

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY REGULAR MEETING

Oakhurst, NJ

December 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: Theodora, Galvin (via Zoom), Miller, Valentino

Absent: Commissioner Johnson, 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#.

Tonight's TOSA meeting was preceded by a Rate Hearing. A court reporter was in attendance to document the process. After the Rate Hearing concluded the regular meeting of the Township of Ocean Sewerage Authority commenced.

WORK SESSION

Ms. Carol Berlen recommends that the Commissioners adopt and approve Resolution 25-68 with new Sewer Rates Effective January 1, 2026.

Commissioner Miller makes a motion to approve Resolution 25-68, and Mr. Mr. Valentino seconds the motion.

There are no comments.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes

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

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Charles J. Fallon, CPA, RMA from Fallon & Company is in attendance to summarize the 2023 Audit of the Township of Ocean Sewerage Authority. Overall, the rating is Unqualified, which is the best rating the Authority can receive. The income was down approximately \$250,000 in 2023, the rate increase will certainly help. He feels the Authority is in good shape. There are no questions from the Commissioners. The 2024 audit should be complete by the end of January, 2026.

Executive Director Report

Mr. Shea wanted to mention the voluntary inspection resulted in 6 areas of concern that have all since been addressed and remediated. Chairman Theodora would like to know how the smoke testing is progressing, and is told that it is going very well. This will primarily be done during the winter and they will not be testing the entire Township.

Attorney Report

None at this time.

Engineering Report

CME has no report. Tim states that the contract documents have been signed and they have received the notice. Early next year the demolition will begin.

Technical Service Manager's Report

Anthony Dimino lets the Commissioners know of an incident on November 4th involving Kane Brewery and another unauthorized discharge into the system. A complaint of a strong odor of beer was reported. Since then Anthony has contacted the DEP to determine the status of their SIE permit, and is confident that the DEP will handle this issue quickly.

The Authority's phone system has been updated.

TOSA has a new employee, Tomaso Morgano, who has joined the Operation team on November 3rd as an Operator in Training. He is progressing well.

On November 21st, Anthony and Dan DeSoucey updated SOPs and mis-certifications for the lab in preparation for any upcoming compliance audits.

Commissioner Miller asks which company does the lab work for the Authority and is told that Lyons Environmental Services handles most of the lab services but Pace is responsible for sludge.

Deal has completed their testing and Mr. Dimino is just awaiting their report from Dukes.

BUSINESS SESSION

Chairman Theodora asks Mr. Shea to review the resolutions before voting.

Resolution 25-70 designates NJ Solutions HJIF Fund Commissioner as Mr. Shea and Mr. Dimino

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as the alternate.

Resolution 25-71 appoints Treadstone Risk Management LLC as the Risk Management Consultant for 2026, rather than Connor Strong & Buckelew.

Resolution 25-72 Adoption of the 2026 Budget

Resolution 25-73 Approval of the Annual Audit for 2023 as presented.

No Board Comments at this time.

No public Comments at this time either.

Communications

None at this time.

Resolution 25-69, bill list in the amount of \$749,528.09.

A motion is made by Commissioner Miller and seconded by Commissioner Valentino.

RESOLUTION 25-69

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	\$636,226.76
REVIEW and INSPECTION	0
RENEWAL and REPLACEMENT	0
EIT and CONSTRUCTION	14,453.25
PAYROLL ACCOUNT	<u>98,848.08</u>
TOTAL BILLS PAYABLE	\$749,528.09

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Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes 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 Meeting held on December 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 November 6, 2025 regular meeting minutes
- b) Motion to receive and file Operator's Report
- c) Resolution 25-70- Designating NJ Solution HJIF Fund Commissioner and Alternate
- d) Resolution 25-71- Appointing Treadstone Risk Management LLC as Rick Management Consultant for 2026

OPERATIONS REPORT

DATE: December 2, 2025

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

FROM: Anthony Dimino, Deputy Executive Director

RE: December Commissioners Meeting

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Operations

All required documentation and laboratory results were submitted to the NJDEP, and no violations were reported.

