

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

A Work Meeting and Agenda Conference of the Township of Ocean Sewerage Authority for the month of September 2012, 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, Villapiano
Absent: Stubbs
Others: Attorney John Bonello, Engineer Henry Johnson, Executive Director Bill Schmeling, Superintendent Tom Meholic

Chairman Villapiano called the meeting to order.

All recited *The Pledge of Allegiance*.

WORK SESSION

Director's Report. Mr. Schmeling gave an update to his written report. He advised that he contacted John McKelvey to advise him that he has not heard from Kmetz with regard to the contract for the pipeline replacement project. Mr. McKelvey indicated that Kmetz, Inc. is reviewing the contract and TOSA should receive it by next week.

Mr. Schmeling said that he heard from the owner of 206 Bridlemere Avenue in Interlaken with regard to the right of way we have requested for the use of that property during the pipeline project work. She advised that she would sign the right of way agreement. However, she is concerned about a shrub on the property and asked that it be preserved.

The Executive Director advised that we are unable to join in the SEM contract for electrical pricing for this year. However, we will be able to join in the contract that starts as of June 2013, and he has received the application from them. The application would have to be submitted to SEM by September 11, 2012. In the meantime, he will contact EMEX with regard to the reverse auction. The members discussed this at length.

Mr. Schmeling advised that he is conducting a search for interns to work in the office. To date he has heard from three Monmouth University students and he will schedule interviews. In particular he would like to have someone work on an Asset Management plan. Members discussed the value of an asset management plan.

He also reported that two residents of West Morgan Avenue came to the office to thank the Authority for a great summer. Mr. Schmeling will pass this message on to the staff.

There was discussion about the Allenhurst/Interlaken bridge replacement and who would be responsible for the costs of the reinstallation of the Authority's line on the new bridge. There was discussion about alternative solutions to the placement of a force main.

Attorney's Report. Mr. Bonello reported that he is working on a number of items with the Executive Director. He is trying to obtain temporary easements for the construction of the Edgemere/Deal Lake siphon line. He said that one of the property owners has retained an attorney and Mr. Bonello made them an offer. The property in question is in an area where they are going to repave the road and install new sidewalks, which would involve an assessment to the property owners. Mr. Bonello explained the difference between the two projects to the property owner and he will follow up with them.

Mr. Bonello advised the members that his research relative to the responsibility for the costs involved in relocating the force main that is currently located on the Allenhurst/Interlaken bridge indicates that TOSA would be responsible for the costs.

Engineers Report. Mr. Johnson reported that the Treatment Plant Improvement Project is

complete and DEP approval has been received. The only remaining requirement is a maintenance bond.

The annual inspection of the treatment plant and pump station is ongoing.

Plant Superintendent's Report. Mr. Meholic provided the Operator's report for the month of August 2012.

BUSINESS SESSION

**September 4, 2012 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
August, 2012 Operator's Report**

The August, 2012 report shows the treatment plant and collection systems O.K. with some repairs to report.

The average daily flow to date was 4.089 MGD. The highest daily flow was 4.982 on August 11th. The total precipitation to date was 5.89 inches to date for the month; the largest precipitation was 1.92 inches on August 16th. We have had almost 6.00 inches monthly precipitation totals for three of the last five months.

The monthly average effluent suspended solids concentrations, to date, 11mg/l. For CBOD, the concentration was 5 mg/l. The average percentage removals for these same effluent parameters were 93% 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.

M2T/Lotepro Environmental Services was onsite for routine preventative maintenance with Glen Henry assisting. Bruce Olsen also assisted in troubleshooting one of the aeration tanks mixer's VFD's that was giving us periodic problems. Henry worked on unclogging a cooling water pump for the PSA system.

Glen Henry and Scott Stedman worked on the Sludge Holding Tank No. 2 odor control fan motors. They replaced a bearing that had failed and replaced drive belts.

Bruce Olsen worked with Glen Henry installing the chlorine residual analyzer that was returned from supplier for a maintenance check. The unit is back in service.

Olsen also worked with Chris Pawlich, ITS Inc. to troubleshoot the power supply and alarm system for the primary tanks. They discovered a faulty Ethernet connection in the RTU cabinet in the Control Building and a faulty fiber optic cable connecting the Unox system with the SCADA system. They reconnected it using a spare cable.

ODOR CONTROL PROJECT UPGRADES

We are still maintaining the lower sludge level in Sludge Holding Tank No. 2. The Biofilter is still operating successfully. As reported, we replaced a bearing and drive belts for one of the odor control fans.

We had Odor Science and Engineering in to complete their summer phase of their odor control study. They performed various surveys and took samples for qualitative and quantitative analyses. Greely and Hansen and I met with them to discuss the plant's present odor status. Overall they were very impressed with the progress we have made with odor control since last winter.

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

We responded to brief alarms at the Whalepond, Cedar Village, and Rolling Meadows Pump Stations and the treatment due to brief power outages. Later, Bruce Olsen checked the generator at Whalepond PS for an alarm.

At Norwood Ave. PS, Lagrotteria Jr., DiOrio and D'Esposito removed a blockage from one pumps and vacuumed the wet well.

We had the following road calls for the month: we checked 1320 Maple Ave. and 1311 Birch Ave. At Birch Ave. we advised the homeowner of an internal drain plumbing problem within the house itself.

Williamson and Stedman responded to a blockage at Wickapecko Ave. and Donna Lane. We used the jet truck to remove rag and grease material in this location.

