

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 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: Valentino, Johnson, Miller, Galvin, Theodora

Absent: Engineer Keith Chiaravella

Others: Executive Director Timothy Shea, Deputy Executive Director Anthony Dimino, General Counsel Michael Burns, Esq, Recording Secretary Amy Stewart

Chairman Valentino called the meeting to order and all recited The Pledge of Allegiance and a moment of silence. Mr. Valentino 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, 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's Report

At last month's TOSA meeting, Commissioner Galvin asked for the approximate payment from the Township to TOSA for the connections at two Township parks and is told that historically the annual fee was approximately \$6,300 for the Pool Complex and approximately \$3,000 for the playground.

NJUAJIF 2025 safety incentive was awarded to TOSA along with a certificate for two years' service with no lost time. Bob Ruland is the safety coordinator and the Commissioners would like to commend him and all employees on a job well done.

No other comments on the Director's Report at this time.

Attorney's Report- nothing at this time

Engineering Report- first payment request from B&R Welding was received and will be on next month's agenda.

No additional comments.

Laura Tracey has joined the meeting via Zoom.

Operator's, Maintenance and Collection Reports- Anthony Dimino informs the Commissioners that a lab audit was performed last month and all corrective actions have been submitted ahead

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

of schedule. The annual collections’ system inspection was done with no issues or violations. A targeted grease trap inspection program will be implemented this month and a memo will be issued to all food establishments.

A few new staff members have been hired. Brandon Tracey was hired as an operator in training and Sam Nowell will be returning part time. Also, Dylan Catanese has been promoted from Operator II to Plant Foreman.

Michael Burns Esquire enters the meeting at 6:34.

Commissioner Miller asks Mr. Dimmino for an update on the issues with Kane Brewery and was told that he has a meeting scheduled with One Water Consulting Co. tomorrow to discuss the headwork’s study results. He will also be meeting with the Administrator in Allenhurst to discuss their I & I issues.

No questions at this time.

Review of Resolutions- Resolution 26-16 authorizes the promotion of Dylan Catanese to Plant Foreman. 26-17 is ratifying the hiring of Brandon Tracey to Operator in Training filling a vacant position. 26-18, authorizing the re-hiring of Sam Nowell who was previously a utility worker who resigned in 2025 and will now return part time for the Authority. 26-19- establishes a system of rotation for Authority Commissioners.

Board Comments- Commissioner Valentino states that revisions have been made to the flag design and the Commissioners have the renditions to review. The flags would be displayed on the TOSA property.

The Commission decides to carry this decision to the next meeting.

Public Comments- A motion to open the meeting for public comment was made by Commissioner Theodora and seconded by Commissioner Miller, and an all-in-favor vote followed.

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

Yes Yes Yes Yes Yes

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

Valentino			X			
-----------	--	--	---	--	--	--

No public comment at this time.

A motion to close the public comment was made by Commissioner Theodora and is seconded by Commissioner Johnson, an all-in-favor vote follows.

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

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

BUSINESS SESSION

Communications- None at this time.

Resolution

Bill List, Resolution 26-15, in the amount of \$519,100.90 was offered by Commissioner Theodora and seconded by Vice Chairman Johnson.

RESOLUTION 26-15

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.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

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	\$412,485.83
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	15,834.00
PAYROLL ACCOUNT	<u>90,781.07</u>

TOTAL BILLS PAYABLE	\$519,100.90
----------------------------	---------------------

No comments at this time.

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

Yes Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson		X	X			
Miller			X			
Theodora	X		X			
Valentino			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 April 7, 2026.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

Secretary

Resolution

A motion is made by Commissioner Theodora and seconded by Vice Chairman Johnson to approve the consent agenda for items a-d listed below.

Consent Agenda a-d: **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 March 3, 2026 regular meeting
- b. Motion to receive and file Operator's Report

No questions at this time.

OPERATIONS REPORT

DATE: April 7, 2026

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

FROM: Anthony Dimino, Deputy Executive Director

RE: April Commissioners Meeting

Operations

The Authority remains in full regulatory compliance, with all required submissions to the New Jersey Department of Environmental Protection completed and no violations reported during this period. In response to last month's laboratory audit, the Authority worked proactively with Lyons Environmental to review, strengthen, and validate laboratory Standard Operating Procedures. All corrective actions and the formal audit response were completed and submitted ahead of schedule on March 24.

On March 11, NJDEP Collection Enforcement Officer Alex Cervantes conducted the Authority's annual inspection, accompanied by both our Collection System Supervisor and Foreman. The inspection included pump stations and selected manholes throughout the system. While the formal report is pending, prior inspections have consistently confirmed compliance with all state mandates, reflecting the Authority's continued operational diligence.

