

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

December 1, 2015

A 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: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Others: Attorney John Bonello, Auditor David Kaplan, Engineer Richard Crane, Executive Director Bill Schmeling, Superintendent Tom Meholic

Chairman Galvin called the meeting to order.

All recited The Pledge of Allegiance.

Mr. Galvin announced that the Meeting was being held in conformance with the Open Public Meetings Act of 1975 and that adequate notice had been duly posted where required and mailed to the *Asbury Park Press* and *The New Coaster* in accordance with law.

WORK SESSION

Executive Director's Report. The Director reported that the work on the outfall line should start tomorrow, beginning with the cleaning the pipe of sand and debris and then the installation of the new wye, extension piece and spool pieces.

He noted that he updated the NJEIT proposals, and he suggested that the award for the project be granted tonight.

Mr. Schmeling reported that he and Tom Meholic met with a representative of Biorem relative to odor control.

Chairman Galvin asked for the status of the communication project and Mr. Schmeling advised that the work is almost complete.

Auditor's Report. Auditor David Kaplan advised that the State has approved our 2016 Budget and the approving resolution is on the agenda for tonight's meeting. There was some discussion on the budget and Mr. Kaplan provided information relative to the budgeting process. In addition, there was discussion relative to the possible dissolution of the Authority at the end of 2016, and Mr. Kaplan advised that TOSA would be operating the same as usual during 2016.

Attorney's Report. Mr. Bonello reported that he worked with the Executive Director on some of the items that are in the Director's report.

In addition he did some work with the Township relative to the proposed dissolution of the Authority. He also provided members with information as to the dissolution process.

Engineer's Report. Mr. Crane reported that the contractor is prepared to launch the barge tomorrow for the outfall work, weather permitting. He advised that the work should take approximately one week to complete.

Superintendent's Report. Mr. Meholic provided a summary of his report. He provided an in depth description of the spill at the Interlaken bridge that occurred while work was being performed on the directional drill force main at the Interlaken pump station. He included information about the steps that have been taken to mitigate the effects of the damage.

The Executive Director provided a review of the resolutions on the agenda.

BUSINESS SESSION

Mr. Stubbs offered a motion, seconded by Mr. Bernhardt and unanimously carried to approve the minutes of the November meeting

Regular Meeting

November 10, 2015

A copy of the Plant Operator's Report for the month of November 2015 was received, a copy of which follows:

**December 1, 2015 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
November, 2015 Operator's Report**

The November 2015 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 3.293 MGD. The highest daily flow was 3.702 MGD on November 12th. The total precipitation to date was 2.34 inches for the month; the largest precipitation was 1.40 inches on November 10th.

The monthly average effluent suspended solids concentrations, to date, 4 mg/l and for CBOD, the concentration was 8 mg/l. The average percentage removals for these same effluent parameters were 96 % and 94 % 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.

Glen Henry and AJ Milmo performed routine maintenance on the Unox System. They worked on troubleshooting the LOX storage tank and gauge and Air Liquide Co's field technician was called in for gauge and piping replacement. They also replace a hose on the thickened waste activated sludge pump and Bruce Olsen worked on the controls for the same pump.

We had Polar Air HVAC mechanics onsite to replace the Lab's air conditioner air inlet damper that was heavily corroded and beyond repair (25 years old). Other work in the lab: lighting and ballast repair and replacement by Olsen. Bruce assisted Sal Lagrotteria Jr. with the replacement of the lab equipment dishwasher. Rich Roman worked on sheet rock replacement where the ductwork's condensation had ruined some of the ceiling sections.

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, Ken Williamson, Rich Roman, and Vinnie D'Esposito.

Pump station repair work for the month included the following: at Wayside PS we replaced a pump starter coil.

We responded to a few service calls for the month. We checked 5 Alba Ct. and 13 Brown Pl. both problems were located in the homeowners lateral.

We performed jet/vacuum truck maintenance work at Waverly St. and Auth Ave.'s. We also continued this work at Finderne St. and Carol and Holbrook Ave. to Klein St.

At Birch Ave. we vacuumed out a lot of sand that had built up from a cracked sewer line that had been fixed years ago. All of this work was performed by DiOrio and D'Esposito.

