

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

A Work Meeting and Agenda Conference of the Township of Ocean Sewerage Authority for the month of November 2013, was held at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey on the above date at 6:30 p.m.

Present: Bernhardt, Galvin, Kelly, Stubbs, Villapiano
Absent: None
Others: Attorney John Bonello, Engineer Henry Johnson,
Executive Director Bill Schmeling, Superintendent Tom Meholic

Chairman Galvin called the meeting to order.

All recited *The Pledge of Allegiance*.

WORK SESSION

Director's Report. Mr. Schmeling advised that the letters that were sent to commercial account users explaining the manner in which service charges are determined has resulted in the addition of approximately \$20,000 in billings for this year. He noted that several commercial accounts were not being billed for the proper number of units due to lack of information about water usage.

The Director reported that approximately \$193,000 in connection fees was collected this year. This was not included in the budget. He discussed this with the Auditor and there will be an amendment in the budget at the next meeting.

Director Schmeling noted that Auditor David Kaplan would be present at the December 3 meeting when the budget will be adopted.

He advised that David Stanton of SECO, Inc. was in attendance to make a presentation with regard to the matter of pump station communications. Mr. Stanton has been working with staff members over the last year relative to this issue.

Presentation of Remote Communications Comparisons. TOSA currently has an emergency alarm that beeps if there is a problem at any of the pump stations utilizing landlines at a cost of approximately \$160 per station per month. The lines are eroding, and the Authority is desirous of obtaining a more reliable and informative system. Mr. Stanton provided a handout and gave an in depth presentation relative to the pros and cons and comparative costs of installation and operation of various systems. Members had a number of questions relative to the Spread Spectrum System Radio that appears to be the best system for TOSA. Mr. Stanton indicated the approximate cost of this type of system would be \$200,000 with a three to six month time frame for installation.

Attorney's Report. Mr. Bonello reported that he is continuing to work with the Executive Director on the service contracts with the Boroughs of Deal and Interlaken.

Engineers Report. Mr. Johnson reported on the NJEIT projects. He reported that they TV'd the sewer lines and found the sewer line to be unobstructed. They found a large source of water coming from the golf course, which they will investigate further. There is a section of the gravity pipe approximately 500 feet in length that is flat. This can be corrected by a change of pitch, which may negate the need for the installation of a pump station.

Plant Superintendent's Report. Mr. Meholic provided the Operator's Report for the month of October 2013. He also reported on the hiring process for a replacement lab technician.

BUSINESS SESSION

Mr. Schmeling provided a review of the Resolutions on the agenda. He reported that he received two communications requesting that TOSA give consideration to reducing the number of units for which the accounts are billed.

Resolution

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

Regular Meeting

October 1, 2013

A copy of the Plant Operator's Report for the month of October 2013 was received, a copy of which follows:

**November 7, 2013 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
October 2013 Operator's Report**

The October 2013 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 3.296 MGD. The highest daily flow was 3.675 MGD on October 7th. The total precipitation to date was 0.95 inches of rain to date for the month; the largest precipitation was 0.41 inches on October 12th.

The monthly average effluent suspended solids concentrations, to date, 7 mg/l. For CBOD, the concentration was 3 mg/l. The average percentage removals for these same effluent parameters were 95 % 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.

Chris Pawlich of ITS was onsite to add new connections to all the plant RTU centers throughout the plant site. Bruce Olson continued with exterior lighting maintenance work and assisted ITS and Daley Electric.

Daley Electric Inc. was onsite relocating the MCC equipment in the grit building. It was moved to an exterior control cabinet. The exterior location will be less corrosive than the interior of the grit building. Olsen was also in contact with Oceanside Electric who was onsite inspecting all heating units.

The Gravity Thickener Project is complete for the moment and on schedule. The cover has been carefully removed and relocated. The interior tank concrete coating has been completed and we await all tank drive assembly to be completed late winter early spring.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

Williams responded to pump station alarms at the following locations:

At Whalepond Pump Station (PS) we replaced another fan belt on the odor control blower unit. We also experienced power blips at Green Grove, and Interlaken PS.

We had one power outage at Cedar Village PS. The emergency generator ran without any event to report.

Sewer line maintenance with our jet/vacuum truck was performed at Park, Edgemere, Berkeley, and Lake Aves. In addition, we jetted Wickapecko Dr. and the Roosevelt Ave easement to the plant.

We installed a locking manhole cover in the easement behind Ocean Twp Intermediate School.

