

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

Oakhurst, NJ

September 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 A. Kaplan,
 Engineer Stephen Schreiber, Executive Director
 Bill Schmeling, Superintendent Tom Meholic

Chairman Galvin called the meeting to order.

All recited The Pledge of Allegiance.

Chairman 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.

CONNECTION FEE HEARING

Mr. Bonello, Attorney for the Authority, gave an introduction to the Connection Fee Hearing. Auditor David A. Kaplan was sworn in by Mr. Bonello and gave testimony as to the calculation of the connection fee.

Resolution

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

15-72

**ESTABLISHING CONNECTION FEE
EFFECTIVE SEPTEMBER 2, 2015**

WHEREAS, The Township of Ocean Sewerage Authority published Notice of proposed adjustments of its Rate Schedule and of the time and place of the public hearing thereon in two newspapers of general circulation in the area serviced by the Authority at least twenty (20) days preceding the aforesaid public hearing; and

WHEREAS, the Authority conducted a public hearing on the proposed adjustments of its Rate Schedule on Tuesday, September 1, 2015 at 6:30 p.m. at the offices of the Authority as indicated in the publication of Notice; and

WHEREAS, the Authority provided evidence at the hearing showing that the proposed adjustments of its Rate Schedule are necessary and reasonable; and

WHEREAS, the Authority provided the opportunity for cross-examination of persons offering such evidence at the public hearing; and

WHEREAS, the Authority ordered that a transcript of the hearing be made and a copy thereof be available upon request to any interested party at a reasonable fee; and

WHEREAS, the Authority has considered the proposed adjustments to its Rate Schedule, as well as all evidence presented through direct and cross-examination, as well as all comments made by those members of the public in attendance at the aforesaid public hearing, as well as any written comments that may have been received; and

WHEREAS, the Authority having been satisfied from all of the evidence and comments presented that the proposed adjustments of the Rate Schedule are in accordance with the Statute and are reasonable and necessary.

NOW, THEREFORE, BE IT RESOLVED this 1st day of September 2015 that the proposed adjustments to the Rate Schedule attached to this Resolution be and the same are hereby approved and adopted by the Authority; and

BE IT FURTHER RESOLVED that the revised Rate Schedule shall become effective on September 2, 2015; and

BE IT FURTHER RESOLVED that the provisions of The Township of Ocean Sewerage Authority Rules and Regulations pertaining to the payment of such charges and to the time or times when and the place or places where such charges shall be due and payable, be and the same are hereby incorporated herein by reference; and

BE IT FURTHER RESOLVED that a copy of the Rate Schedule in effect shall at all times be kept on file at the office of the Authority and shall at all reasonable times be open to public inspection.

THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
SEWER CONNECTION FEES

Effective September 2, 2015

CLASS 1: RESIDENTIAL \$5,617.00

Single-family, condominiums, townhouses, apartments, multifamily, duplex, age restricted, trailers, mobile homes (Per unit)

CLASS 2: NON-RESIDENTIAL; HOTEL OR MOTEL \$2,808.50 (per guest room)

This portion of the connection fee applies only to the number of units available for transient occupancy. The connection fee for the non-occupancy portion of the building shall be based upon estimated usage from the remainder of the building, including kitchens, restaurants, taverns, laundries, offices, convention or meeting rooms, sport or athletic facilities, common areas and restrooms, at the Class 3 per gallon per day rate.

CLASS 3: NON-RESIDENTIAL: GENERAL

Per gallon per day	\$ 27.71
Minimum connection fee (per unit)	\$5,617.00

A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage is less than the residential rate of usage.

CLASS 4: CERTAIN AFFORDABLE HOUSING PROJECTS

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of new connections to the system are to be computed by providing a 50% reduction in the connection fee established in this Rate Schedule.

Connection fees to public housing authorities and non-profit organizations building affordable housing projects that consist of replacement units for demolished or refurbished units, and for which a connection fee was previously paid, are to be computed by charging the lesser of a) the reduced rate of 50% of the connection fee established in this Rate Schedule, or b) the connection fee established in this Rate Schedule, minus a credit in the amount of a connection fee previously paid for the housing units being replaced, provided the public housing authority and non-profit organization can establish the connection fee previously paid. If the amount of the previous connection fee cannot be established, the reduced rate of 50% of the connection fee established in this Rate Schedule shall apply.

GENERAL REQUIREMENTS APPLICABLE TO SEWER CONNECTION FEES

A. An applicant shall pay a sewer connection fee for each equivalent dwelling unit at the time that a sewer permit is requested, in an amount as established by the Authority's Rate Schedule in effect at the time that service is requested. All sewer connection fees shall be paid in full prior to the issuance of a construction permit for the premises.

