

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

November 6, 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, Miller, Johnson

Absent: Commissioners Theodora & Valentino, Engineer Keith Chiaravella,

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

Vice Chairman Galvin called the meeting to order and all recited The Pledge of Allegiance. Mr. Galvin 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

Mr. Shea would like to talk about the 2025 MCIA Government Pooled Loan program. There is tight time-line. A Supplemental Bond Resolution needs to be passed but it requires that the Local Finance Board approve the application beforehand. The LFB meets November 12th. So, TOSA will need to schedule a special meeting in order to pass the necessary bond resolution. They will meet on November 13th at 6:30, in-person and/or virtual, and Mr. Shea will place a notice in the paper at least 48 hours prior to the meeting date.

Secondly, a rate hearing is scheduled for December 2nd 2025, and requires to be noticed at least 20 days prior to the hearing date. They propose a \$14 a year per unit rate increase for 2026. No questions from the Commissioners.

Attorney Report

None at this time.

Engineering Report

Mr. Chiaravella is not in attendance at tonight's meeting but he did send in a report dated October 30, 2025. Mr. Shea states that they did hold a kick-off meeting for the construction work going on which will begin in December. Commissioner Miller attended the meeting as well, and he takes a moment to commend Anthony Dimino and Dan DeSoucey on their presentation at the meeting.

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Technical Service Manager's Report

Anthony Dimino discusses an odor complaint received by a resident where the staff conducted an investigation after hours during low-flow conditions. It was determined that the aeration tank channel had not been in service due to a need for a new part. The part was replaced, the spent material was disposed of properly, and the odor levels are being closely monitored at this time. Also, on October 17th a rake head detached while pulling rags from the cyclone. The tank had to be drained, there were a ton of rags in the cyclone chamber and pump housing. This instance just emphasizes the need for the Borough of Deal to address the rags issue on their end.

There are no questions or comments for Anthony at this time.

BUSINESS SESSION

Vice Chairman Galvin asks Mr. Shea to go over the resolutions on tonight's agenda.

Resolution 25-61 is the Bill List- \$370,877.25

Resolution 25-62 is to award Freehold Cartage Inc. for grit removal, there is a 2.9% increase and this is the first of two 1-year extensions on their original two-year contract awarded in 2023.

Resolution 25-63 is awarding a one-year contract extension to Electro-Maintenance Inc. for Electrical Diagnostic, Troubleshooting and Repair Services at the same continuing rates.

Resolution 25-64 is a ratification of the hiring of Nicholas Sommers as Operator in Training.

Resolution 25-65 is an authorization for a West Park Avenue Major Subdivision Application Number 208.

There are no questions from the Commissioners or the public on the resolutions.

Communications

Mr. Shea lets the Commissioners know that there was a loss control report issued by JA Montgomery which had a few issues that are currently being mitigated.

Resolution 25-61, bill list in the amount of \$370,877.25.

A motion is made by Commissioner Johnson to approve and Commissioner Miller seconds the motion.

RESOLUTION 25-61

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.

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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	\$212,192.94
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	39583.72
PAYROLL ACCOUNT	<u>119,100.59</u>
TOTAL BILLS PAYABLE	\$370,877.25

Roll Call, Miller, Galvin, Johnson

Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson	X		X			
Miller		X	X			
Theodora						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 November 6, 2025.

David Miller, Secretary

Resolution

CONSENT AGENDA

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

- a) Approval of Minutes of the October 7, 2025 regular meeting minutes
- b) Motion to receive and file Operator's Report

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OPERATIONS REPORT

DATE: November 6, 2025

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

FROM: Anthony Dimino, Deputy Executive Director

RE: November Commissioners Meeting

Operations

All required documentation and laboratory results were submitted to the NJDEP, with no violations reported. Tim and I continue to refine TOSA's Strategic Plan, and we anticipate presenting the finalized draft for the Board's review at the next meeting.

