

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY**  
**REGULAR MEETING**  
**January 6, 2026**

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](https://meet.google.com/euv-evrg-apv) or calling 1-720-507-3321, PIN 664 452 541#.

**WORK SESSION**

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

**BUSINESS SESSION**

10. Communications –
11. Review of Bill List
  - a. Board comments
  - b. Public comment
12. **Resolution 26-01: 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 December 2, 2025 regular meeting
  - b. Motion to receive and file Operator's Report
14. **Resolution 26-02 – Adopting Revised Handbook and Personnel Policies and Procedures Manual .**

15. **Resolution 26-03** – Adopting Salaries for 2026.
16. **Resolution 26-04** – Authorizing Refund for Account 18610-0, 3200 Sunset Avenue.
17. Closed Session, if necessary
18. Adjournment

**RESOLUTION 26-01**

**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	\$272,377.93
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	6,697.50
PAYROLL ACCOUNT	<u>84,277.51</u>
<b>TOTAL BILLS PAYABLE</b>	<b>\$363,352.94</b>

	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 January 6, 2026.

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David Miller, Secretary

## BILL LIST SUMMARY

Meeting Date January 6, 2026

<b>General Fund Vouchers</b>	<b>\$272,377.93</b>	
Bill List Total		\$363,352.94
<b>Payroll</b>	<b>\$84,277.51</b>	
December 12 Payroll		\$43,041.35
December 24 Payroll		\$41,236.16
<b>Construction</b>	<b>\$6,697.50</b>	
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	
Mark Woszczak (1308 Birch Ave)		\$0.00
2019 MCIA Bond	\$0.00	
2021 MCIA Bond	\$0.00	
CME (Sludge Building C&A)		\$0.00
2024 MCIA Bond	\$6,697.50	
Mark Woszczak (Gate Electric Conduit)		\$0.00
CME 2025 WWTP Imp		\$6,697.50
CME (I&I Investigation)		\$0.00
<b>Review &amp; Inspection</b>	<b>\$0.00</b>	
CME Associates	\$0.00	
Ocean Town Centre		\$0.00
280 Norwood		\$0.00
<b>R &amp; R</b>	<b>\$0.00</b>	
		\$0.00
<b>TOTAL BILL LIST AMOUNT</b>		<b>\$363,352.94</b>

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	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
3200 SUN 25-00520	3200 Sunset Commons LLC Sewer Refund	12/23/25		Open	\$24,840.00	\$0.00		
AEA 001 26-00001	AEA HEADQUARTERS Annual Dues 2026	12/05/25		Open	\$5,017.00	\$0.00		
AMERWEAR 25-00516	AMERICAN WEAR UNIFORMS Uniforms	12/23/25		Open	\$393.80	\$0.00		
ASBURY01 25-00504	Gannett NY-NJ LocalIQ Legal Ad	12/17/25		Open	\$193.00	\$0.00		
ATT 25-00023	AT&T MOBILITY Cell Service	01/09/25		Open	\$387.96	\$0.00		
BANK001 26-00003 26-00006	THE BANK OF NEW YORK MELLON Trustee Fees MCIA 2019 Trustee Fees	12/09/25 12/18/25		Open Open	\$3,300.00 \$7,000.00	\$0.00 \$0.00		
	<b>Vendor Total:</b>				<b>\$10,300.00</b>			
CDW 001 25-00511	CDW GOVERNMENT INV Lab Equipment	12/23/25		Open	\$3,416.42	\$0.00		
CHERRY 25-00486	CHERRY VALLEY TRACTOR SALES Tractor Parts	12/01/25		Open	\$137.55	\$0.00		
CLEARY 25-00489	CLEARY GIACOBBE ALFIERI JACOBS Labor Counsel	12/09/25		Open	\$1,073.00	\$0.00		
CME00001 EIT00975	CME ASSOCIATES 2025 WWTP Improvements	12/23/25		Open	\$6,697.50	\$0.00		
COAST002 25-00509	THE NEW COASTER Legal Ad Rate Hearing	12/18/25		Open	\$21.70	\$0.00		
DELT001 26-00005	DELTA DENTAL PLAN OF NJ Dental Premium January	12/15/25		Open	\$3,098.64	\$0.00		
EDMUN001 26-00004	EDMUNDS & ASSOCIATES INC Annual maintenance Edmunds	12/10/25		Open	\$4,269.24	\$0.00		
ELE001 25-00498	ELECTRO MAINTENANCE INC Electric Repairs	12/10/25		Open	\$5,063.00	\$0.00		
EVOQUA 25-00492	EVOQUA WATER TECHNOLOGIES Bioxide	12/10/25		Open	\$8,533.05	\$0.00		