We performed Closed Circuit TV Inspection (CCTV) at the following locations:

We assisted the Township of Ocean DPW with inspections of storm sewers at N. Wanamassa Dr., S. Edgemere, Allaire Ave. and some more of the fairways at Colonial Terrace Golf Course.

Other locations for CCTV inspection included the following: For the sanitary sewer lines we focused on Appleby Dr., Spruce Ave., and Chestnut St. We responded to a service call for Interlaken Borough on Scarba Ave. off Grassmere Ave. We found a common lateral for two or three older homes and slow running section with small build up that was cleaned

All of the CCTV inspection work and jet /vacuum cleaning were performed as a team effort by Williamson, Roman, DiOrio and D'Esposito. We completed approximately 2100 ft. of sewer inspection from November 6 -20th.

At Monmouth County Bridge O-11 we had a problem where the subcontractor for Precise Construction was driving sheet piling into the north side of the Deal Lake crossing. On 11/18/15, at approximately 400PM, the pile driver drove a piling section through our new IPS force main. They called Pumping Services who installed a bypass until our previous semi-permanent bypass could be hooked up to our bypass fitting and our own station's pumps. The 6 in. pump was connected and operational by 200AM Thurs.11/19/15 and our 14 " semi-permanent piping and pumps were operational at 1100 AM Sat, 11/21/15.

We had a few TOSA Authority Members and two inspectors from NJDEP on had to assess the situation. Monmouth County Bridge and Construction Engineers are developing repair recommendations to be reviewed and approved by Maser Associates for TOSA. A separate letter to the NJDEP is being prepared to review the situation.

Respectfully submitted,

Thomas G. Meholic, Superintendent
11/25/15

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

The Executive Director reported that he received a communication from the homeowners at 1108 Grassmere Avenue requesting reimbursement for the cleanup of a sewage backup. The situation was discussed and the members determined that the homeowner should be reimbursed in the amount of \$321.00.

Resolution

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

15 - 82

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
2016 ADOPTED BUDGET RESOLUTION
FISCAL YEAR: JANUARY 1, 2016 TO DECEMBER 31, 2016**

WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2016 and ending December 31, 2016 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of December 1, 2015; 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, as presented for adoption, reflects Total Revenues of \$7,209,022, Total Appropriations, including any Accumulated Deficit, of \$6,667,575 and Total Unreserved Net Position utilized of \$299,425; and

WHEREAS, the Capital Budget, as presented for adoption, reflects Total Capital Appropriations of \$6,542,000 and Total Unreserved Net Position planned to be utilized as funding thereof of \$446,663.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on December 1, 2015 that the Annual Budget and Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2016 and ending December 31, 2016 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 reflect 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: Bernhardt, Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes Yes

Resolution

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

**RESOLUTION 15 - 83
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 printout of the list of bills will be on file in the Purchasing Agent’s Office.

CURRENT FUND	\$ 156,692.72
REVIEW and INSPECTION	0.00
EIT and CONSTRUCTION	0.00
RENEW and REPLACEMENT	0.00

TOTAL BILLS PAYABLE	\$ 156,692.72

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

Resolution

Mr. Villapiano offered the following resolution and moved its adoption. Mr. Bernhardt seconded the motion.

15 - 84
AUTHORIZING AMENDMENT TO 2015 BUDGET

WHEREAS, the Township of Ocean Sewerage Authority adopted its Budget for the year ending December 31, 2015 on December 23, 2014; 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" 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.

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

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Bernhardt seconded the motion.

15 - 85
AUTHORIZING AMENDMENT TO 2015 CAPITAL BUDGET

WHEREAS, the Township of Ocean Sewerage Authority adopted its Capital Budget for the year ending December 31, 2015 on December 2, 2014; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the 2015 Capital Budget shall be approved and adopted by resolution of the Authority, passed by not less than a majority of the full membership.

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 Capital 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 expenditures for certain projects, and others delayed until future date.

