

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

December 3, 2014

A Work Meeting and Agenda Conference for the Township of Ocean Sewerage Authority for the month of January 2015 were held at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey on the above date at 6:30 p.m.

Present: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Absent: Superintendent Tom Meholic
Others: Attorney John Bonello, Engineer Timothy Shea,
Executive Director Bill Schmeling

Chairman Galvin called the meeting to order.

All recited *The Pledge of Allegiance*.

WORK SESSION

Recap of 2014. Chairman Galvin provided a report of the highlights of Authority activities during 2014. Included in the report were several construction and engineering projects, personnel and equipment updates, financial items, and the status of service agreements.

Director's Report. Director Schmeling reported that he has been working for several years to obtain the services of an Emergency Response Team, but to date has been unsuccessful. It now appears that Asbury Park and Neptune Fire Departments are going to provide this service for a fee. Chairman Galvin noted that such a team must have very specialized training and the cost of this service can be prohibitive.

The Director advised that he is scheduled to meet with the Auditor to begin work on the 2014 audit, and Auditor Kaplan would probably make his audit presentation at the March meeting.

Director Schmeling advised that two properties on West Morgan are in foreclosure. He suggested that the Authority get more information on these properties with the idea in mind to purchase them for Authority use. There was some discussion on this matter and Attorney Bonello asked that the director proceed in obtaining additional information on the properties.

Mr. Schmeling said that he received a communication from a Hillside Terrace resident thanking TOSA for the quick response they provided.

Attorney's Report. Mr. Bonello reported that a Summons and Complaint was served by the Baymen's Protective Association against all coastal authorities. The Environmental JIF has indicated that they would provide the required defense.

In addition he has been working with the Executive Director on other routine matters.

Engineers Report. Engineer Timothy Shea introduced Darlene McGold. Ms. McGold gave a presentation on GIS mapping. She said that this could give a crew the ability to collect data and maintain it in a database. She noted that T&M engineers would be able to train staff members in this endeavor. It would be necessary to have plan in place to maintain the GIS on a regular basis. This would have to be built into the budget. She suggested that student interns be used for some of this work and I-pads can be utilized to collect data. The price for this project would be in the range of \$6,000 to \$10,000.

Plant Operators Report. The members reviewed Mr. Meholic's written monthly report.

BUSINESS SESSION

The Executive Director provided a review of the Resolutions.

Mr. Bernhardt offered a motion, seconded by Mr. Theodora and unanimously carried to approve the following minutes.

Regular Meeting

December 2, 2014

The Plant Operator's Report for the month of January 2015 was received, a copy of which follows.

January 6, 2015 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
December, 2014 Operator's Report

The December 2014 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 5.598 MGD. The highest daily flow was 20.00+ MGD on December 10th. The total precipitation to date was 7.94 inches for the month; the largest precipitation was 1.84 inches on December 9th. The monthly average effluent suspended solids concentrations, to date, 12 mg/l and for CBOD, the concentration was 5 mg/l. The average percentage removals for these same effluent parameters were 89% and 96% respectively.

Our present NJPDES Permit has a suspended solids monthly average limitation of 30 mg/l and 25 mg/l for CBOD. For percent removals, it requires 85% removals on a monthly average basis for suspended solids and for CBOD. For plant flow, we are permitted 7.5 MGD average daily flow on a 30-day average quantity basis.

PLANT OPERATIONS AND MAINTENANCE

The treatment plant is operating OK with some maintenance to report. The plant operated as good as possible with the recent storms. We staffed overnight watching all plant operation and periodic inspections of the collection system. This included periodic cleaning the wet well at Wickapecko PS. Interlaken PS reached 4.7 MGD during the peak of the storms. The average daily plant flow is now approaching normal at approximately 5.0-6.0 MGD.

Glen Henry and AJ Milmo performed the following maintenance this month: they replaced a thermostat in a UNOX instrument air compressor and a hot water heater in the Lab/Garage Building. The building is 24 years old and this hot water heater was replaced once in 1990.

Scott Stedman led our staff and the Township of Ocean DPW personnel and their storm water catch basin cleaning truck with cleaning non-dispersables and rag debris from the two grit chambers and effluent chamber on the aeration tanks. We attempted to drain and clean two of the final tanks, but found it to be a difficult procedure with the plant flow being so high due to the higher rainfall for the month. We will clean the final tanks as soon as flow and weather conditions permit.

Alternate Power Co. was onsite for quarterly emergency generator maintenance. They inspected all plant and collection system generators. Chris Pawlich, service engineer for ITS Co. was onsite to troubleshoot the SCADA System in the Control Building. He found a faulty power supply, which he was able to replace. Chris also reviewed the Sludge

Holding Tanks' level indicator instrumentation replacement for upgrade next year. Chris is also reviewing the original software package on the older computer in the lab. We are investigating how to make it more compatible with the records and data transfer to our newer computer.