B. Connection fees for non-residential users shall be based upon the Authority's calculation of estimated usage multiplied by the rate per gallon per day contained in the Rate Schedule. A minimum sewer connection charge for non-residential users shall be imposed, in an amount equal to the residential connection fee regardless of whether the estimated usage is less than the residential rate of usage.

C. The projected flow criteria contained in N.J.A.C. 7:14A-23.3 shall be used to determine the estimated sewer usage for non-residential uses, whenever practicable, except as set forth below. In the event that a type of use is not listed in N.J.A.C. 7:14A-23.3, the Authority shall use its best judgment in determining estimated sewer usage. The Authority may adopt additions or exceptions to the flow projections contained in N.J.A.C. 7:14A-23.3 by resolution. For the purpose of this Rate Schedule, any reference to "seat" or "person" in N.J.A.C. 7:14A-23.3 or in any projected flow criteria adopted by the Authority shall be deemed to mean the maximum permitted occupancy established pursuant to the Uniform Construction Code and/or the Uniform Fire Code.

- (1) Factories/Warehouse/Flex space - 0.035 gpd per square foot
- (2) Day care centers - 0.25 per square foot
- (3) Laundromats:
 - 18 pound washing machine - 136 gpd per machine
 - 35 pound washing machine - 267 gpd per machine
 - 50 pound washing machine - 425 gpd per machine
- (4) Bed and Breakfast Inns - 100 gpd per bedroom
- (5) Churches - 1 EDU per 750 seats, or part thereof
- (6) Fitness Centers - 0.01 gpd per square foot
- (7) Combined Gym and Banquet Facility - 8 gpd per seat

D. In the event that an application is made for sewer service to a non-residential building or unit for which the types or sizes of the uses therein have not been determined by the applicant, or are subject to change in the future, a connection fee shall be assessed based upon the maximum potential estimated sewer usage in the building or unit. The Authority, in its discretion, may enter into a deferred connection fee agreement under which an initial connection fee would be imposed only for those uses that are initially contemplated, and which would defer the payment of the balance of the connection fee until such time as a use for which the initial connection fee was paid is changed to a use that will generate additional sewer usage. Any connection fee paid under a deferred connection fee agreement shall be paid at the connection fee rate then prevailing at that time that payment is made.

E. A non-residential user shall be entitled to use the amount of sewer capacity, in gallons per day, that was obtained through the payment of connection fees, as well as such additional capacity actually used by its building or unit without having undergone a physical or operational change for which a building permit, site plan, subdivision, variance or other municipal approval was required. An application for additional capacity shall be made by any existing non-residential user whenever there is an increase in the estimated, projected sewer usage for any existing building or unit resulting from any physical or operational change for which a building permit, site plan, subdivision, variance or other municipal approval is required. A connection fee shall be charged to the user based upon the increase in estimated sewer usage associated with the aforesaid physical or operational change.

F. In the event that an application is made to reinstate sewer service to a residential structure that was previously abandoned or terminated when the prior structure was demolished or substantially totally destroyed, no additional connection fee shall be

due provided that the application for service is made within seven (7) years of the date of the prior termination of service.

G. In the event that an application is made to reinstate sewer service to a non-residential structure that was previously abandoned or terminated when the prior structure was demolished or substantially totally destroyed, no additional connection fee shall be due, provided that: (1) the applicant has continued to pay sewer service charges for the property on a regular basis as those charges became due, and (2) there is no change in the estimated sewer usage of the building. In the event that condition (1) herein has been satisfied, and there will be an increase in the estimated sewer usage of the building, then the applicant shall pay a connection fee only on the amount of the increase in the estimated sewer usage.

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

Yes Yes Yes Yes Yes

WORK SESSION

Executive Director's Report. The Director advised that he received a proposal from Mark Woszczak Mechanical Contractors, Inc. for easement clearing, which would facilitate gaining access to the lines. His proposal includes both weekly and hourly costs and includes labor, equipment and materials. Additional proposals will be sought for this work.

Mr. Schmeling said that he and Ken met with Van Cleef Engineering about the location of force mains. There have been issues with Rolling Meadows and Cedar Village Wickapecko.

He noted that the Authority receives copies of each application that goes before the Board of Adjustment. He received one that is an application for a pool/cabana. There was discussion as to whether or not TOSA should bill for any additional connections for these facilities. The members determined that it would be difficult and impractical to obtain the information necessary to bill for these uses.

There was discussion as to the TV inspections, and Mr. Galvin suggested that any problems found during the inspections should be ranked with a critical rating as to what areas should be given a higher priority.

Director Schmeling reported that the Township has provided him with information as to road construction projects. In some cases the roadway reconstruction includes areas in which TOSA projects are scheduled. Therefore, he recommends that the Township and the Authority coordinate these projects in order to decrease costs for roadway repairs and eliminate duplicative efforts.

