

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

August 4, 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: Galvin, Stubbs, Theodora, Villapiano
Absent: Bernhardt
Others: Attorney John Bonello, Engineer Stephen Schreiber,
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 in accordance with law.

WORK SESSION

Executive Director's Report. The Director said that CME will drop off the final plans for the Logan Road collection project and he will review the plans prior to going out to bid. He noted that the ongoing examination of the lines with the camera truck revealed additional areas that need repair. A list of these areas will be sent to Mark Wozczak with the request that he provide estimates for this work. One of the major problem areas is Colonial Terrace with approximately 4,000 feet of pipe that needs to be lined or replaced. This work may be considered as part of the next NJEIT project.

He noted that there is a resolution on the agenda authorizing the execution of an agreement with the Borough of Deal for provision of sewer services by TOSA. Mr. Schmeling said that Frank Vacchiano advised that Deal brought in 350 gallons of rag material for the month of July and Deal is working to reduce the amount of rag material before it reaches TOSA.

Director Schmeling provided an update on the wye replacement project for the ocean outfall line. Chairman Galvin suggested that TOSA have an inspector present on the boat when the final inspection is done.

Attorney's Report. Mr. Bonello reported that he reviewed most of the items that are in the Director's report and said that he had no additional comments.

Engineer's Report. Mr. Schreiber provided a review of his written report. He advised that the annual inspection report should be completed and delivered to the Executive Director by the end of the week.

He reported on the VFD Replacement Project and said that Sigma Controls worked on remediating the deficiencies with the control panel.

Superintendent's Report. Mr. Meholic provided a summary of his report.

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

BUSINESS SESSION

Mr. Stubbs offered a motion, seconded by Mr. Theodora to approve the minutes of the July 7 meeting. All voted in favor with the exception of Mr. Villapiano who was absent from the meeting.

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

August 4, 2015 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
July, 2015 Operator's Report

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

The average daily flow to date was 4.321 MGD. The highest daily flow was 4.831MGD on July 4th. The total precipitation to date was 2.08 inches for the month; the largest precipitation was 0.52 inches on July 30th.

The monthly average effluent suspended solids concentrations, to date, 9 mg/l and for CBOD, the concentration was 3 mg/l. The average percentage removals for these same effluent parameters were 94% and 98% 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. The air compressors' cooling water system was inspected and filters cleaned.

TOSA staff drained Grit Chamber No. 1 and cleared a blockage in the grit removal pump. The unit was returned to service. The motor for aerator No. 250 was removed and was rebuilt at Pilot Electric. The motor was returned to service and is working properly. All work was performed by Henry, Milmo, D'Esposito and Olsen. Milmo replaced an LEL sensor on the aeration tanks.

We also replaced a grit removal pump No. 2. After 10 years of almost continuous service, the pump was worn out and beyond repair. The pump was replaced with an upgraded model with a ceramic lining which should give us longer wear. All work was performed by Henry, Milmo, Olsen, Lagrotteria Jr., and Miller. Milmo also replaced a bearing on one of the grit removal screw conveyor units.

Chris Pawlich, Instrumentation Technology Systems Inc. (now a division of Pumping Services Inc.) was onsite for SCADA Work for the Primary Tanks and he ordered a PLC module for the waste activated sludge pumps. He upgraded the backup alarm display for the pending alarm upgrade project. He also replaced the display screen for the SCADA System in the sludge control building. We are reviewing the information that was sent for the proposed sludge level probes for the sludge holding tanks.

We had our annual JIF inspection by J. A. Montgomery Risk Control representative. No problems were found with the plant site or buildings. He had no outstanding Suggestions for Improvement this year. He gave me contact information for future training courses. TOSA employees attended 43 MEL Safety Training Institute training events last year and 22 training events this year so far. He stated that his records show that TOSA had no lost time injuries from 2011-present. We have continued with our Safety Committee meetings and work.