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
FREE001 25-00517	12/23/25	FREEHOLD CARTAGE INC Grit Removal	Open	\$1,949.00	\$0.00		
GRAI001 25-00519	12/23/25	GRAINGER WW INC Plant Supplies	Open	\$732.48	\$0.00		
HOME001 25-00512	12/23/25	HOME DEPOT CREDIT SERVICES Plant Supplies	Open	\$485.20	\$0.00		
JCPL001 25-00507	12/18/25	JERSEY CENTRAL POWER & LIGHT Electric	Open	\$3,606.39	\$0.00		
JETVACEQ 25-00502	12/15/25	JET VAC EQUIPMENT, LLC Jet Truck Tools	Open	\$1,096.00	\$0.00		
LYONS 25-00522	12/23/25	LYONS ENVIRONMENTAL SERVICES Lab Testing	Open	\$1,420.00	\$0.00		
MEHO001 25-00518	12/23/25	THOMAS MEHOLIC Medicare Part B Premiums	Open	\$6,006.00	\$0.00		
MIRA001 25-00515	12/23/25	MIRACLE CHEMICAL CO Sodium Hypochlorite	Open	\$6,780.00	\$0.00		
NALCO 25-00014	12/26/24	NALCO COMPANY COOLING TOWER WATER TREATMEN	Open	\$599.75	\$0.00		
NAPA001 25-00521	12/23/25	NAPAAUTO PARTS Generator Batteries	Open	\$464.70	\$0.00		
NET 25-00505	12/17/25	Netcarrier Monthly Phone Service December	Open	\$482.21	\$0.00		
NJAM001 25-00503	12/15/25	NEW JERSEY AMERICAN WATER Water	Open	\$1,005.16	\$0.00		
NJNAT001 25-00513	12/23/25	NEW JERSEY NATURAL GAS CO Natural Gas	Open	\$1,988.60	\$0.00		
NJSJHIF 26-00007	12/23/25	NJ Solutions JHIF Health Insurance January	Open	\$66,089.53	\$0.00		
ONECALL 25-00496	12/10/25	ONE CALL CONCEPTS, INC One Call November	Open	\$434.40	\$0.00		
PACE 25-00491	12/09/25	Pace Analytical Services Lab Testing Effluent	Open	\$370.00	\$0.00		
PATTERSO 25-00488	12/09/25	Nic Patterson CDL Permit Fee	Open	\$125.00	\$0.00		
POLYD001		POLYDYNE INC					

Vendor # P.O. #	PO Date	Name Description	Status	Amount	Void Amount	Contract	PO Type
POLYD001		POLYDYNE INC					
				<i>Account Continued</i>			
25-00484	11/21/25	Polymer	Open	\$10,712.25	\$0.00		
PRAX001		LINDE, INC.					
25-00514	12/23/25	Liquid Oxygen	Open	\$4,429.55	\$0.00		
RAMPOWER		RAW POWER GENERATOR SERVICES					
25-00506	12/18/25	Annual Service Generators	Open	\$3,838.20	\$0.00		
RCM		Rainone Coughlin Minchello,LLC					
25-00495	12/10/25	Legal	Open	\$1,051.63	\$0.00		
RUSS001		RUSSELL REID					
25-00487	12/05/25	November sludge	Open	\$49,581.00	\$0.00		
SEAB001		SEABOARD WELDING SUPPLY INC					
25-00176	04/15/25	Tank Rental	Open	\$62.65	\$0.00		
SPECTROT		SPECTROTEL					
25-00027	01/14/25	Telephone	Open	\$26.01	\$0.00		
STAT001		STATE SHORTHAND REPORTING					
25-00501	12/15/25	Rate Hearing 12.2.25	Open	\$378.00	\$0.00		
STAT002		STATE OF NJ DEPT.OF TREAS.DIV.					
25-00013	12/24/24	HEALTH INSURANCE PREMIUMS 2025	Open	\$25,727.71	\$0.00		
TDCARD01		TD CARD SERVICES					
25-00101	03/06/25	MONTHLY GOOGLE CHARES	Open	\$16.80	\$0.00		
25-00497	12/10/25	WEB HOSTING RENEWAL	Open	\$215.88	\$0.00		
		<b>Vendor Total:</b>		<b>\$232.68</b>			
TOWN001		TOWNSHIP OF OCEAN					
25-00500	12/15/25	November Fuel	Open	\$816.99	\$0.00		
UGI001		UGI Energy Services					
25-00494	12/10/25	Natural Gas	Open	\$108.73	\$0.00		
25-00499	12/15/25	Natural Gas	Open	\$6.62	\$0.00		
		<b>Vendor Total:</b>		<b>\$115.35</b>			
USA BLUE		USA BLUE BOOK					
25-00493	12/10/25	Smoke Testing Equipment	Open	\$3,169.74	\$0.00		
VERIZON2		VERIZON					
25-00018	12/30/24	Internet	Open	\$124.39	\$0.00		
WATER		Waterworth					
26-00002	12/05/25	Annual Subscription	Open	\$10,200.00	\$0.00		
WOSZCZ01		MARK WOSZCZAK					
25-00508	12/18/25	2 Mount Ct Manhole Rim	Open	\$1,533.00	\$0.00		

Vendor #	Name							
P.O. #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type	
WOSZCZ01		MARK WOSZCZAK	<i>Account Continued</i>					

