

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
March 1, 2016

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Bernhardt, Galvin, Stubbs, Theodora, Villapiano
4. Let the minutes show that this meeting is being held in accordance with the requirements of the Open Public Meetings Act of 1975 and that adequate notice has been duly posted where required and mailed to its service communities on February 3, 2016 and published in the Asbury Park Press and the New Coaster on February 11, 2016. The minutes of this meeting will be available after Board approval at a subsequent meeting.

WORK SESSION

6. Executive Director's Report
7. Attorney's Report
8. Engineer's Report
9. Plant Superintendent's Report
10. Review of resolutions on business session agenda

BUSINESS SESSION

11. Approval of minutes of February 2, 2016 Reorganization meeting
12. Motion to receive and file Plant Superintendent's Report
13. Communications
14. Review of Bill List
 - a. Board comments
 - b. Public comment
15. Public Comment on agenda resolutions
16. Resolution 16-26: Bill List
17. Resolution 16-27: Authorizing termination of existing interlocal agreements with the Township of Ocean and execution of new interlocal agreement
18. Resolution 16-20: Authorizing amendment to 2016 budget
19. Resolution 16-28: Authorizing refund in the amount of \$600.58 on account number 5086-0

20. Resolution 16-29: Authorizing amendment to 2015 Cash Management Plan
21. Resolution 16-30: Authorizing return of escrow money for Shore Area Mikveh - application number 164
22. Resolution 16-31: Authorizing return of escrow money for St. George Greek Orthodox Church - application number 166
23. Resolution 16-32: Authorizing return of escrow money for CVS Pharmacy - application number 173
24. Resolution 16-33: Authorizing refund in the amount of \$491.10 for account number 18503-1
25. Resolution 16-34: Authorizing making account number 691-0 inactive
26. Resolution 16-35: Ratifying annual base salaries for 2015
27. Resolution 16-36: Authorizing adjustment to account number 18593-0
28. Resolution 16-37: Declaring emergency situation
29. Resolution 16-38: Declaring emergency situation for grit building dumpster
29. Comments by Authority Members
30. Closed Session, if necessary
31. Adjournment

AUTHORIZING AMENDMENT TO 2016 BUDGET

WHEREAS, the Township of Ocean Sewerage Authority adopted its Budget for the year ending December 31, 2016 on December 1, 2015; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that the Director of the Division of Local Government Services may, at the request of, or with the consent of, the governing body of an Authority, make such correction of the title, text or amount of any appropriation appearing in the budget as may be necessary to make the item of appropriation available for the purpose or purposes required for the needs of the Authority; and

WHEREAS, the Authority desires to add an item of revenue “Connection Fees Collected” and increase the revenue item “Miscellaneous Revenue” with a corresponding increase in expenditures.

NOW, THEREFORE, BE IT RESOLVED that in accordance with N.J.A.C. 5:31-2.8, the Township of Ocean Sewerage Authority hereby requests the Director of the Division of Local Government Services to make the following corrections in the 2015 budget; and

AND BE IT FURTHER RESOLVED that the attached correction is, in the opinion of the Authority, warranted and authorized by the above statute and is necessary for the orderly operation of the Authority for the following reason:

1. Increase in revenue with corresponding increase in budgeted costs.

AND BE IT FUTHER RESOLVED that two (2) copies of this Resolution be filed with the Director of the Division of Local Government Services.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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 March 1, 2016.