Jennifer Crumley and I viewed a Greeley and Hansen webinar titled Defining and Eliminating Nuisance Odors. It reviewed general process concepts and compounds that contribute to potential odors. It also reviewed different odor control systems and advantages and disadvantages of each.

We have begun to test our biofilter wood chips for moisture content and pH. We have also begun to add pelletized lime for pH adjustment.

I have been in contact with Rich Crane, T&M Associates for the return activated sludge line pipe inspection work. He has experience with this work at the OCUA. We will be in contact with Mark Wozczak Contractors for test pit work involved and the pipe testing firm for estimates.

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

Olsen met with a JCP&L representative who was onsite at Green Grove and Wayside PS's to reset the electric meters. Ken Williamson responded to an alarm at Colonial terrace PS which was related to the phone lines.

Other pump station work for the month was as follows: At Colonial Terrace and Norwood Ave. PS's Henry and Milmoie removed pumps to unclog rag material debris. At Whalepond PS a new section of drain tubing was added to the odor control carbon vessel. At Asbury Ave. PS we cleaned out valves and tubing that had clogged over time. This maintenance work was performed by AJ Milmoie.

We had some overvoltage problems at Asbury Ave., Green Grove, Longview, and Wayside PS's. The generators came on when the voltage was too high. Bruce Olsen feels that the voltage was as high as 280V. He has informed the power company of this. He also met with a JCP&L field technician to rest the meters at Green Grove and Wayside PS's.

Bruce worked with Charlie Hopkins, T &M Associates installing new parts for the future main pump building motor controls.

SECO and EMI both worked on two remaining pump stations- Asbury Ave. and Wayside PS's for the alarm upgrade project and the Allenhurst and Interlaken flow meters.

We responded to the following service calls this month: at 276 Michael Ave. Williamson responded twice and each time it was found to be a home interior plumbing problem. We also checked 3316 Sunset Ave. and found it to be the commercial property's issue.

Mark Wozczak Mechanical Contractors Inc. repaired the laterals at 413 Harnell Ave. and 240 Alpern Ave.

We performed line maintenance at the following locations: Sunset Ave. Easement to Hwy 35, Willow Dr. to West Park Ave. and Hwy .5. On Camp Ave. we removed a piece of Orangeberg Pipe found in the sewer main.

The closed circuit TV inspections (CCTV) this month continued in Wanamassa this month. This work took place on S. Wanamassa Pt. Dr., Camp Ave. and Wickapecko Ave. The CCTV work for the month totaled 4236. Ken is contacting Mark Wozczak for repair estimates for the worst spots in these sections.

Respectfully submitted,

Thomas G. Meholic, Superintendent
7/30/15

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

Director Schmeling reported that he received communications requesting additional information with regard to the HomeServe mailing that offered residents the opportunity to obtain insurance covering their sewer lines.

Resolution

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

**RESOLUTION 15 – 62
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	\$ 625,428.61
REVIEW and INSPECTION	241.75
EIT and CONSTRUCTION	0.00
RENEW and REPLACEMENT	0.00
	<hr/>
TOTAL BILLS PAYABLE	\$ 625.670.36

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

Resolution

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

**15 - 63
AUTHORIZING PAYMENT IN THE AMOUNT OF \$160,793.50 TO ATLANTIC
SUBSEA, INC. FOR OCEAN OUTFALL DIFFUSER PIPELINE REPAIRS AND
OCEAN OUTFALL DIFFUSER WYE REPLACEMENT PROJECTS**

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$333,503.00 for the Ocean Outfall Diffuser Pipeline Repairs Project; and

WHEREAS, the Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$279,600.00 for the Ocean Outfall Diffuser Wye Replacement Project; and

WHEREAS, Atlantic Subsea has performed certain work for the projects; and

WHEREAS, Atlantic Subsea has submitted requests for payment in the amount of \$101,050.00 for the Ocean Outfall Diffuser Pipeline Repairs Project and \$63,025.00 for the Ocean Outfall Diffuser Wye Replacement Project; and

WHEREAS, the Authority’s engineer has recommended payment in the amount of \$99,029.00 for the Ocean Outfall Diffuser Pipeline Repairs Project and \$61,764.50 for the Ocean Outfall Diffuser Wye Replacement Project.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the total amount of \$160,793.50 to Atlantic Subsea, Inc. for the Ocean Outfall Diffuser Pipeline Repairs and Ocean Outfall Diffuser Wye Replacement Projects.

