

TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING
December 3, 2013

1. Meeting called to Order
2. Pledge of Allegiance
3. Roll Call - Bernhardt, Galvin, Kelly, Stubbs, 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 and the Asbury Park Press and The Coaster on February 7, 2013. The minutes of this meeting will be available after Board approval at a subsequent meeting.

WORK SESSION

5. Executive Director's Report
6. Auditor's Report
7. [Resolution 13-91](#): Authorizing adoption of Township of Ocean Sewerage Authority budget for 2014
8. Attorney's Report
9. Engineer's Report
 - a. Review 2012 Assessment Report
10. Plant Superintendent's Report
11. Review of resolutions on agenda

BUSINESS SESSION

12. Approval of minutes of November 7, 2013 regular meeting
13. Motion to receive and file Plant Superintendent's Report
14. Communications
15. Review of Bill List
 - a. Member comments
 - b. Public comment
16. [Resolution 13-92](#): Payment of bills
17. [Resolution 13-93](#): Authorizing grant of approval for Larchwood Minyan - application number 176
18. [Resolution 13-94](#): Authorizing grant of preliminary, tentative and final approval for Eagle Avenue Office Building - application number 175

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19. [Resolution 13-95](#): Authorizing approval of Change Order No. 1 and payment in the amount of \$87,381.70 to Cothery Construction Company, Inc. for gravity thickener reconstruction project
20. [Resolution 13-96](#): Authorizing appointment of Conner Strong & Buckelew as risk management consultant for the year 2014
21. [Resolution 13-97](#): Authorizing release of performance guarantee for FINDERNE Street Extension - application number 171
22. [Resolution 13-98](#): Authorizing release of performance guarantee for Green Grove KB - application number 156
23. [Resolution 13-99](#): Authorizing refund on account number 18594-0
24. [Resolution 13-100](#): Transfer
25. [Resolution 13-101](#): Capital Budget Amendment
26. [Resolution 13-102](#): Authorizing reimbursement to Martha Halsey for expenses incurred at 605 Carol Avenue
26. Member Comments
27. Public Comment
28. Closed Session
29. Adjournment

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
2014 ADOPTED BUDGET RESOLUTION
FISCAL YEAR: JANUARY 1, 2014 TO DECEMBER 31, 2014**

WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of December 3, 2013; 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 introduced, reflects Total Revenues of \$7,325,000, Total Appropriations, including any Accumulated Deficit, of \$7,325,000 and Total Unreserved Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget, as introduced, reflects Total Capital Appropriations of \$200,000 and Total Unreserved Net Assets planned to be utilized as funding thereof of \$0.00.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on December 3, 2013 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2014 and ending December 31, 2014 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 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.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

RESOLUTION 13 - 92

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	\$ 146,159.52
REVIEW and INSPECTION	5,109.00
EIT and CONSTRUCTION	87,864.95
RENEW and REPLACEMENT	0.00
TOTAL BILLS PAYABLE	\$ 248,404.47

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

**AUTHORIZING GRANT OF APPROVAL FOR LARCHWOOD
MINYAN - APPLICATION NUMBER 176**

WHEREAS, Larchwood Minyan filed a final application on or about November 13, 2013; and

WHEREAS, the applicant sought to change the use of property located at 48 Larchwood Avenue also known as Lots 3 and 23 in Block 8.02 on the Township of Ocean Tax Map from residential to a house of worship; and

WHEREAS, there will be no new connection to the Authority’s collection system; and

WHEREAS, the flow to the Authority will be equal to or less than the flow from the existing residential use.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby grants approval to Larchwood Minyan for application number 176 subject to the payment of any review fees; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority hereby waives the filing of the Preliminary and Tentative application forms.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING GRANT OF PRELIMINARY, TENTATIVE AND FINAL APPROVAL FOR EAGLE AVENUE OFFICE BUILDING - APPLICATION NUMBER 175

WHEREAS, Eagle Advanced Holdings submitted applications for preliminary, tentative and final approval for a new office building at Block 182, Lots 79 and 80 on Eagle Avenue; and

WHEREAS, the Authority’s engineer has recommended the granting of preliminary, tentative and final approval for the Eagle Avenue Office Building application in its Engineer’s Report dated November 1, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Preliminary, Tentative and Final Approvals are granted to Eagle Advanced Holdings for the Eagle Avenue Office Building in accordance with the Applications submitted, subject to the following conditions:

1. The execution of a Developer’s Agreement;
2. Attendance at a pre-construction meeting; and
3. Compliance with the Authority’s Rules and Regulations and such other requirements set forth by the Authority’s engineer.