In response to an odor complaint from a neighboring resident, staff conducted an after-hours investigation during low-flow conditions. The odor was traced to the final clarifier return sludge pits and the aeration tank influent channel. An existing odor control unit on the aeration tank channel had not been in service due to expired activated carbon. Staff located new carbon media in inventory, replaced it, and properly disposed of the spent material in the grit dumpster following approval from FCI. Odor levels are now being closely monitored to prevent recurrence.

On Friday, October 17, Operators Larsen and Sommers attempted to remove rags from Grit Cyclone #1. During the process, a rake head detached from its handle and fell into the cyclone, requiring the unit to be drained for retrieval. Upon inspection, staff discovered a substantial accumulation of rags within the cyclone chamber and pump housing. The mechanic cleared the pump blockage, and collections staff assisted with debris removal, chamber cleaning, and recovery of the rake head. This incident represented one of the most significant rag accumulations encountered to date and further underscores the ongoing need for the Borough of Deal to address the discharge of rags into our treatment process.

September Reported Numbers

Avg. Daily Plant Flow – 4.099 MGD

Sludge Holding Tank % solids – 5.00 %

Gallons Hauled – 497,700 Gallons

Rainfall – 2.04 in.

September DMR

Percent Removal TSS – 98.1 %

Percent Removal CBOD - >97.0 %

All other reported numbers were within set DEP parameters

Collections

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CCTV inspection of the Grassmere Avenue trunk line to the Interlaken Pump Station is approximately 75% complete. TOSA collection operators have removed roughly 10 cubic yards of debris from the pipe. The inspection identified groundwater infiltration as an issue, occurring through the clay pipe joints and brick manholes. Additionally, the semiannual cleaning of Highway 35, between Allaire Road and the Asbury Circle, has been completed.

Routine Maintenance

Total amount cleaned: **12,960 ft.**

Line maintenance/TV inspection

Total amount inspected: **8,450 ft.**

Pump stations

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

Markouts/Service Calls

78 markouts and 8 service calls were conducted during the month.

Training

A new staff member, Nicholas Sommers, joined the Operations team on October 6. Nick comes to us from the Sea Bright DPW and has been well received by the team, demonstrating steady progress in his training. He was initially hired as an Operator in Training for the Collections crew; however, following the departure of Operator Munson, Nick has been cross-training in the treatment plant. This training will help him become a more versatile member of the Authority's Operations team until we are fully staffed.

Roll Call, Miller, Galvin, Johnson

Yes Yes Yes

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

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Resolution

Commissioner Johnson makes a motion to approve resolution 25-62 and Commissioner Miller seconds the motion.

25-62

**AUTHORIZING AWARD OF A CONTRACT EXTENSION TO
FREEHOLD CARTAGE, INC. FOR DISPOSAL OF
SEWAGE SCREENINGS AND DRIED GREASE**

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for the disposal of sewage screenings and dried grease on August 11, 2023 in the Asbury Park Press; and

WHEREAS, the Township of Ocean Sewerage Authority awarded a two-year contract to Freehold Cartage, Inc. for the disposal of sewage screenings and dried grease for the period September 1, 2023 through August 31, 2025; and

WHEREAS, the contract provides for the extension of the contract for two (2) one (1) year terms upon agreement by both parties; and

WHEREAS, Freehold Cartage, Inc. has requested a 1 year extension with an increase of 2.9%, or a new cost per 20 yard dumpster of \$2,047.00; and

WHEREAS, the Authority's Executive Director has certified that funds are available for this contract from the Grit line item (01-60-600-365).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority awards a 1-year extension of the Grit Removal contract to Freehold Cartage, Inc. for the period of November 1, 2025 through October 31, 2026.

Roll Call, Miller, Galvin, Johnson

Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson	X		X			
Miller		X	X			
Theodora						X
Valentino						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 Regular Meeting held on November 6, 2025.

David Miller, Secretary

Resolution

Mr. David Miller makes a motion to approve resolution 25-63 and Mr. Adam Johnson seconds the motion.