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

Resolution

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

15 - 64
AUTHORIZING CHANGE ORDER NO. 1 FOR OCEAN OUTFALL DIFFUSER PIPELINE REPAIRS AND OCEAN OUTFALL DIFFUSER WYE REPLACEMENT PROJECTS

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$333,503.00 for the Ocean Outfall Diffuser Pipeline Repairs Project; and

WHEREAS, the Authority awarded a contract to Atlantic Subsea, Inc. in the amount of \$279,600.00 for the Ocean Outfall Diffuser Wye Replacement Project; and

WHEREAS, Atlantic Subsea performed an inspection of the outfall pipe prior to installing the new ocean outfall wye; and

WHEREAS, the inspection disclosed the expansion coupling between the outfall pipe and the wye was gashed and unable to function properly; and

WHEREAS, the Authority’s engineer has recommended replacement of the expansion coupling; and

WHEREAS, the contracts for the two projects include \$25,000.00 in each for contingencies; and

WHEREAS, Atlantic Subsea, Inc. has provided an estimate to purchase and install a new expansion coupling in the amount of \$119,458.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes Change Order No. 1 in an amount not to exceed \$100,000.00 to Atlantic Subsea, Inc. for the Ocean Outfall Diffuser Wye Pipeline Repairs and Ocean Outfall Diffuser Wye Replacement Projects.

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

Resolution

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

RESOLUTION 15 - 65
AMEND AND RESTATE BY-LAWS OF THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY

BE IT RESOLVED by the Township of Ocean Sewerage Authority, in the County of Monmouth, New Jersey that the Authority’s By-Laws are hereby amended and restated as shown on the attached By-Laws.

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

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr.

Villapiano seconded the motion.

15 - 66

AUTHORIZING GRANT OF PRELIMINARY, TENTATIVE AND FINAL APPROVALS FOR MANASQUAN SAVINGS BANK APPLICATION NUMBER 180

WHEREAS, preliminary, tentative and final applications were submitted for Manasquan Savings Bank on or about July 6, 2015; and

WHEREAS, the Authority’s staff reviewed the submitted plans which show use of the existing connection to the Authority’s collection system; and

WHEREAS, the Authority’s staff recommends the granting of preliminary, tentative and final approvals for Manasquan Savings Bank.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Preliminary, Tentative and Final approvals are granted to Manasquan Savings Bank - application number 180.

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

Resolution

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

15 - 67

AUTHORIZING AN INCREASE IN QUOTATION AND BID THRESHOLDS

WHEREAS, effective July 1, 2015, the State of New Jersey adjusted the bid threshold for awarding contracts pursuant to the Local Public Contracts Law and has given local contracting units the ability to increase the bid threshold up to \$40,000, and the quotation threshold up to \$6,000 in municipalities with a Qualified Purchasing Agent; and

WHEREAS, the Authority has appointed a Qualified Purchasing Agent in accordance with N.J.A.C. 5:34-5 et seq.; and

WHEREAS, the Authority desires to take advantage of the increased bid threshold and quotation threshold.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Authority hereby increases its bid threshold to \$40,000 and its quotation threshold to \$6,000.

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

The members determined that Resolution 15-68 would be tabled until after the Closed Session was held.