AND BE IT FURTHER RESOLVED that the Executive Director is authorized to sign Forms WQM-003 and WQM-006 for submission by Eagle Advanced Holdings to the New Jersey Department of Environmental Protection if required.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Reorganization Meeting held on February 5, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING APPROVAL OF CHANGE ORDER NO. 1 AND PAYMENT IN THE AMOUNT OF \$87,381.70 TO COTHERY CONSTRUCTION COMPANY, INC. FOR GRAVITY THICKENER RECONSTRUCTION PROJECT

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to Cothery Construction Company, Inc. (“Cothery”) in the amount of \$249,675.00 for the Gravity Thickener Reconstruction Project (the “Contract”) on August 6, 2013; and

WHEREAS, a change order in the amount of \$1,540.00 was negotiated for the scraping of grease on the gravity thickener floor; and

WHEREAS, Cothery has performed certain work and procured certain material which is stored on site for the work; and

WHEREAS, Maser Consulting has recommended approval of Change Order No. 1 in the amount of \$1,540.00; and

WHEREAS, Maser Consulting has recommended payment in the amount of \$87,381.70 for work performed on the Contract and Change Order No. 1 to Cothery Construction Company, Inc.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves Change Order No. 1 in the amount of \$1,540.00; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority hereby approves payment in the amount of \$87,381.70 to Cothery Construction Company, Inc. in accordance with Maser Consulting’s letter dated November 5, 2013.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING APPOINTMENT OF CONNER STRONG & BUCKELEW AS RISK MANAGEMENT CONSULTANT FOR THE YEAR 2014

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, 2014 to December 31, 2014; 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, 2014 to December 31, 2014.

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.

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	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

**AUTHORIZING RELEASE OF PERFORMANCE
GUARANTEE FOR FINDERNE STREET EXTENSION -
APPLICATION NUMBER 171**

WHEREAS, Finderne Street Extension was granted preliminary approval on July 5, 2012 and tentative and final approvals on September 4, 2012 for a seventeen (17) lot, single-family residential subdivision; and

WHEREAS, sanitary sewer installation and all conditions imposed by the Authority’s engineer have been satisfied; and

WHEREAS, the Authority’s engineer has recommended the release of the performance guarantee posted for Finderne Street Extension by letter dated November 12, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the performance guarantee for the Finderne Street Extension is released subject to

1. The posting of a two-year maintenance guarantee in the amount of \$6,434.70;
2. The submission of record drawings in accordance with the Authority’s Rules and Regulations; and
3. Payment of any outstanding fees.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

**AUTHORIZING RELEASE OF PERFORMANCE
GUARANTEE FOR GREEN GROVE KB - APPLICATION
NUMBER 156**

WHEREAS, Green Grove KB posted a performance bond on or about September 6, 2006 in the amount of \$76,428.00; and

WHEREAS, the performance bond was reduced to \$30,534.30 on December 4, 2007; and

WHEREAS, all conditions imposed by the Authority’s engineer have been satisfied; and

WHEREAS, the Authority’s engineer has recommended the release of the performance guarantee posted for Green Grove KB by letter dated November 12, 2013.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the performance guarantee for the Finderne Street Extension is released subject to the payment of any outstanding fees.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

**AUTHORIZING REFUND ON ACCOUNT NUMBER
18594-0**

WHEREAS, commercial sewer account bills are based on water usage; and

WHEREAS, the property for Account Number 18594-0 has been vacant since on or about September 3, 2009, with the exception of three months in 2011, and little or no water has been used at the property; and

WHEREAS, the Authority has adopted a policy to bill non-residential properties for a single service unit if the property is vacant for one continuous year or more; and

WHEREAS, the account previously received a credit for the 2012 annual service charge for the period; and

WHEREAS, the owner sold the property on or about October 30, 2013.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby authorizes payment in the amount of \$345.00 to the 2013 annual service charge billing representing the property being vacant for the period September 3, 2011 to October 30, 2013.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

**13 - 100
TRANSFER**

WHEREAS, the Township of Ocean Sewerage Authority adopted its annual budget for 2013 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:

TO:

Administration	Office-Other Expenses 3-01-50-500-321	\$ 6,000.00
Treatment Plant	Uniforms & Lockers 3-01-60-600-201	\$ 700.00
	One Call Service 3-01-60-600-202	\$ 400.00
	Maintenance Chemicals 3-01-60-600-353	\$ 3,850.00
	Maintenance Contract Equip 3-01-60-600-361	\$ 8,000.00
	Gasoline 3-01-60-600-401	\$ 1,000.00
	Lab Supplies 3-01-60-600-502	\$ 3,500.00
	Lab Equipment 3-01-60-600-503	\$ 2,500.00
	Lab Testing 3-01-60-600-504	\$ 6,500.00
Collection System	Repairs - Contractor 3-01-61-601-351	\$ 80,000.00
	Truck Repairs 3-01-61-601-359	\$ 1,000.00
	Diesel 3-01-61-601-363	\$ 300.00

FROM:

Administration Office Salaries

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	3-01-50-500-103	\$ 6,000.00
Treatment Plant	Other Chemicals	
	3-01-60-600-306	\$ 3,850.00
	Truck Expense	
	3-01-60-600-357	\$ 40,000.00
	Permit Fees	
	3-01-60-600-360	\$ 10,000.00
	Bioxide Plant	
	3-01-60-600-370	\$ 12,600.00
Collection System	Collection Pumps	
	3-01-61-601-301	\$ 15,000.00
	Collection Controls	
	3-01-61-601-302	\$ 8,000.00
	Bioxide	
	3-01-61-601-401	\$ 12,000.00

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

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
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 Regular Meeting held on December 3, 2013.

CHRISTOPHER KELLY, Secretary

AUTHORIZING AMENDMENT TO 2013 CAPITAL BUDGET

WHEREAS, the Township of Ocean Sewerage Authority adopted its Capital Budget for the year ending December 31, 2013 on December 4, 2012; and

WHEREAS, N.J.A.C. 5:31-2.8 provides that all amendments to the 2013 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 the 2013 Capital Budget is amended as follow for Fiscal Year January 1, 2013 to December 31, 2013:

<u>PROJECTS</u>	<u>ESTIMATED TOTAL COST</u>	<u>FUNDING SOURCE</u>
A. Perimeter Fence	\$ 20,000.00	Other Sources
B. Main Pump Building Grit Screens	\$ 8,000.00	Other Sources
C. PSA Ventilation	\$ 17,000.00	Other Sources
D. Loch Arbour Flow Meter	-0-	
E. HVAC - Admin Building	-0-	
F. Outfall Inspection	\$ 60,000.00	Other Sources
G. Vehicle Acquisition	\$ 11,000.00	Other Sources
H. Pump Station Bypass Connections	\$ -0-	Other Sources
I. Main Pump Drives and Controls	\$ 25,000.00	Other Sources
J. Gravity Thickener	\$106,000.00	Other Sources
K. Property Acquisition	-0-	
L. Grit Building Electrical and Floor Work	\$ 39,000.00	Other Sources

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						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary

**AUTHORIZING REIMBURSEMENT TO MARTHA HALSEY
FOR EXPENSES INCURRED AT 605 CAROL AVENUE**

WHEREAS, on November 18, 2013, the resident of 605 Carol Avenue (the “Property”) called a plumber to clear a blockage preventing sewage from leaving the property; and

WHEREAS, on November 18, 2013 the plumber called the resident called the Authority because the plumber indicated the plumber was having trouble with clearing the blockage; and

WHEREAS, the Authority staff determined that the problem was the homeowner’s responsibility; and

WHEREAS, the Executive Director was called to the property on November 22nd; and

WHEREAS, after the Executive Director looked at the problem and discussed it further with Authority staff, it was determined that the blockage was in the main and in the right-of-way and not on the resident’s property; and

WHEREAS, the homeowner paid \$10,528.80 to A-General Plumbing & Sewer Service Inc. for work on and repairing the blockage.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of \$10,528.80 to Martha Halsey in full satisfaction of any responsibility the Authority might have for the blockage affecting the Property.

	Motion	Second	Aye	Nay	Abstain	Absent
Bernhardt						
Galvin						
Kelly						
Stubbs						
Villapiano						

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CHRISTOPHER KELLY, Secretary