Attorney's Report. Attorney Bonello reported that he has worked with the Director on many of the items that are included in the Director's report.

Engineer's Report. Engineer Schreiber provided a review of his written report. He advised that the annual inspection has been completed and the written report would be available prior to the next meeting.

He reported on the VFD Replacement Project and advised that Sigma Controls has remediated the deficiencies with the control panel. Sigma also has provided the Authority with a copy of the O&M Manual.

With regard to the wye replacement project, Mr. Schreiber reported that the wye and spool pieces have been manufactured and the coating for these pieces has been tested and approved. Due to the corrosion found in the old expansion joint a new piece is being manufactured and should be delivered to the site in September.

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

The Superintendent reported on the TVing of the lines. Mr. Bernhardt suggested

that ten-hour workdays should be utilized for this work. There were questions and discussion relative to Mr. Meholic's report.

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

BUSINESS SESSION

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

Regular Meeting

August 4, 2015

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

September 1, 2015 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
August, 2015 Operator's Report

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

The average daily flow to date was 3.979 MGD. The highest daily flow was 4.476MGD on August 22nd. The total precipitation to date was 2.56inches for the month; the largest precipitation was 1.55 inches on August 20th.

The monthly average effluent suspended solids concentrations, to date, 8 mg/l and for CBOD, the concentration was 4 mg/l. The average percentage removals for these same effluent parameters were 95% and 97% 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. AJ contacted the cooling tower treatment systems representative who assisted AJ and Bruce Olsen with a repair to a chemical control valve. Glen repaired a leak in the bleach tubing at the Chlorine Contact Tank.

Bruce Olsen responded to an alarm at the Main Pump Building, which had a VFD Unit Failure from a power spike from JCP&L Bruce reboot the controls. The unit restarted and was AOK. He also replaced a timer in the Return Activated Sludge Bleach Feed System. This system is working out well in controlling the Nocardia foam problem that we have each summer with the Final Clarifiers.

Chris Pawlich PSI-ITS and Jim Hampsen North East Technical Sales Co. are continuing to investigate instrumentation equipment for the Main Pump and the Sludge Control Buildings.

We had the representative in for an inspection and recommendations for repair of our Dumpster-Veyor Unit. He is preparing estimates for some of the equipment replacement. The entire building and mechanical equipment is experiencing corrosion from the moist wet well conditions and the off gassing and drainage of the bar screen material. We are running the exhaust fan 24/7 at this point to help lessen the moisture and odor conditions.

We attended further JIF/MEL Training Institute's training for Hazard Communication with GHS.

I have been in contact with Steve Schreiber and Rich Crane, T&M Associates for the return activated sludge (RAS) line pipe inspection work. Rich has experience with this work at the OCUA. I contacted Mark Wozczak Contractors for test pit excavation work involved and a pipe testing firm for clarification of their work. We are only interested in Non-Destructive Testing. The one firm is interested in doing metallurgical testing of the pipe material. This would involve cutting out a sample of the existing pipe. We also will be testing a branch of the treatment plant's force main, which is very close to the RAS line.

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.

Olsen responded to power failure alarm at Interlaken PS. JCP&L had a main power feed cable problem in the area. They made the repair and normal power was restored. The emergency generator ran AOK.

SECO continues to work on the Pump Station Alarm Project and SCADA interface for the stations.

At Colonial Terrace PS we responded to a clogged pump and replaced a flush valve.

We responded to the following service calls this month: we check into odors at 1305 Chestnut and 17 Shadow Lawn Dr. There was no sign of malfunctioning sewers.

At 1610 Hwy 35 we assisted a plumber in locating a grease buildup. At 1412 Unami Ave. and the easement behind Burger King Restaurant we investigated and found no problems.

Line maintenance for the month included the following: At Middle3brook we cleaned from Rustic to Hillside. At Eisele and Norwood Ave., and at Red Lobster Restaurant, we cleaned the sewer main leading to sewer trunk line. We also cleaned Waverley to Finderne, Auth and Dow Avenues.

We performed Closed Circuit TV (CCTV) Inspection at the following locations: Wickapecko Dr., Appleby, and Opdyke Avenues. We also check Deal Lake Pt. Road after the Township of Ocean's DPW road milling project.

We found one manhole at Appleby and Steward, whose pipes will be repaired by Wozczak Mechanical Contractors Inc.

REGULATORY WORK

We contacted the NJDEP office of Beneficial Reuse who will give us a waiver for our vehicle washing at our jet truck unloading station since all water is drained to our main sanitary drain at the treatment plant.

We were contacted by NJDEP for a routine lab audit. They will review record keeping and quality control work.

Respectfully submitted,

Thomas G. Meholic, Superintendent
8/28/15

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

Director Schmeling reported that he received a communication from a company proposing the installation of a water saver in the water service line to reduce the Authority’s water bill. We will review this to determine whether or not this would be feasible and /or desirable.