25-63

**AUTHORIZING AWARD OF A CONTRACT EXTENSION TO
ELECTRO-MAINTENANCE INC. FOR
ELECTRICAL DIAGNOSTIC, TROUBLESHOOTING AND REPAIR SERVICES**

WHEREAS, the Township of Ocean Sewerage Authority received bids for the Electrical Diagnostic, Troubleshooting and Repair Services on September 27, 2024; and

WHEREAS, the Township of Ocean Sewerage Authority awarded a one-year contract to Electro-Maintenance, Inc. for Electrical Diagnostic, Troubleshooting and Repair Services for the period October 1, 2024 through September 30, 2025; and

WHEREAS, the contract provides for the extension of the contract for two (2) one (1) year terms upon agreement by both parties; and

WHEREAS, Electro-Maintenance, Inc. has requested a 1 year extension under the same terms and conditions of the original contract; and

WHEREAS, the Authority's Executive Director has certified that funds are available for this contract from the Electrical Repairs line item (01-60-600-350).

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority awards a 1-year extension of the Electrical Diagnostic, Troubleshooting and Repair Services to Electro-Maintenance, Inc. for the period of November 1, 2025 through October 31, 2026.

Roll Call, Miller, Galvin, Johnson

Yes Yes Yes

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

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David Miller, Secretary

Resolution

A motion is made by Commissioner Johnson and seconded by Commissioner Miller to approve Resolution 25-64.

25-64

**RATIFYING THE HIRING OF NICHOLAS SOMMERS AS
OPERATOR IN TRAINING**

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

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

WHEREAS, the Technical Services Manager and Plant Foreman interviewed Nicholas Sommers and recommended Nicholas Sommers for the position of Operator In Training; and

WHEREAS, the Executive Director has offered Nicholas Sommers the position of Operator In Training effective October 6, 2025, 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 Nicholas Sommers to the position of Operator In Training at a starting salary of \$45,000/yr.

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Roll Call, Miller, Galvin, Johnson
Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson	X		X			
Miller		X	X			
Theodora						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 November 6, 2025.

DAVID MILLER, SECRETARY

Resolution

A motion to approve is made by Mr. Miller and seconded by Mr. Johnson.

25-65

**AUTHORIZING GRANT OF PRELIMINARY APPROVAL
FOR WEST PARK AVENUE MAJOR SUBDIVISION -
APPLICATION NUMBER 208**

WHEREAS, a preliminary application was submitted for West Park Avenue Major Subdivision on or about September 30, 2025; and

WHEREAS, the applicant proposes to subdivide Block 13.13, Lots 29,30 and 31 into 8 lots with six new single family lots, one stormwater management lot and one existing residential property; and

WHEREAS, the project requires an extension of a sanitary sewer main down a proposed right of way connecting to an existing main on West Park Avenue; and

WHEREAS, the Authority's Executive Director has reviewed the project and recommends the granting of preliminary approval in an Engineer's Report dated October 21, 2025.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Preliminary approval is granted to Park Avenue Subdivision - application number

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208, and

BE IT FURTHER RESOLVED that the Authority's Executive Director is authorized to sign any forms required by the New Jersey Department of Environmental Protection relative to the providing of sewer service to the applicant's property.

Roll Call, Miller, Galvin, Johnson

Yes Yes Yes

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

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David Miller, Secretary

Commissioner Miller asks how many townhomes are being built on Roosevelt Avenue and is told 28 townhomes. It is a known flood area in the Township.

No need for a closed session tonight.

Vice Chairman Galvin would like to thank TOSA for assisting Two Rivers on November 1st with an issue. He greatly appreciates the efforts. He also wanted to mention that Commissioner Valentino is being honored as Scout of the Year on November 12th at the Breakers in Spring Lake. He would like some of his fellow Commissioners to attend if possible.

There are no additional items of discussion from both the Commissioners and the public therefore a motion to adjourn is made by Mr. Miller, seconded by Mr. Johnson with an all-in-favor vote to follow.

The meeting ends at 6:44 P.M.