**Total Purchase Orders: 51 Total P.O. Line Items: 0 Total List Amount: \$279,075.43 Total Void Amount: \$0.00**

<b>Totals by Year-Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Expend Rcvd</b>	<b>Expend Held</b>	<b>Expend Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Total</b>
<b>GENERAL FUND</b>	<b>5-01</b>	<b>\$173,403.52</b>	<b>\$0.00</b>	<b>\$173,403.52</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$173,403.52</b>
	<b>5-02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,697.50</b>	<b>\$6,697.50</b>
	<b>Year Total:</b>	<b>\$173,403.52</b>	<b>\$0.00</b>	<b>\$173,403.52</b>	<b>\$0.00</b>	<b>\$6,697.50</b>	<b>\$180,101.02</b>
<b>GENERAL FUND</b>	<b>6-01</b>	<b>\$98,974.41</b>	<b>\$0.00</b>	<b>\$98,974.41</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$98,974.41</b>
<b>Total Of All Funds:</b>		<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$6,697.50</b>	<b>\$279,075.43</b>

<b>Totals by Fund</b>							
<b>Fund Description</b>	<b>Fund</b>	<b>Expend Rcvd</b>	<b>Expend Held</b>	<b>Expend Total</b>	<b>Revenue Total</b>	<b>G/L Total</b>	<b>Total</b>
<b>GENERAL FUND</b>	<b>01</b>	<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$272,377.93</b>
	<b>02</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$0.00</b>	<b>\$6,697.50</b>	<b>\$6,697.50</b>
<b>Total Of All Funds:</b>		<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$272,377.93</b>	<b>\$0.00</b>	<b>\$6,697.50</b>	<b>\$279,075.43</b>

**AUTHORIZING ADOPTION OF EMPLOYEE HANDBOOK**

**WHEREAS**, the Municipal Excess Liability JIF (the "MEL") has recommended changes to the Employee Handbook and the Personnel Policies and Procedures Manual for members of the New Jersey Utility Authorities Joint Insurance Fund (the "NJUA JIF"); and

**WHEREAS**, the Authority is a member of the NJUA JIF.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby adopts the Employee Handbook attached to this Resolution; and

**BE IT FUTHER RESOLVED** that the Township of Ocean Sewerage Authority hereby adopts a Personnel Policies and Procedures Manual consistent with the MEL Model Personnel Policies and Procedures Manual on its website (njmel.org); and

**BE IT FURTHER RESOLVED** that the Employee Handbook and Personnel Policies and Procedures Manual be effective as of January 1, 2026.

	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 January 6, 2026.

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David Miller, Secretary

**ESTABLISHING EMPLOYEE COMPENSATION FOR 2026**

**WHEREAS**, the Township of Ocean Sewerage Authority desires to establish base salaries for 2026.

**NOW, THEREFORE, BE IT RESOLVED**, this 6th day of January, 2026 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective December 29, 2025.

<u>EMPLOYEE</u>	<u>COMPENSATION<sup>(1)</sup></u>
Timothy Shea	\$ 150,000
Anthony Dimino	\$ 140,000
Vincent D'Esposito	\$ 117,667
Daniel DeSoucey	\$ 113,300
Richard Roman	\$ 95,545
Robert Ruland	\$ 91,237
John DePaola	\$ 70,000
Dylan Catanese	\$ 69,863
Jared Merriman	\$ 46,575
Dan Larsen	\$ 46,575
Nick Sommers	\$ 46,575
Tomaso Morgano	\$ 46,575
Bill Schmeling	\$ 31.00/hr (P.T.)
Amy Stewart	\$ 4,775
Board Chairman	\$ 2,250.00/yr
Board Members	\$ 2,000.00/yr

(1) Step increases may occur during year

**AND BE IT FURTHER RESOLVED** that such base salary amount shall be in

addition to any other amounts due an employee in accordance with the Authority's Employee Handbook;

**AND BE IT FURTHER RESOLVED** that employees participating in the NJ Solutions HJIF Health Benefits Program shall pay eighty percent (80%) of the applicable PERS Tier 4 percentage.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Miller						
Theodora						
Valentino						
Johnson						

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 January 6, 2026.

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Secretary

**AUTHORIZING REFUND TO 3200 SUNSET COMMONS, LLC  
FOR ACCOUNT NUMBER 18610-0**

**WHEREAS**, 3200 Sunset Commons, LLC is the owner of 3200 Sunset Avenue in the Township of Ocean (account number 18610-0); and

**WHEREAS**, the property consists of a 17000 SF commercial building which equates to 7 sewer service units; and

**WHEREAS**, the account was erroneously set up upon initiation of service as a metered account with a minimum charge of 16 units resulting in an overcharge since 2000; and

**WHEREAS**, upon discovery of the error, a meeting was held with the property owner and a resolution to the overcharge was to propose a refund for the last five years; and

**WHEREAS**, the five year overcharge totals \$24,840.00 which has been requested to be refunded.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes a refund of \$24,840.00 to 3200 Sunset Commons, LLC for account number 18610-0.

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin						
Johnson						
Miller						
Theodora						
Valentino						

I hereby certify the above to be a true copy of a Resolution duly adopted by the Township of Ocean Sewerage Authority at its Meeting held on January 6, 2026.

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David Miller, Secretary