Resolution

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

**RESOLUTION 15 - 73
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	\$ 241,946.41
REVIEW and INSPECTION	440.00
EIT and CONSTRUCTION	17,647.50
RENEW and REPLACEMENT	0.00
TOTAL BILLS PAYABLE	\$ 260,033.91

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.

**15 – 74
AUTHORIZING REFUND IN THE AMOUNT OF \$176.20
ON ACCOUNT NUMBER 18523-7**

WHEREAS, SBJ Associates is the owner of property occupied by Surrey Lane Antiques at 280 Norwood Avenue, sewer account number 18523-7; and

WHEREAS, the water readings provided by New Jersey American Water for billing purposes for account number 18523-7 do not match the actual monthly bills received by Surrey Lane Antiques; and

WHEREAS, SBJ Associates paid an excess usage charge of \$176.20 for 2014, which is not supported by the monthly water usage bills.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes a refund of \$176.20 to SBJ Associates for the 2014 excess usage charge on account number 18523-7.

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 - 75
AUTHORIZING PAYMENT TO KRS SERVICES, INC.
IN THE AMOUNT OF \$22,655.28**

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to KRS Services, Inc. (“KRS”) in the amount of \$78,669.00 for the Main Pump Station VFD Replacement Project (the “Contract”) on July 1, 2014; and

WHEREAS, the Authority granted an extension of time to KRS within which to complete the Contract to April 30, 2015; and

WHEREAS, the Contract could not be completed on or before April 30, 2015; and

WHEREAS, the Authority and KRS have agreed to mutually cancel the Contract waiving any claims for compensation, costs, damages or other relief against each other; and

WHEREAS, the Authority has agreed to pay KRS for control panel required for the Contract and ordered and received by KRS; and

WHEREAS, by letter dated July 17, 2015, T&M Associates recommend payment to KRS in the amount of \$22,655.28 for the control panel received by KRS under the Contract.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$22,655.28 for material received by KRS under the Contract in accordance with the letter of T&M Associates dated July 17, 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. Villapiano seconded the motion.

**15 - 76
AUTHORIZING RENEWAL OF CONTRACT FOR SEWER LINE AND
FACILITIES REPAIRS WITH MARK WOSZCZAK
MECHANICAL CONTRACTORS, INC.
FOR THE PERIOD OCTOBER 1, 2015 TO SEPTEMBER 30, 2016**

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Sewer Line and Facilities Repairs in the Asbury Park Press on September 11, 2013 and posted the bid opportunity and bid documents on its website the same day; and

WHEREAS, the bid documents provided that the Authority could renew the contract award for two (2) one-year periods in accordance with N.J.S.A. 40A:11-15; and

WHEREAS, the contract was renewed for the period October 1, 2014 to September 30, 2015 at same pricing provide in the original bid; and

WHEREAS, the Authority’s staff has determined that the services provided have been performed in an effective and efficient manner; and

WHEREAS, Mark Woszczak Mechanical Contractors, Inc. has advised the Authority that it will hold its bid prices for the period October 1, 2015 to September 30, 2016; and

WHEREAS, the Authority is desirous of continuing its working relationship with Mark Woszczak Mechanical Contractors, Inc.; 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 renews its contract for providing Sewer Line and Facilities Repairs with Mark Woszczak Mechanical Contractors, Inc. for the period October 1, 2015 to September 30, 2016 at the prices indicated in the proposal signed September 25, 2013; the total maximum bid price does not bind the Authority to the payment of any specific total, the amount to be paid under the contract shall be in accordance with the quantity of materials provided at prevailing per gallon charge; 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. Villapiano offered the following resolution and moved its adoption. Mr. Theodora seconded the motion.

15 – 77

**AUTHORIZING T&M ASSOCIATES TO PREPARE
LETTER OF INTENT AND PLANNING DOCUMENT
FOR 2017 NJEIT APPLICATION**

WHEREAS, the Authority is desirous of applying to the New Jersey Infrastructure Trust Fund for its 2017 funding cycle; and

WHEREAS, the Authority intends to seek funds to perform improvements at the Asbury Avenue and Longview pump stations and the gravity sewer line from Berkeley Avenue to Lakeview Avenue; and

WHEREAS, T&M Associates has prepared the Authority’s 2015 New Jersey Infrastructure Trust Fund letter of intent and planning document.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes T&M Associates to prepare the letter of intent and planning document for the Authority’s 2017 NJEIT application for pump station improvements in an amount not to exceed \$3,500.

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.

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:

Employee matters

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. Stubbs seconded the motion and all voted in favor of adjournment.

Respectfully submitted,

RALPH E. STUBBS, Secretary