Electro Maintenance Inc. was onsite for some work on the alarms and communication project. EMI and Bruce worked on the installation of the new monitor for the new SCADA/ alarm system in the Control Building. The equipment was supplied by SECO Communications and Dave Stanton was onsite for system start up test. We are waiting on a Verizon FIOS connection for full test and startup.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

All routine pump station inspection and maintenance work was completed by Tom DiOrio and Vin D'Esposito.

Pump station maintenance for the month included work at Interlaken PS. At Interlaken we removed a pump from service that had a broken shaft. The pump was running full speed as lead pump during the heavy rain storms and failed. Pilot Electric Co. repaired the pump and TOSA staff installed and tested the unit and it has been returned to service.

At Interlaken PS, Sal Logrotteria Jr. and Dan Miller repaired a city water line that developed a bad leak. Bruce Olsen also worked on the lighting which had a wiring short. He made all proper repairs. At Green Grove PS, Glen and AJ replaced a battery on the emergency generator. Alternate Power Co. 's inspection work found it defective.

The following road or service calls were made this month: at 1409 Roller Rd. we found a clogged lateral and jetted the line. We responded to Main St. Restaurant at Highway 35 South and Logan Rd., where they had some pump problems and we advised to call their plumber.

We inspected 2 problem laterals one at 240 Alpern Ave. and 1318 Chestnut Ave. At the Chestnut location; Sal, Scott, Dan, and Rich Roman replaced a damaged shallow cleanout and lateral.

We also responded to 705 Corlies Ave. that had rainwater cause some wetness in a crawl space. We also responded to 294 Norwood Ave., which had a leak in their water meter and advised them to call the water company.

At 1509 Spruce Ave., we responded to a lateral blockage. They already had a plumber replace the lateral from the home to the street. We came and TV inspected our lateral and found it to be badly broken Orangeburg (compressed fiber) Pipe. It was very old and damaged and we contacted Mark Wozczak Contractors Inc. who replaced it.

Other Wozczak work was done at 101 Larchwood Ave. and 1701 Holbrook Aves., he repaired 2 broken drop stack connections. At 605 Corlies Ave., we found a damaged section of clay pipe that he also repaired. We assisted the Township of Ocean DPW with their storm sewer at 19 Overhill Rd. The catch basins were in poor shape as well as have the potential to cause future sinkholes.

We performed sewer line cleaning and followed with closed circuit television (CCTV) inspection work in the Wanamassa area. We are concentrating in this area first to assess the oldest and most problem prone sewer lines in our collection system.

The particular streets were Ballard, Wardell, and Bryant Ave.'s. We hit all types of sand and roots, which slowed our progress. We jetted and vacuumed as much sand that was found. We also experienced some software freeze up and tractor operation problems and some camera difficulties. We removed the head portion of the camera and sent it out for repairs at Peirce Equipment Co. for a loaner until repairs are complete.

Over a span of 5 days, we completed 3540 ft. of pipe inspection. We had to repeat about 1500 ft. of inspection due to software glitches. It is truly a learning process.

The inspection work this month was limited to 5 days due to the storms and other plant and pump station repairs and staffing limitations.

Ken is waiting for the camera manufacturer software training and the NASSCO Training in May at the NJWEA conference. He is also training Vin D'Esposito, Rich Roman, and Dan Miller on the TV truck and camera operation.

Respectfully submitted,

Thomas G. Meholic, Superintendent
12/30/14

Mr. Stubbs made a motion to approve the Operator's Report. The motion was seconded by Mr. Villapiano and unanimously carried.

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Villapiano seconded the motion.

**RESOLUTION 15 - 1
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	\$ 217,463.96
REVIEW and INSPECTION	462.00
EIT and CONSTRUCTION	641.40
RENEW and REPLACEMENT	_____
TOTAL BILLS PAYABLE	\$ 218,567.36

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following Resolution and moved its adoption. Mr. Stubbs seconded the motion.

**15 - 2
AUTHORIZING EXECUTION OF CONTRACT WITH HALL & ASSOCIATES
FOR CPO AND AMMONIA-NITROGEN REPORTS**

WHEREAS, the Authority accepted a proposed settlement with the New Jersey Department of Environmental Protection ("NJDEP") on the issue of mixing zone justification with regard to the Authority's New Jersey Pollution Discharge Elimination System permit (the "Permit"); and

WHEREAS, as part of the settlement, the Authority has the option to provide facility specific report providing the technical justification for making a determination of "no reasonable potential" for exceeding the surface water quality standards for CPO to exceed the SWQC for ammonia-nitrogen; and

WHEREAS, the Authority has previously worked with Hall & Associates on similar Permit issues; and

WHEREAS, Hall & Associates have entered into agreements with similarly-situated authorities on this issue; and

WHEREAS, the Authority’s Executive Director certifies there are sufficient funds available in the Authority’s legal line item for this agreement.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes the Chairman and Executive Director to execute the attached Authorization to Provide Services with Hall & Associates.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following Resolution and moved its adoption. Mr. Stubbs seconded the motion.

