WORK SESSION

Executive Director Report- Timothy Shea discusses that on August 27, 2025, the TOSA finance committee met to discuss the proposed budget for 2026. This is the budget as proposed, including a 3% increase, which equates to approximately \$14 per unit annual increase. This rate increase pertains to the customer towns as well. Therefore, the total revenue increase equals \$272,619.00. Some reserve will be used to balance the budget using a portion of the excess of \$10 million in reserve currently. Expenses, total appropriations go up \$272,619.00, 3.49% total from 2025. The increases are largely due to the State Health Benefits increasing exponentially; as well as licensing, training and professional development, fees; also, salaries will increase in 2026. The treatment plan expenses have decreased, the salary budget is also decreasing, as well as water, chemicals, etc. The Collection systems budget will increase 1.77%, due to various changes. TOSA has budgeted for capital equipment as well. Total appropriations increased 3.49% in total.

Mr. Galvin would like to ensure that information is being shared with the customer towns and is told that it will be shared immediately following this meeting. Mr. Valentino would like to publicly commend Mr. Shea on the job he has done on the 2026 budget proposal.

Mr. Galvin asks who else bid besides Woszczak and is told a few other companies.

There are no additional questions or comments on the Executive Director's Report at this time.

Attorney Report- None at this time.

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Engineering Report- Keith Chiaravella, from CME updates the commissioners on the current upgrades project. The bid has been advertised and the bid opening is set for September 23rd. They have had approximately 20 vendors pick up bids for submission thus far. They hope to have this awarded at the October meeting and perhaps have the work commence by the end of 2025.

Technical Service Manager's Report- Anthony Dimino, the Deputy Executive Director, discusses Kane Brewery. They will require an individual NJPDES/SIU permit as determined by the Bureau of Surface Water and Pretreatment Permitting. They will be self-monitoring, with involvement from Anthony as well. He would also like to commend two TOSA employees for achieving professional milestones. Dylan Catanese successfully passed his Level 2 exam and Operator Tyler Munson passed his Level 1 exam in August. Everyone that can sit for a license has at this point. The commissioners are happy with this fact.

Commissioner Miller would like an update about the Borough of Deal. He is told that the conversations are on-going and they plan to budget for screening etc. Commissioner Valentino suggests continuing to follow up with Deal to ensure they will have this line item in their 2026 budget, as their rags continue to negatively impact TOSA.

BUSINESS SESSION

Mr. Shea reviews the resolutions.

Resolution 25-48 Authorizes the hiring of John DePaola as Plant Mechanic

Resolution 25-49 Authorizes the award of contract to Mark Woszczak for sewer line and facility repairs, he has been the contractor for several years and TOSA continues to be satisfied with their work.

Resolution 25-50 Creates the position of Deputy Executive Director

Resolution 25-51 Authorizes the promotion of Anthony Dimino to Deputy Executive Director as discussed at the August 5th TOSA meeting.

Resolution 25-52 Introduces the 2026 Budget. This is the first step in the Budget process, it will now be sent to the DCA for their sign off and approval then at the December meeting TOSA will approve the 2026 Budget.

Communications- None at this time.

Mr. Valentino discusses how the fall conference is the same week at the League of Municipalities and he would like to see some TOSA employees as well as some commissioners in attendance this year.

No public comments at this time.

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Resolution

Resolution 25-47. Mr. Valentino made a motion to approve the bill list in the amount of \$384,511.24 and Mr. Miller seconded the motion.

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

Roll Call, Miller, Galvin, Valentino, Theodora

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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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

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 August 5, 2025 regular & closed meeting minutes
- b) Motion to receive and file Operator's Report

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.

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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.

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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.

Roll Call, Miller, Galvin, Valentino, Theodora

Yes Yes Yes Yes

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

Resolution

Mr. Valentino makes a motion to approve the hiring of John DePaola as Plant Mechanic and Mr. Miller seconds the motion.

25-48

**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.

Roll Call, Miller, Galvin, Valentino, Theodora

Yes Yes Yes Yes

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	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. Miller makes a motion to approve resolution 25-49 and Mr. Theodora seconds the motion.

25-49

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

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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.

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

Roll Call, Miller, Galvin, Valentino, Theodora

Yes Yes Yes Yes

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

Resolution

Mr. Valentino makes a motion to approve resolution 25-50 and Mr. Miller seconds the motion.

25-50

**CREATING THE POSITION OF DEPUTY EXECUTIVE
DIRECTOR**

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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.

Roll Call, Miller, Galvin, Valentino, Theodora

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 Regular Meeting held on September 2, 2025.

DAVID MILLER, SECRETARY

Resolution

Mr. Valentino makes a motion to approve resolution 25-51 and Mr. Theodora seconds the motion.

25-51

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

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need

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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.

Roll Call, Miller, Galvin, Valentino, Theodora

Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Theodora		X	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 Regular Meeting held on September 2, 2025.

DAVID MILLER, SECRETARY

Resolution

Mr. Miller makes a motion to approve the budget introduction and Mr. Galvin seconds the motion.

25-52

**2026 AUTHORITY BUDGET RESOLUTION
TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
FISCAL YEAR: JANUARY 1, 2026 TO DECEMBER 31, 2026**

WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the

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fiscal year beginning January 1, 2026 and ending December 31, 2026 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of September 2, 2025, Resolution 25-; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$7,805,607, Total Appropriations, including any Accumulated Deficit if any, of \$7,805,607 and Total Unrestricted Net Position utilized of \$359,108; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,285,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rates, fees and other charges, will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the Authority’s planning and management objectives; specific authorization to expend funds for the purposes described in this Section of the budget must be granted by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on September 2, 2025 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2026 and ending December 31, 2026 is hereby approved; and

BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Authority’s outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED that the Governing Body of the Township of Ocean Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption at the Authority’s December 2, 2025 Regular Meeting.

Roll Call, Miller, Galvin, Valentino, Theodora

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

There is no need for a closed session this evening. There are no additional comments from the board or the public at this time.
A motion is made by Mr. Valentino to adjourn the public meeting and is seconded by Mr. Miller.
The meeting ends at 6:56 PM.