RALPH E. STUBBS, Secretary

RESOLUTION 16 - 20
RESOLUTION AMENDING THE
2016 INCOME AND APPROPRIATION BUDGETS

	2016 ADOPTED BUDGET	ADJUSTMENT	2016 AMENDED BUDGET
REVENUES			
User Charges	\$7,029,473	\$0	\$7,029,473
Investment Interest	\$7,000	\$0	\$7,000
Interest on Delinquent Accts	\$45,000	\$0	\$45,000
Miscellaneous Income	\$13,000	\$25,000	\$38,000
Reserve for Rate Stabilization	\$115,102	\$0	\$115,102
Connection Fees	\$0	\$75,000	\$75,000
TOTAL ANTICIPATED REVENUE	\$7,209,575		\$7,309,575
APPROPRIATIONS			
ADMINISTRATION			
Salary and Wages	\$137,538	\$0	\$137,538
Fringe Benefits	\$795,959	\$0	\$795,959
Other Expenses	\$507,808	\$100,000	\$607,808
COST OF PROVIDING SERVICES			
Salary and Wages	\$1,195,449	\$0	\$1,195,449
Fringe Benefits			
Other Expenses	\$1,620,059	\$0	\$1,620,059
DEBT SERVICE			
Principal Payments	\$1,731,681	\$0	\$1,731,681
Interest Payments	\$379,656	\$0	\$379,656
NON-OPERATING EXPENSES			
Municipal Appropriation	\$299,425	\$0	\$299,425
Operations & Maintenance Reserves	\$542,000	\$0	\$542,000
Other Reserves	\$0	\$0	\$0
TOTAL APPROPRIATIONS	\$7,209,575	\$100,000	\$7,309,575

AUTHORIZING AMENDMENT TO 2015 CASH MANAGEMENT PLAN

WHEREAS, the Township of Ocean Sewerage Authority adopted a cash management plan at its Reorganization Meeting on February 2, 2016; and

WHEREAS, Cash Management Plan provided for the Authority to invest in municipal notes with a maturity of not more three hundred ninety-seven (397) days; and

WHEREAS, the ability to invest in municipal notes with a maturity of not more three hundred ninety-seven (397) days required approval from the Department of Community Affairs; and

WHEREAS, the Department of Community Affairs granted approval to the Authority to invest in municipal notes with a maturity of not more three hundred ninety-seven (397) days, subject to amending the Cash Management Plan to refer to the Division of Local Government Services rather than the Division of Investments.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Paragraph 3h of the Authority’s 2015 Cash Management Plan is amended to read:

h. Bonds or other obligations of the Township of Ocean, or bonds or other obligations of school districts or service communities served by the Authority and approved by the Division of Local Government Services of the Department of Department of Community Affairs for investment.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

AUTHORIZING RETURN OF ESCROW MONEY FOR SHORE AREA MIKVEH - APPLICATION NUMBER 164

WHEREAS, Shore Area Mikveh submitted applications for preliminary, tentative and final approval; and

WHEREAS, the Authority granted final approval on June 4, 2009; and

WHEREAS, the Authority is holding \$4,717.52 in escrow; and

WHEREAS, Shore Area Mikveh has operated without any maintenance issues with the Authority’s collection system since on or about October 2013; and

WHEREAS, CME Associates, the Authority’s review engineer, by email dated February 22, 2016 expressed no objection to the release of the escrow monies.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the amount of Four Thousand Seven Hundred Seventeen Dollars and Fifty-Two Cent (\$4,717.52) held in the Authority’s Review & Inspection escrow be released to Shore Area Mikveh; and

BE IT FURTHER RESOLVED that any sewer improvements from this project in the public right-of-way are accepted by the Authority.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**AUTHORIZING RETURN OF ESCROW MONEY FOR
ST. GEORGE GREEK ORTHODOX CHURCH -
APPLICATION NUMBER 166**

WHEREAS, St. George Greek Orthodox Church submitted applications for preliminary, tentative and final approval; and

WHEREAS, the Authority granted final approval on June 4, 2009; and

WHEREAS, the Authority is holding \$3,217.50 in escrow; and

WHEREAS, St. George Greek Orthodox Church has operated without any maintenance issues with the Authority’s collection system since on or about November 2011; and

WHEREAS, CME Associates, the Authority’s review engineer, by email dated February 22, 2016 expressed no objection to the release of the escrow monies.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the amount of Three Thousand Two Hundred Seventeen Dollars and Fifty Cents (\$3,217.50) held in the Authority’s Review & Inspection escrow be released to St. George Greek Orthodox Church; and