On November 5th, operators reported a strong odor of beer at the headworks. This followed a week of hazy SV30 results, which previously indicated that Kane Brewery discharged a high BOD load. A sample was collected from Kane's discharge manhole and delivered to Lyons for analysis, and an incident report was filed with the NJDEP under case number 25-11-05-1451-04. Following this incident, I contacted the DEP regarding Kane Brewing Company's SIU Permit and was informed that they have not complied with the DEP's request for a completed application for an individual New Jersey Pollutant Discharge Elimination System/Significant Indirect User (NJPDES/SIU) permit. As a result, the DEP now considers them an unauthorized discharger and will be issuing a Notice of Violation.

Also on November 5th, we held a pre-construction meeting with BRW Welding & Industrial Services, the contractor awarded this year's CIP project. We reviewed the project schedule, working hours, and assigned personnel. We have since received the required documents to proceed with contract execution, which will be presented to the Board at this meeting. A Notice to Proceed has been issued, effective December 1, 2025.

The replacement of the aging 20-plus-year-old phone system was completed on November 12th. The new NetCarrier system provides modern features while significantly reducing overall costs. NetCarrier will now be the sole vendor for billing and support, replacing the previous dual-vendor arrangement with Spectrotel and RFP.

During the week of November 21st, all laboratory SOPs for NJDEP TOSA-certified analytical methods were reviewed and reorganized. With updated NIST certifications and the SOP review completed, the laboratory is fully prepared for upcoming compliance audits.

October Reported Numbers

Avg. Daily Plant Flow – 3.993 MGD

Sludge Holding Tank % solids – 4.05 %

Gallons Hauled – 441,000 Gallons

Rainfall – 1.73 in.

Percent Removal TSS – 98.1 %

Percent Removal CBOD - 97.5 %

All other reported numbers were within set DEP parameters

Collections

We recently purchased an industrial manhole smoke machine, and TOSA's collection crew will begin testing in the areas impacting the Norwood and Whalepond pump stations. During heavy rain events, these two locations, particularly Norwood, experience significant inflow. While Whalepond can manage the increased volume due to its larger pumps, Norwood continues to struggle. A public notification letter has been drafted and will be delivered to each residence prior to testing. We have also notified Dave Brown, Township Manager, the Ocean Police Department, and the Wanamassa and Oakhurst Fire Departments. Testing is scheduled to begin in mid-December.

Routine Maintenance

Total amount cleaned: **12,510 ft.**

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Line maintenance/TV inspection

Total amount inspected: **5,250 ft.**

Pump stations

All pump stations were cleaned, inspected, and the generators were exercised. Annual flow meter calibrations also took place this month at both the plant and pump stations.

Markouts/Service Calls

78 markouts and 10 service calls were conducted during the month.

Training

A new staff member, Tomaso Morgano, joined the Operations team on November 3rd as an Operator-in-Training. Tom's military background as a sheet metal and hydraulics mechanic has equipped him with a strong technical foundation. He has already demonstrated solid mechanical aptitude and a quick learning ability, which will support his progress through the licensing process and help him become a valuable member of the operations staff.

25-70

DESIGNATING NJ SOLUTIONS JOINT HEALTH INSURANCE FUND COMMISSIONER AND ALTERNATE

BE IT RESOLVED that the Township of Ocean Sewerage Authority that Executive Director Timothy Shea is hereby designated as the Authority's Fund Commissioner to the NJ Solutions Joint Health Insurance Fund; and

BE IT FURTHER RESOLVED that Deputy Executive Director Anthony Dimino is hereby designated Alternate Fund Commissioner to the NJ Solutions Joint Health Insurance Fund.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes Yes

	Motion	Second	Aye	Nay	Abstain	Absent
Galvin			X			
Johnson						X
Miller	X		X			
Theodora			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 December 2, 2025.