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

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 - 86
 TRANSFER**

WHEREAS, the Township of Ocean Sewerage Authority adopted its annual budget for 2015 and has set aside funds to be spent in connection with certain budget appropriations; and

WHEREAS, the Township of Ocean Sewerage Authority has determined there is a need for additional funds in certain budget appropriations.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority, that the following transfers be approved:

<u>TO:</u>		
Administration	Hospital Insurance 5-01-50-500-204	\$ 1,000.00
	Telephone 5-01-50-500-301	\$ 3,000.00
	Equip. Maintenance Contracts 5-01-50-500-306	\$ 2,500.00
	Education & Training Courses 5-01-50-500-309	\$ 600.00
	Engineering 5-01-50-500-313	\$ 21,000.00
	Legal 5-01-50-500-314	\$ 19,000.00
Treatment Plant	Repairs - Contractors 5-01-60-600-351	\$ 27,000.00
	Electrical 5-01-60-600-354	\$ 25,000.00
Collections	Repairs - Contractors 5-01-61-601-351	\$ 15,500.00
	Electric 5-01-61-601-354	\$ 12,000.00
	Water 5-01-61-601-356	\$ 500.00
	TV Truck 5-01-61-601-362	\$ 500.00

<u>FROM:</u>		
Administration	FICA/Medicare 5-01-50-500-201	\$ 10,000.00
	PERS 5-01-50-500-203	\$ 15,000.00
	Conventions & Seminars 5-01-50-500-308	\$ 3,000.00
	Trustee & Paying Agent 5-01-50-500-312	\$ 10,000.00
	Insurance General 5-01-50-318	\$ 9,100.00
Treatment Plant	Permit Fees 5-01-60-600-360	\$ 25,000.00
	Bioxide Plant 5-01-60-600-370	\$ 27,000.00
Collections	Collection Pumps 5-01-61-601-301	\$ 25,000.00
	Collection Controls 5-01-61-601-302	\$ 2,500.00
	Coll Other Expenses 5-01-61-601-303	\$ 1,000.00

AND BE IT FURTHER RESOLVED that two (2) certified copies of this Resolution be forwarded to the Director, Division of Local Government Services.

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

Resolution

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

15- 87
AUTHORIZING APPOINTMENT OF CONNER STRONG & BUCKELEW
AS RISK MANAGEMENT CONSULTANT FOR THE YEAR 2016

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 render comparative bidding impractical; and

WHEREAS, Conner Strong & Buckelew has submitted a proposal for risk management services to the Authority; and

WHEREAS, Conner Strong & Buckelew, through its representative Michael C. Avalone, has provided the Authority with quality 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, 2015 to December 31, 2015; 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.

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

1. Conner Strong & Buckelew is hereby appointed as Risk Management Consultant for the Authority in accordance with the attached proposed contract for the period January 1, 2016 to December 31, 2016.

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: 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
- Contractual
- Legal

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

Upon completion of the Closed Session Meeting, Mr. Stubbs offered a motion, seconded by Mr. Bernhardt and unanimously approved to adjourn the Closed Session Meeting and return to the Regular Meeting.

Resolution

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

**15 - 88
AUTHORIZING THE AWARD OF A CONTRACT FOR DESIGN
AND CONSTRUCTION SERVICES FOR THE 2016/17 NJEIT PROJECT**

WHEREAS, the Township of Ocean Sewerage Authority intends to seek funding for the reconstruction of the Asbury Avenue and Longview Pump Stations and various collection system repairs in the 2016/17 Environmental Infrastructure Trust round of funding; and

WHEREAS, the planning document has been prepared and submitted to the Environmental Infrastructure Trust Fund; and

WHEREAS, the Authority requested proposals from its qualified engineers for design and construction services for the 2016/17 NJEIT project; and

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

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to T&M Associates in the amount of \$109,723.00 pursuant to their proposal dated November 25, 2015.

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

Chairman Galvin introduced Mayor Christopher Siciliano, Deputy Mayor William Garofolo, Director of Finance Stephen Gallagher, and Township Manager Andrew Brannen.

Mayor Siciliano gave a presentation with regard to the Township Council’s proposal to change the Authority to a Utility in 2017. There was lengthy discussion on this matter.

At the end of the above-mentioned discussion, members determined that it would be necessary to go back into a Closed Session Meeting.

Resolution

Mr. Bernhardt offered the following Resolution and moved its adoption. Mr. Theodora 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:

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

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

Personnel

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

There being no further business to come before the Authority, Mr. Theodora moved that the meeting be adjourned. Mr. Bernhardt seconded the motion and all voted in favor of adjournment.

Respectfully submitted,

RALPH E. STUBBS, Secretary