BE IT FURTHER RESOLVED that any sewer improvements from this project in the public right-of-way are accepted by the Authority.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**AUTHORIZING RETURN OF ESCROW MONEY FOR
CVS PHARMACY - APPLICATION NUMBER 173**

WHEREAS, CVS Pharmacy submitted applications for preliminary, tentative and final approval; and

WHEREAS, the Authority granted preliminary, tentative and final approvals on December 4, 2012; and

WHEREAS, the Authority is holding \$2,000.00 in escrow as a maintenance bond; and

WHEREAS, the CVS Pharmacy has operated without any maintenance issues with the Authority’s collection system since on or about August 2014; and

WHEREAS, CME Associates, the Authority’s review engineer, by email dated February 22, 2016 expressed no objection to the release of the escrow monies.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the amount of Two Thousand Dollars (\$2,000.00) held in the Authority’s Review & Inspection escrow be released to Ocean Sunset 35, LLC, the applicant for the CVS Pharmacy project; and

BE IT FURTHER RESOLVED that any sewer improvements from this project in the public right-of-way are accepted by the Authority.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

AUTHORIZING REFUND IN THE AMOUNT OF \$491.10 FOR ACCOUNT NUMBER 18503-1

WHEREAS, 2105 Highway 35 Associates, LLC is the account holder for account numbers 18503-1, 18503-2 and 18503-3; and

WHEREAS, account number 18503-1 will have a credit balance of \$491.10 after the payment of all billed 2015 sewer charges for account number 18503-1, 18503-2 and 1850303; and

WHEREAS, 2105 Highway 35 Associates has requested a refund of the \$491.10.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$491.10 to 2015 Highway 35 Associates, LLC representing the credit balance on account number 18503-1.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**AUTHORIZING MAKING ACCOUNT NUMBER 691-0
INACTIVE**

WHEREAS, account number 691-0 is for the residential property located at 400 Jerome Avenue; and

WHEREAS, on January 13, 2016, a permit to demolish 400 Jerome Avenue was issued by the Township of Ocean Building Department;

WHEREAS, 400 Jerome Avenue has been demolished.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that account number 691-0 be declared inactive until such time as a Temporary Certificate of Occupancy or regular Certificate of Occupancy is issued.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

RATIFYING ANNUAL BASE SALARIES FOR 2015

WHEREAS, the Township of Ocean Sewerage Authority negotiated base salaries for its employees for 2015; and

WHEREAS, the salary resolution was inadvertently not adopted in 2015.

NOW, THEREFORE, BE IT RESOLVED that the following annual base salaries are hereby ratified for employees of the Township of Ocean Sewerage Authority, effective January 1, 2015:

<u>EMPLOYEE</u>	<u>BASE SALARY*</u>
William E. Schmeling	\$ 109,500.00
Ruth Finn	\$ 4,174.00
Thomas Meholic	\$ 125,000.00
Frank Vacchiano	\$ 112,244.00
Glen Henry	\$ 84,035.00
Scott Stedman	\$ 83,953.00
Bruce Olsen	\$ 79,969.00
Sal Lagrotteria, Jr.	\$ 77,657.00
Josip Juristic	\$ 52,642.00
Daniel Miller	\$ 50,186.00
Richard Dorick	\$ 16,756.00
Thomas DiOrio	\$ 86,500.00
Kenneth Williamson	\$ 86,500.00
Vincent D'Esposito	\$ 49,612.00
Jennifer Crumley	\$ 37,500.00
Richard Roman	\$ 35,500.00
Board Chairman	\$ 2,250.00
Board Members	\$ 2,000.00

* Salaries on January 1, 2014; 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 in accordance with the Authority's Employee Handbook;

AND BE IT FURTHER RESOLVED that effective with the first pay period on or after July 1, 2015, the health insurance contribution of employees participating in the State Health Benefits Plan shall be reduced in such a manner that the total health insurance contributions collected in 2015 shall be sixty-percent of the annual health insurance contribution calculated under Chapter 78.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**AUTHORIZING ADJUSTMENT TO ACCOUNT
NUMBER 18593-0**