David Miller, Secretary

25-71

**AUTHORIZING APPOINTMENT OF TREADSTONE RISK
MANAGEMENT LLC AS RISK MANAGEMENT CONSULTANT FOR 2026**

WHEREAS, the Township of Ocean Sewerage Authority is a member of the New Jersey Utility Authority Joint Insurance Fund (“Fund”); and

WHEREAS, the bylaws of the Fund require the Authority to obtain a Risk Management Consultant to perform various professional services required by the Fund and the Authority; and

WHEREAS, the judgmental nature of the Risk Management Consultant’s duties renders comparative bidding impractical; and

WHEREAS, Treadstone Risk Management LLC has submitted a proposal for risk management services to the Authority; and

WHEREAS, Treadstone Risk Management LLC, through its representative Giovanni Mancini, will provide the Authority with risk management consulting services; and

WHEREAS, the Authority’s Executive Director has determined and certified in writing that the value of the services as risk management consultant will not exceed \$17,500; and

WHEREAS, the term of this contract is for one (1) year from January 1, 2026 to December 31, 2026; and

WHEREAS, the services to be performed are “professional services” as defined in the Local Public Contracts Law, N.J.S.A. 40A:11-2(6) and therefore are excepted from the Local Public Contracts Law requirements for competitive bidding pursuant to N.J.S.A. 40A:11-5(1)(a)(i); and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract in general insurance (50-500-318), fees are included in the Authority's 2026 NJUA JIF assessment.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage

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Authority as follows:

1. Treadstone Risk Management LLC is hereby appointed as Risk Management Consultant for the Authority in accordance with the attached proposed contract for the period January 1, 2026 to December 31, 2026.

2. This contract is awarded without competitive bidding as a professional service under the provisions of the Local Public Contracts Law because the services involved are of such a qualitative nature and are not readily susceptible or subject to competitive bidding and further, that the above-named firm has been determined to have expertise in this area and, in the opinion of the Authority Members, this firm can best provide the appropriate risk management services required.

3. A notice of this action shall be published according to law.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes 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 December 2, 2025.

David Miller, Secretary

Resolution

Resolution 25-72 is moved by Commissioner Miller and seconded by Commissioner Valentino to adopt the 2026 Budget.

25-72

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

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WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the 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 December 2, 2025; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption 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 \$359,108.00; and

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

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on December 2, 2025 that the Annual Budget 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 adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes 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 Meeting held on December 2, 2025.

David Miller, Secretary

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Resolution

A motion of approval is made by Commissioner Valentino and seconded by Commissioner Miller for Resolution 25-73 adopting the 2023 Annual Audit.

25-73

**APPROVAL OF THE ANNUAL AUDIT OF 2023 AND EXECUTION OF AUDIT
REVIEW CERTIFICATE**

WHEREAS, N.J.S.A 40A:5A-15 requires the governing body of each authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2023 has been completed and filed with the Director of Local Government Services pursuant to N.J.S.A 40A:5A-15; and

WHEREAS, N.J.S.A 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "Schedule of Findings and Recommendations" and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "Schedule of Findings and Recommendations" in accordance with N.J.S.A 40A:5A-17,

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended December 31, 2023, and specifically has reviewed the sections of the audit report entitled "Schedule of Findings and Recommendations", and has evidenced same by the group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Executive Director of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a true copy of this resolution.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes Yes

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

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David Miller, Secretary

There are no Board or Public comments at this time.

There are no additional items for the public meeting and nothing for closed session.

A motion to adjourn the public meeting is made by Mr. Miller and seconded by Mr. Valentino and an all-in-favor motion takes place.

Roll Call, Theodora, Miller, Galvin, Valentino

Yes Yes Yes Yes Yes

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

The meeting ends at 7:06 PM