Resolution

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

15 – 69

AUTHORIZING EXECUTION OF SERVICE AGREEMENT WITH THE BOROUGH OF DEAL, EFFECTIVE MARCH 3, 2012

WHEREAS, the Township of Ocean Sewerage Authority and the Borough of Deal entered into a service agreement on or about September 3, 1985 wherein the Authority agreed to accept sewage flow from Deal for purposes of treatment, subject to certain terms and conditions (the “Agreement”); and

WHEREAS, the Agreement expired on March 2, 2012; and

WHEREAS, the Authority and the Borough entered into negotiations around August 2012 for purposes of establishing the terms and conditions of a new agreement; and

WHEREAS, the Authority and the Borough had several meetings and exchanged several proposals setting for the terms and conditions of a new agreement; and

WHEREAS, the parties are desirous of settling the terms of compensation at a rate equal to eighty percent (80%) of the annual service charge for residents of the Township of Ocean and excess flow charge equal to \$1,300 for daily excess flow over 750,000 gallons.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes the Chairman and Secretary to execute the new service agreement, a copy of which is attached.

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

Resolution

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

15 - 70

AUTHORIZING AWARD OF CONTRACT FOR ELECTRICAL DIAGNOSTIC, TROUBLESHOOTING AND REPAIR SERVICES

WHEREAS, the Authority requires a vendor to provide electrical diagnostic, troubleshooting and repair for its operations; and

WHEREAS, the Authority advertised for bids in the Asbury Park Press on May 12, 2015 with a return date of May 27, 2015; and

WHEREAS, no bids were received on May 27, 2015; and

WHEREAS, the Authority re-advertised for bids in the Asbury Park Press on July 2, 2015 with a return date of July 29, 2015; and

WHEREAS, the only bid received on July 29, 2015 was provided by Electro Maintenance, Inc.; and

WHEREAS, the Authority’s Qualified Purchasing Agent has reviewed the bid documents for compliance with the bid specifications and found them compliant; and

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s 2015 budget under equipment contract maintenance.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to Electro Maintenance Inc. for the prices indicated on the attached Bid Proposal Form.

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

Resolution

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

15 - 71
AUTHORIZING REFUND IN THE AMOUNT OF \$2,070.00 FOR ACCOUNT NUMBERS 3944-0, 5879-0 AND 6473-0

WHEREAS, on or about December 1, 2013, the houses located at 43 Shadow Lawn Drive (account number 5879-0), 45 Shadow Lawn Drive (6473-0) and 255 Whalepond Road (3944-0) were demolished; and

WHEREAS, a single residential home is being constructed on the consolidated lots with an address of 45 Shadow Lawn Drive for Sammy and Margie Saka; and

WHEREAS, quarterly sewer charge of \$115.00 were paid on each account for 2014 and the first two quarters of 2015.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$2,070.00 to Sammy and Margie Saka representing a refund of payments made on account numbers 3944-0, 5879-0 and 6473-0 since January 1, 2014; and

BE IT FURTHER RESOLVED that account numbers 3944-0 and 5879-0 be made permanently inactive; and

BE IT FURTHER RESOLVED that account number 6473-0 be made inactive until a Temporary or Permanent Certificate of Occupancy is issued for 45 Shadow Lawn Drive.

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

Resolution

Mr. Stubbs offered the following Resolution and moved its adoption. Mr. Villapiano 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 issues
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: Galvin, Stubbs, Theodora, Villapiano
Yes Yes Yes Yes

Following the Closed Session the board members resumed the Regular Meeting.

Resolution

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

**15 - 68
AUTHORIZING AMENDMENT TO EMPLOYEE HANDBOOK
AND SALARY ADJUSTMENTS**

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority Employee Handbook is amended to replace the existing STEP program for employees with the attached STEP program; and

BE IT FURTHER RESOLVED that the Assistant Superintendent's salary be increased to \$112,744.00; and

BE IT FURTHER RESOLVED that the Executive Director's salary be increased to \$110,160.00; and

BE IT FURTHER RESOLVED that such changes shall take effect July 1, 2015.

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

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

Respectfully submitted,

RALPH E. STUBBS, Secretary