WHEREAS, Russmarc LLC operates a car dealership at 909 State Highway 35, sewer account number 18593-0; and

WHEREAS, the 2015 water reading use for account number 18788-0 was 1,100,000 gallons; and

WHEREAS, previous usage for the account was 538,000, 597,000 and 610,000 gallons in 2012, 2013 and 2014 respectively; and

WHEREAS, on or around June 14, 2015, a water line break was discovered at 909 State Highway 35; and

WHEREAS, as a result of the water line break, the water readings for the period March 6, 2015 to September 3, 2015 were anywhere between one and half to five times the 2014 readings for the same period.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes that the water usage for account number 18593-0 be adjusted to 671,000 gallons for 2015 resulting in an excess usage charge of \$384.30, and 2015 quarterly bills of \$1,056.83.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

DECLARING EMERGENCY SITUATION

WHEREAS, on February 21, 2016 TNJ Marine, at the direction of the Township of Ocean Sewerage Authority, dove the Authority’s outfall pipe to investigate boils noticed in the area of the outfall pipe; and

WHEREAS, TNJ’s diver discovered two holes in the outfall pipe from which effluent was flowing; and

WHEREAS, Tom Meholic, Plant Superintendent, determined that immediate action was required to repair the holes in the outfall pipe to comply with the Authority’s Surface Water Permit; and

WHEREAS, by memo dated February 25, 2016, Tom Meholic set forth the reasons for the immediate repair of the holes in the outfall pipe; and

WHEREAS, the Authority received a proposal from TNJ Marine to repair the holes in the outfall pipe in the amount of \$15,250.00; and

WHEREAS, TNJ Marine is aware of the location and the extent of the problem and will be able to effect the repair in the most timely manner.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby declares the repair of the holes in the Ocean Outfall Pipe an emergency for purpose of awarding contracts pursuant to N.J.S.A. 40A:11-6 et seq.; and

AND BE IT FURTHER RESOLVED that the Authority awards a contract to TNJ Marine in the amount of \$15,250.00 to repair the holes in the outfall pipe in accordance with their proposal.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary

**DECLARING EMERGENCY SITUATION
FOR GRIT DUMPSTER**

WHEREAS, the railing system on which the Authority's grit dumpster sits has deteriorated to the point where the dumpster cannot move on the railing system; and

WHEREAS, the Authority has had to use a backhoe to move the dumpster in and out of the Grit Building so as to allow for the removal of grit and material collected at the headworks of the Authority's treatment plant; and

WHEREAS, Tom Meholic, Plant Superintendent, has determined that immediate action is necessary to replace the railing system or the complete operation of the Treatment Plant is threatened; and

WHEREAS, by memo dated February 25, 2016, Tom Meholic set forth the reasons for the immediate replacement of the railing system; and

WHEREAS, the Authority received a proposal in the amount of \$81,450.00 from D.R. Cordell & Assoc., Inc, the original supplier of the railing system, to provide the parts necessary to install the railing; and

WHEREAS, the Authority contacted a fabricator used by other authorities to determine whether the railing system could be fabricated, and was advised the fabricator could not do the job; and

WHEREAS, the Authority contacted SpectraServ, a well-known contractor, in the wastewater field; and

WHEREAS, SpectraServ contacted D.R. Cordell & Assoc., Inc. to obtain pricing for the parts necessary to install the railing and submitted a proposal to the Authority of \$148,000 to remove the existing railing system and install a new railing system; and

WHEREAS, D.R. Cordell & Assoc., Inc. is the sole supplier of the railing system compatible with the Authority's grit dumpster operation.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby declares the replacement of the railing system for the grit dumpster an emergency for purpose of awarding contracts pursuant to N.J.S.A. 40A:11-6 et seq.; and

AND BE IT FURTHER RESOLVED that the Authority awards a contract to D.R. Cordell & Assoc., Inc., in the amount of \$81,450.00 to supply the parts necessary to replace the railing system for the grit dumpster in accordance with their proposal.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Stubbs						
Theodora						
Villapiano						

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RALPH E. STUBBS, Secretary