In alignment with recent amendments to the Open Public Meetings Act, the Authority implemented a strategic update to its website, including the addition of a dedicated Public Notice page. To further

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

REGULAR MEETING

Oakhurst, NJ

April 7, 2026

strengthen cybersecurity and reduce exposure risks, all public-facing email addresses were replaced with controlled contact forms.

The Authority also took steps to modernize and safeguard its infrastructure by engaging Altek to assess server reliability and support network improvements. Internal staff successfully installed a new network switch, expanding system capacity for alarms and monitoring. Planning is underway for proactive server maintenance and long-term replacement to ensure system resilience.

Looking ahead, the Authority will implement a targeted grease trap inspection program beginning in April, focusing on high-risk areas to proactively prevent blockages and reinforce regulatory compliance. This initiative reflects a continued emphasis on preventative maintenance and system protection.

From a staffing perspective, the Authority continues to invest in workforce development. Following a competitive interview process, Brandon Tracey was selected for the Operator in Training position based on his qualifications and long-term potential. Additionally, a resolution will be presented to rehire Sam Nowell as a Part-Time Utility employee, further strengthening operational support.

A resolution will be presented to the Board recommending the promotion of Dylan Catanese from Operator II to Plant Foreman. Mr. Catanese has proven himself to be an invaluable asset to the Authority through his exceptional dedication, leadership, and technical expertise. In addition to obtaining the required licensure, he has taken initiative in training personnel and driving the implementation of more efficient and effective operational processes that have had a meaningful impact on overall performance. His work ethic, forward-thinking approach, and commitment to excellence clearly demonstrate that he is highly deserving of this advancement.

February Reported Numbers

Avg. Daily Plant Flow – 4.348 MGD

Sludge Holding Tank % solids – 3.77 %

Gallons Hauled – 396,900 Gallons

Rainfall – 0.97 in.

Percent Removal TSS – >99.0 %

Percent Removal CBOD - >97.3 %

All other reported numbers were within set DEP parameters

Collections

Smoke Testing

TOSA collection system operators conducted 79,924 feet (approximately 15.1 miles) of smoke testing in the Oakhurst section of town, specifically between Norwood Avenue and Whalepond Road. During this inspection, it was discovered that the property at 283 Park Avenue has rain downspouts improperly connected to the house's lateral, which discharges into the sanitary sewer main on Park Avenue.

Additionally, during a previous smoke test conducted on December 8, 2025, it was identified that backyard storm drains at this same address were connected to the sewer easement main running through the property from Old Farm Road to Larchwood Avenue. This earlier violation was promptly addressed by TOSA, who capped the drains.

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

April 7, 2026

A formal notice of violation has been issued and mailed to the property owner at the above address.

CCTV Inspection

A total of 1,150 feet of pipe was inspected during this period. The reduced footage was due to the jet truck being out of service for minor repairs. During this time, LBSA provided coverage to maintain operations.

Pump stations

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

Training & Safety

A safety walk-through was conducted on March 16, 2026. All fire extinguishers were inspected and found to be properly charged. Emergency lights and exit signs were tested and are in good working order. All flotation devices are in their designated locations, in good condition, and ready for use. Both AEDs are fully charged and operational. All air monitors have been calibrated and are functioning properly.

The following safety programs have been developed and/or updated: Indoor Air Quality, Hearing Conservation, Confined Space Entry, Ladder Safety, Blood-borne Pathogen Exposure Control Plan, Jetting/Vacuum Safety, and Hazard Communication.

All TOSA employees have been certified through both classroom instruction and hands-on training to operate a forklift.

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

Yes Yes Yes Yes Yes

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

Resolution

A motion is made by Chairman Valentino and seconded by Commissioner Miller for Resolution 26-16 promoting Dylan Catanese to Plant Foreman. Commissioner Valentino as well as Commissioner Theodora recognize Dylan's accomplishments and extend their sincere congratulations.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

26-16

**AUTHORIZING THE PROMOTION OF DYLAN CATANESE
TO PLANT FOREMAN**

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for a Plant System Foreman; and

WHEREAS, the Deputy Executive Director/Lead Operator In Charge and Plant Supervisor have recommended to the Executive Director the promotion of Dylan Catanese, Operator 2 to the position of Plant Foreman; and

WHEREAS, the Executive Director concurs with the recommendation.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes the promotion of Dylan Catanese to Plant Foreman effective April 1, 2026 at a starting salary of \$78,000.

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

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson			X			
Miller		X	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 Regular Meeting held on April 7, 2026.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

DAVID MILLER, SECRETARY

Resolution

Chairman Valentino makes a motion to approve Resolution 26-17, ratifying the hiring of Brandon Tracey, and Commissioner Theodora seconds the motion.