PERSONNEL MATTERS

I interviewed 5 candidates for the laboratory technician/supervisor position. I gave my final recommendations and rankings to Bill Schmeling. Three out of twelve applicants seemed appropriate. The final two were the most qualified and seemed the best fit for TOSA's laboratory needs.

It is my hope that we hire someone as soon as possible.

Respectfully submitted,

Thomas G. Meholic
Superintendent
11/1//13

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

Resolution

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

RESOLUTION 13 - 86

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	\$ 240,032.70
REVIEW and INSPECTION	2,690.00
EIT and CONSTRUCTION	25,178.00
RENEW and REPLACEMENT	0.00
	0.00

TOTAL BILLS PAYABLE **\$ 267,900.70**

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

Members will discuss Resolutions 13-87 and 13-89 in Closed Session.

Chairman Galvin suggested that consideration be given to having a rate study done of its fees to ensure that treatment costs and capital costs are recovered.

Resolution

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

13 - 88

AUTHORIZING AWARD OF A CONTRACT FOR FURNISHING AND DELIVERY OF AQUEOUS CALCIUM NITRATE AND TWICE YEARLY SYSTEM MAINTENANCE TO SIEMENS WATER TECHNOLOGIES LLC

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Aqueous Calcium Nitrate and twice yearly system maintenance in the Asbury Park Press on September 28, 2013 and posted the bid opportunity and bid documents on its website the same day; and

WHEREAS, the Authority received one bid from Siemens Water Technologies LLC; and

WHEREAS, Siemens has been the Authority’s supplier of Bioxide® for over five (5) years and has been the only bidder for this product over that period of time; 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 for furnishing and delivery of aqueous calcium nitrate and twice yearly system maintenance to Siemens Water Technologies LLC for two (2) years beginning

November 1, 2013 at the prices indicated in the proposal signed October 14, 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, Kelly, Stubbs, Villapiano
Yes Yes Yes Yes Yes

Resolution

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

13 – 90

AUTHORIZING REQUEST FOR PROPOSALS FOR PROFESSIONAL SERVICES FOR THE PERFORMANCE OF A SEWER RATE STUDY IN A FAIR AND OPEN PROCESS

WHEREAS, the Authority feels that it is in the best interest of the Authority and its ratepayers to seek competitive proposals for its professionals; and

WHEREAS, the Authority feels that a sewer rate study focusing on its commercial customer billing and service community billing is advisable; and

WHEREAS, N.J.S.A. 40A:11-4.3 requires the Governing Body to pass a resolution authorizing the use of competitive contracting.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Executive Director is authorized to seek competitive proposals for the performance of a sewer rate study.

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

RESOLUTION DECLARING CLOSED SESSION

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

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: Bernhardt, Galvin, Kelly, Stubbs, Villapiano
Yes Yes Yes Yes Yes

After conclusion of the Closed Session, Mr. Kelly made a motion and moved its adoption. Mr. Stubbs seconded the motion.

13 - 87

AUTHORIZING THE HIRING OF JENNIFER CRUMLEY AS A LAB TECHNICIAN, EFFECTIVE NOVEMBER 18, 2013 AT A STARTING SALARY OF \$33,000

WHEREAS, Kaitlyn Fare was hired to work in the Authority’s lab effective June 3, 2013; and

WHEREAS, Kaitlyn Fare resigned from the Authority on October 18th; and

WHEREAS, the Authority has a need for lab personnel; and

WHEREAS, the Authority advertised for a lab technician in the Asbury Park Press on October 6th and October 9th; and

WHEREAS, the Authority interviewed five (5) candidates; and

WHEREAS, the Authority is desirous of employing Jennifer Crumley in its lab and Jennifer Crumley is desirous of working for the Authority.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby hires Jennifer Crumley at a starting salary of \$33,000 with her employment beginning November 18, 2013.

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

Resolution

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

13 - 89

AUTHORIZING THE AWARD OF A CONTRACT FOR DESIGN AND CONSTRUCTION SERVICES FOR THE 2015 NJEIT INTERLAKEN PUMP STATION PROJECT TO MASER CONSULTING IN THE AMOUNT OF \$ 188,322.00

WHEREAS, the Township of Ocean Sewerage Authority intends to seek funding for the reconstruction of the Interlaken Pump Station in the 2015 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 2015 NJEIT Interlaken Pump Station 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 Maser Consulting in the amount of \$188,322.00 pursuant to their proposal dated November 5, 2013.

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

There being no further business to come before the Board, Mr. Villapiano made a motion to adjourn the meeting. Mr. Bernhardt seconded the motion and all voted in favor of adjournment.

Respectfully Submitted,

CHRISTOPHER E. KELLY, Secretary