

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

January 6, 2026

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: Theodora, Galvin, Valentino, Johnson

Absent: Commissioner Miller, Engineer Keith Chiaravella

Others: Executive Director Timothy Shea, Deputy Executive Director Anthony Dimino, 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

Commissioner Miller is sick and unable to attend tonight's Meeting.

Executive Director Report- Mr. Shea discusses the improper billing of the account at 3200 Sunset Avenue (Sunset Commons) resulting in a refund of \$24,840.00. The resolution for this refund is on tonight's agenda. The personnel policy and procedures manual, as required by the JIF, has been updated. Updates, with the attorney's review, must occur every three years. A few areas needing updates include, ADA policies, harassment outside of the workplace, and comp time.

No questions at this time.

Attorney Report- Carol Berlen, Esq., let's the Commission know that on January 1st she was appointed as the Borough attorney in Keyport. Unfortunately, their meetings conflict with the Township of Ocean Sewerage Authority meeting dates and therefore she will no longer be the TOSA attorney. One of her colleagues will replace her beginning in February; she is unsure who at this time.

Engineering Report- Projects are moving forward.

Technical Service Manager Report- Anthony Dimino states that on December 15, 2025 he met with Kane Brewery and the DEP to discuss their SIU permit. Kane would like the ability to have a higher discharge concentration without the need of a permit. A study would need to be done.

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Kane would like to hire Jim Cosgrove to perform the study and neither Mr. Dimino nor Mr. Shea have an issue with that.

On December 5th, an alarm went off indicating an issue with clarifier #1. A crack was discovered, therefore with the use of capital improvement money and a change order, CME will be authorized to update the clarifier. The ongoing smoke tests have been going very well. Some illegal connections have been discovered.

TOSA recently received notice that the hotel in town has been illegally discharging, the DEP was notified and the issue was mitigated.

No questions for Mr. Dimino.

Chairman Theodora asks Mr. Shea to review the resolutions.

Resolution 26-02 is authorizing the adoption of the Employee Handbook

Resolution 26-03 is authorizing the adoption of the 2026 salaries, a 3% increase across the board.

Resolution 26-04 is authorizing a refund to 3200 Sunset Avenue, as previously discussed.

Mr. Shea notes that Chairman Theodora will not be available to attend the TOSA meetings in either June or November because elections force TOSA meetings to be held on Thursdays in those months. They decide to keep the dates the same after discussion.

Commissioner Valentino will not be in attendance at the Re-Organization meeting to be held in February due to a prior commitment in Florida. There will be a quorum.

Public Comments- None at this time.

BUSINESS SESSION

Communications- None at this time.

Resolution

Mr. Valentino makes a motion to approve Resolution 26-01, the Bill List, in the amount of \$363,352.94, and Mr. Johnson seconds the motion.

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:

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

Roll Call, Theodora, Galvin, Valentino, Johnson

Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller						X
Theodora			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 January 6, 2026.

Adam Johnson, Assistant Secretary

Resolution

Mr. Valentino makes a motion to approve the consent agenda and Mr. Johnson seconds it.

- a) Approval of December 2, 2025 regular meeting minutes
- b) Approval to receive and file the Operator’s Report

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An all in favor vote follows.

OPERATIONS REPORT

DATE: January 6, 2026

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

FROM: Anthony Dimino, Deputy Executive Director

RE: January Commissioners Meeting

Operations

All required documentation and laboratory results were submitted to the New Jersey Department of Environmental Protection (NJDEP), and no violations were reported.

A virtual meeting was held with NJDEP officials on December 15 to discuss Kane Brewing Company's Significant Industrial User (SIU) permit. A follow-up meeting occurred on December 18 with representatives from NJDEP, the Township of Ocean Sewerage Authority (TOSA), Kane Brewing Company, and Kane Brewing's legal counsel. During these discussions, Kane Brewing expressed interest in reaching an agreement with TOSA that would allow for higher discharge concentrations than provided for in our Rules and Regulations without the need for a DEP permit. TOSA staff clarified that a DEP permit would be required regardless of discharge concentration and that any consideration of increased allowable limits would require an engineering evaluation of TOSA's treatment capacity and loading capabilities.

Following the meeting, Kyle A. Smith, Engineering Counsel for Michael Kane, contacted Tim and me to inquire whether TOSA would object to Kane Brewing retaining its own engineer to conduct a local limits study of TOSA's system. The proposed engineer is James Cosgrove, President of One Water Consulting LLC, who is well known and highly respected within the water and wastewater industry. Tim and I responded that TOSA had no objection to this approach. We are currently awaiting further communication following their coordination with Mr. Cosgrove.

On December 5 at approximately 5:30 a.m., staff received an alarm indicating that the rotating assembly on Final Clarifier No. 1 was inoperable. Upon arrival and initial inspection, no visible obstructions were observed. The alarm was cleared, and the gearbox was re-energized. However, upon resumption of rotation, abnormal clicking noises were noted, and a crack in the gearbox housing became visible. The clarifier was immediately taken offline and drained for further evaluation.