15 - 3

AUTHORIZING GRANT OF PRELIMINARY AND TENTATIVE APPROVALS FOR HERITAGE VILLAGE AT OAKHURST - APPLICATION NUMBER 179

WHEREAS, preliminary and tentative applications were submitted for Heritage Village at Oakhurst or about December 10, 2014; and

WHEREAS, the Authority’s engineer has recommended the granting of preliminary and tentative approval for Heritage Village at Oakhurst in its Engineer’s Report dated December 22, 2014.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Preliminary and Tentative approvals are granted to Heritage Village at Oakhurst - application number 179, subject to the conditions set forth in T&M Associates’ letter dated December 22, 2014.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Villapiano offered the following Resolution and moved its adoption. Mr. Theodora seconded the motion.

15 - 4

DESIGNATING NEW JERSEY UTILITY AUTHORITIES JOINT INSURANCE FUND COMMISSIONER

BE IT RESOLVED that the Township of Ocean Sewerage Authority that Executive Director William E. Schmeling is hereby designated as the Authority’s Fund Commissioner to the New Jersey Utilities Authority Joint Insurance Fund for 2015.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Bernhardt seconded the motion.

**15 – 5
AUTHORIZING APPOINTMENT OF
PUBLIC AGENCY COMPLIANCE OFFICER
FOR 2015**

WHEREAS, the State of New Jersey Department of the Treasury Affirmative Action Office mandates the appointment of a Public Agency Compliance Officer annually; and

WHEREAS, William E. Schmeling currently serves as Public Agency Compliance Officer.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby appointments William E. Schmeling as the Authority’s Public Agency Compliance Officer for the year 2015.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes No Yes Yes

Resolution

Mr. Villapiano offered the following Resolution and moved its adoption. Mr. Theodora seconded the motion.

15 - 6

**AUTHORIZING AWARD OF CONTRACT FOR THE OCEAN
OUTFALL DIFFUSER PIPELINE REPAIRS PROJECT TO
ATLANTIC SUBSEA, INC. IN THE AMOUNT OF \$333,503.00**

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for the Ocean Outfall Diffuser Wye Replacement Project on December 8, 2014 in the Asbury Park Press; and

WHEREAS, five (5) bid packages were request but only one (1) bid was received, opened and announced by the Authority at its offices on December 30, 2014, see attached bid tabulation; and

WHEREAS, in accordance with law, the Authority intends to award a contract to the lowest responsible bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, Atlantic Subsea, Inc. was the lowest responsible responsive bidder in the total amount of \$333,503.00; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract from Asset Management Funds.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to Atlantic Subsea, Inc. in the amount of \$333,503.00 for the Ocean Outfall Diffuser Pipeline Repairs Project; and

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following Resolution and moved its adoption. Mr. Villapiano seconded the motion.

15 – 7

**AUTHORIZING EXTENSION OF TIME FOR COMPLETION OF OCEAN
OUTFALL DIFFUSER WYE REPLACEMENT PROJECT UNTIL MAY 31, 2015**

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract for the Ocean Outfall Diffuser Wye Replacement Project on August 5, 2014 to Atlantic Subsea, Inc. in the amount of \$279,600.00 (the “Contract”); and

WHEREAS, the Contract provided for a completion date of December 12, 2014; and

WHEREAS, for reasons stated in Atlantic Subsea, Inc.’s letter dated December 18, 2014 (the “Letter”), the Contract completion date has not been met; and

WHEREAS, the Letter requests an extension of time to complete the contract, without any penalty and with possible price increases, to May 31, 2015; and

WHEREAS, T&M Associates recommends the grant of the extension without taking any action on the requested price increase.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes an extension of time, without any penalty, to Atlantic Subsea, Inc. to May 31, 2015.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Theodora offered the following Resolution and moved its adoption. Mr. Stubbs seconded the motion.

15 - 8

**AUTHORIZING APPROVAL OF PETTY CASH FUND AND
CUSTODIAN OF PETTY CASH FUND**

WHEREAS, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund and the custodian of the Petty Cash Fund; and

WHEREAS, the Petty Cash Fund should be authorized annually.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes approval of its Petty Cash Fund in the amount of \$150.00 for 2015; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority authorizes William E. Schmeling to serve as Petty Cash Fund custodian.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Bernhardt seconded the motion.

RESOLUTION DECLARING CLOSED SESSION

WHEREAS, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

WHEREAS, this public body is of the opinion that such circumstances presently exist.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. The Public shall be excluded from discussion of and action upon the hereinafter-specified subject matters.

2. The general nature of the subject matter to be discussed is as follows:

Personnel
Contract negotiations

3. It is anticipated at this time that the above stated subject matter would be made public when matters are resolved.

This resolution shall take effect immediately.

Roll Call: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
 Yes Yes Yes Yes Yes

Following the closed session, there being no further business to come before the Authority, Mr. Villapiano moved that the meeting be adjourned. Mr. Bernhardt seconded the motion and all voted in favor of adjournment.

Respectfully submitted,

RALPH STUBBS, Secretary