26-17

**RATIFYING THE HIRING OF BRANDON TRACEY AS
OPERATOR IN TRAINING**

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for an Operator In Training; and

WHEREAS, Brandon Tracey provided a resume indicating the requisite experience for the Operator In Training position; and

WHEREAS, the Deputy Executive Director and Plant Supervisor interviewed Brandon Tracey and recommended Brandon Tracey for the position of Operator In Training; and

WHEREAS, the Executive Director has offered Brandon Tracey the position of Operator In Training effective April 6, 2026, in accordance with TOSA Personnel Policies and Procedures Manual.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes the hiring of Brandon Tracey to the position of Operator In Training at a starting salary of \$45,000/yr.

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

Yes Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

Johnson			X			
Miller			X			
Theodora		X	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 April 7, 2026.

DAVID MILLER, SECRETARY

Resolution

Mr. Theodora makes a motion to approve resolution 26-18 for the hiring of Sam Nowell as a Part Time Utility Worker and the motion is seconded by Mr. Miller.

26-18

**AUTHORIZING THE HIRING OF SAM NOWELL AS PART
TIME UTILITY WORKER**

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for a Part Time Utility Worker; and

WHEREAS, Sam Nowell worked as a Utility Worker for the Authority for six years, resigning in 2025 in good standing; and

WHEREAS, Sam Nowell has expressed an interest in coming back to work part-time for the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes and confirms the hiring of Sam Nowell at a starting salary of \$18.00 per hour commencing April 20, 2026.

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

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

Yes Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson			X			
Miller		X	X			
Theodora	X		X			
Valentino			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 April 7, 2026.

DAVID MILLER, Secretary

Resolution

Chairman Valentino makes a motion to approve Resolution 26-19 and Commissioner Theodora seconds it.

Before the vote, Chairman Valentino explains that organizations such as this Commission; with co-equals who elect themselves for leadership roles etc.; should have a system of rotation allowing each member to experience each role on a rotating basis. He believes there to be many benefits to utilizing this format and it can be abolished by a simple vote in the future if need be.

Commissioner Theodora is concerned with his ability to effectively serve in the secretary role due to his work schedule, and suggests rotating only the Chairman and Vice Chairman positions and not the Secretary and Treasurer positions.

Commissioner Galvin asks what the Secretary is responsible for signing and is told the secretary signs resolutions, checks, meeting minutes, and bonds.

Chairman Valentino asks if there is a need for further discussion or if the Commissioners would like to table this resolution to a subsequent meeting, and is told no.

There is already a first and a second so the recording secretary takes a roll call.

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

**A RESOLUTION
ESTABLISHING A SYSTEM FOR THE ROTATION OF AUTHORITY OFFICERS**

Whereas, the Township of Ocean Sewerage Authority is governed by a duly-appointed five-member Board of Commissioners; and

Whereas, the Board of Commissioners are permitted by law to arrange themselves into such offices as they may choose; and

Whereas, for the purposes of planning and succession, the Board of Commissioners intend to establish a predictable rotation of Authority Officers to ensure clear lines of succession and for other long-term planning purposes.

NOW THEREFORE, BE IT RESOLVED, the following offices are hereby established:

1. Chairman
2. Vice Chairman
3. Secretary
4. Treasurer
5. Vice Secretary/Treasurer; and

BE IT RESOLVED, that the current Board does hereby arrange themselves into said offices as follows:

Chairman	Commissioner Valentino
Vice Chairman	Commissioner Johnson
Secretary	Commissioner Miller
Treasurer	Commissioner Theodora
Assistant Secretary/Treasurer	Commissioner Galvin; and

BE IT RESOLVED, that the officers of the Authority shall rotate every year such that the preceding Chairman, shall rotate to the role of Assistant Secretary/Treasurer on the date of the Authority's annual reorganization meeting, and every other Commissioner shall rotate to the next higher office; and

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

BE IT RESOLVED, in the event of a vacancy in any office, every Commissioner shall automatically rotate into the next higher office; and

BE IT RESOLVED, that any newly appointed Commissioner shall, therefore, become Assistant Secretary Treasurer; but in the event two or more individuals are appointed at the same time they shall be elected by the Board of Commissioners such vacant offices as the Board may deem appropriate; and

BE IT RESOLVED, that in the event any one Commissioner shall refuse or be unable to assume the office to which this rotation may determine said office shall be deemed vacant. The remaining commissioners shall all succeed to the next higher office and the Commissioner who refused or was unable to assume the original office shall automatically assume the office of Assistant Secretary/Treasurer; and

BE IT RESOLVED, that this resolution shall remain in full force and effect until it is amended or rescinded by a simple majority of the full Board.

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

Yes Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson			X			
Miller			X			
Theodora		X	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 April 7, 2026.

DAVID MILLER, Secretary

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

April 7, 2026

Commissioner Galvin would like to thank TOSA for answering the 2:30 AM phone call to assist Two Rivers. Commissioner Miller asks if other authorities help TOSA when needed and is told that Long Branch does help out. He would like Mr. Shea to find out who the Fire Chief is in Asbury.

There is no need for a closed session this evening.

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

The meeting ends at 6:49 P.M.