The gearbox had previously been identified as being in poor condition in the 2024 Van Cleef Facility Assessment, and funding for gearbox replacements on Final Clarifiers No. 1 and No. 2 had been budgeted for 2026. Following the failure, GP Jager, Koester, and Fleet were contacted to obtain replacement options and pricing. CME was also notified to evaluate potential impacts to the upcoming facility rehabilitation project with BR Welding. A follow-up site visit was conducted on December 9 with Jason and Nish from CME and Joe from BR Welding to discuss incorporating the clarifier drive replacements into the rehabilitation project scope.

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Additionally, new technology and equipment were ordered to support plant operations, including desktop computers for the Mechanic, Safety Coordinator, and Plant Operators. Upgraded tablets were also procured for the Mechanic and Operators to improve documentation and work order completion throughout the facility. A new laboratory microscope was purchased that is compatible with an existing, outdated PC that would have otherwise been retired. This configuration allows samples to be displayed on a monitor for simultaneous viewing by multiple operators, improving knowledge sharing and consistency in evaluating daily microbiological conditions. Collectively, these investments reflect the Authority's continued commitment to modernizing aging infrastructure, improving operational efficiency, and maintaining compliance with current cybersecurity standards.

November Reported Numbers

Avg. Daily Plant Flow – 3.924 MGD

Sludge Holding Tank % solids – 4.61 %

Gallons Hauled – 315,000 Gallons

Rainfall – 1.08 in.

Percent Removal TSS – 95.9 %

Percent Removal CBOD - 94.4 %

All other reported numbers were within set DEP parameters

Collections

Since the beginning of December, approximately six miles of sewer pipe have been smoke tested. Two illegal connections were identified during this effort.

At 20 Woodrow Street, smoke testing revealed that rain gutter downspouts were connected to the sanitary sewer lateral. The homeowner was notified by formal letter from the Authority and has since contacted TOSA. The homeowner has acknowledged the issue and will take corrective action to resolve the violation.

A second illegal connection was identified at 283 Park Avenue, where six 4-inch storm drains located in the rear yard between the fence and the tennis court were connected to the pool house sanitary lateral. Following receipt of the violation notice, the homeowner contacted TOSA and acknowledged the illegal connection. With the homeowner's approval, TOSA collection system operators cut and capped the storm drain connections to eliminate the inflow source.

On December 24, 2025, TOSA received a phone call from a concerned citizen reporting that sewage was being pumped into a stream from the Anchor Inn located on Highway 35. Upon receipt of the complaint, Collection Foreman Bob Ruland and the Ocean Township Police Department (OTPD) were dispatched to the location.

Upon arrival, Mr. Ruland confirmed the illegal discharge of sewage into a wooded area adjacent to the stream. The hotel was immediately directed to cease pumping activities. Investigation revealed that the Anchor Inn had placed a sump pump into a private wet well and discharged sewage into the wooded area, reportedly in an attempt to address odor concerns.

Collection Supervisor Vinnie D'Esposito subsequently arrived on site and notified the New Jersey Department of Environmental Protection (NJDEP), the Deal Lake Commission, and the Monmouth County Health Department. The Ocean Township Police Department issued a summons to the hotel for illegal dumping. Following enforcement action, the hotel owner contacted a licensed septic hauling company to pump and properly dispose of the contents of the wet well.

TOSA's collection team had a representative from NozzTeq visit the facility to demonstrate new, water-efficient sewer cleaning nozzles. Pricing was provided for several nozzle options that may be beneficial for routine collection system maintenance and day-to-day operations.

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Routine Maintenance

Total amount cleaned: **8,250 ft.**

Line maintenance/TV inspection

Total amount inspected: **5,775 ft.**

Pump stations

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

Markouts/Service Calls

67 markouts were conducted during the month.

Training

On December 22, the Asbury Park Fire Department was on site to conduct confined space emergency response training. The training included a comprehensive walkthrough of confined space locations throughout the plant, identification of appropriate retrieval system setups, and discussion of entry procedures. The Fire Department also conducted multiple mock rescue scenarios using the main pump building basement as the rescue area.

Roll Call, Theodora, Galvin, Valentino, Johnson

Yes Yes Yes Yes

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

Resolution

Mr. Valentino makes a motion to approve Resolution 26-02 and Mr. Johnson seconds the motion.

26-02

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.

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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.

Roll Call, Theodora, Galvin, Valentino, Johnson

Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller						X
Theodora			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 January 6, 2026.

Adam Johnson, Assistant Secretary

Resolution

Mr. Johnson makes a motion to approve Resolution 26-03 Adopting 2026 salaries and Mr. Valentino seconds the motion.

26-03

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. Y

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<u>EMPLOYEE</u>	<u>COMPENSATION⁽¹⁾</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.

Roll Call, Theodora, Galvin, Valentino, Johnson
 Yes Yes Yes Yes

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

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Resolution

Mr. Johnson makes a motion to adopt Resolution 26-04 authorizing the refund for Acct. #18610-0 for 3200 Sunset Avenue and Mr. Valentino seconds the motion.

26-04

**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.

Roll Call, Theodora, Galvin, Valentino, Johnson

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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Seeing no need for a closed session Commissioner Galvin made a motion to adjourn the public meeting and Commissioner Johnson seconded the motion. The meeting ends at 6:44 P.M.