Other jet truck use for preventative line maintenance work was performed by Di Orio and D'Esposito at Bryant Ct., on Opdyke from Apple to Sunset, 500 ft of easement line behind Norwood Ave. PS, Lake and Robyn Ave. and 600 ft. of easement upstream from this location, toward Branch Ave. Some grease found at the last location. We also completed some easement preventative maintenance at this location.

Mark Woszczak Construction Inc. was called in for a later replacement at 415 South Edgemere Ave. He also repaired a sink hole at Ascot Dr. near our force main from Longview PS. We were working with the Twp. of Ocean DPW on this.

Williamson did some TV sewer inspection for the Township of Ocean DPW near Apple and Pear Sts. We also inspected our sewer main at this location.

At we also followed up with TV inspection of sewer line at 1320 Maple Ave. and found some debris that was later jetted by DiOrio and D'Esposito. At 1311 Bendermere Ave., the DPW broke a lateral while repairing a storm drain. Lagrotteria Jr. and Williamson repaired the lateral with the help of the DPW.

Ken Williamson and Bill Schmeling observed some TV camera equipment demonstrations with Cues, Rapid View, Aries, and RS Technical Services Inc.

REGULATORY AGENCY WORK

We had a NJDEP site inspection for Coastal Monitoring Program. The plant is in good condition and nothing out of the ordinary to report.

The inspector also advised me that they have flow over our ocean outfall line and everything appears to remain AOK with nothing unusual to report. I advised him that we will dye test the outfall later this year with colder weather and the greatest ocean water clarity.

Respectfully submitted,

Thomas G. Meholic, Superintendent
8/31/12

Mr. Bernhardt made a motion to approve the Operator's Report. The motion was seconded by Mr. Galvin and unanimously carried for the Operator's Report to be received.

Mr. Schmeling provided a review of the Resolutions on the agenda.

Resolution

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

Regular Meetings

August 7 2012

Chairman Villapiano asked if there were any communications. Mr. Schmeling reported that he received a letter from Mr. and Mrs. Jack McDonald of 713 S. Edgemere thanking TOSA for waiving their service charge during the period that their house is under construction for fire damage.

Resolution

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

**RESOLUTION 12 - 67
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	\$ 193,444.95
REVIEW and INSPECTION	891.00
EIT & CONSTRUCTION	0
RENEW and REPLACEMENT	0
	0
TOTAL BILLS PAYABLE	\$ 194,335.95

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

Resolution

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

**12 – 68
AUTHORIZING GRANT OF TENTATIVE AND FINAL APPROVAL FOR
FINDERNE STREET EXTENSION - APPLICATION NUMBER 171**

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

WHEREAS, Finderne Street Extension submitted applications for tentative and final approval; and

WHEREAS, the Authority's engineer has recommended the granting of tentative and final approval for Finderne Street Extension by letter dated August 17, 2012.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that Tentative and Final Approvals are granted to Oakhurst Country Day Estates in accordance with the

Applications submitted, subject to the following conditions:

1. Filing of appropriate plan revisions and satisfaction of conditions set forth in engineer’s report dated August 17, 2012;
2. Payment of \$932.56 representing the balance of Application fees; and
3. Payment of inspection review fees in the amount of \$4,663.83; and
4. Posting of a performance guarantee in the amount of \$42,898.02 of which \$4,289.80 shall be in cash and \$38,608.22 shall be in the form of a performance bond; and
5. Payment of the Authority’s connection fee then in effect at the time of connection to the Authority’s collection system.

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

Resolution

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

12 – 69

AUTHORIZING ADVERTISEMENT FOR PUMP STATION COMMUNICATIONS

WHEREAS, the Authority is desirous of installing new communication systems for alarm notifications at the Authority’s pump stations; and

WHEREAS, the Authority included this work in its 2011 Sewer Revenue Bond financing.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes the Executive Director to advertise for the installation of a pump station radio communication system at the Authority’s pump stations.

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

The members decided that Resolutions 12-70 and 12-72 would be held until after they were discussed in Closed Session. Members moved forward with Resolution 12-71.

Resolution

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

12 - 71

TRANSFER

WHEREAS, the Township of Ocean Sewerage Authority adopted its annual budget for the fiscal year 2011 - 2012 and has set aside funds to be spent in connection with certain budget appropriations; and

WHEREAS, the Members of the Township of Ocean Sewerage Authority have 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	Telephone	
	2-01-50-500-301	\$ 2,000.00
	Office Supplies	
	2-01-50-500-303	\$ 2,200.00

	Travel Expense	
	2-01-50-500-304	\$ 1,500.00
	Dues & Subscriptions	
	2-01-50-500-311	\$ 100.00
	Trustee & Paying Agent	
	2-01-50-500-312	\$ 4,500.00
	Engineering	
	2-01-50-500-313	\$ 9,000.00
Treatment Plant	Uniforms and Lockers	
	2-01-60-600-201	\$ 1,400.00
	General Repairs & Supplies	
	2-01-60-600-204	\$ 2,000.00
	Water	
	2-01-60-600-356	\$ 6,300.00
	Sludge Disposal	
	2-01-60-600-358	\$ 25,000.00
	Gasoline	
	2-01-60-600-401	\$ 3,500.00
Treatment Plant	Lab Testing	
	2-01-60-600-504	\$ 5,500.00
Collection System	Repairs - Contractors	
	2-01-61-601-351	\$ 5,000.00
	Gasoline	
	2-01-61-601-358	\$ 1,500.00
	Jet Truck	
	2-01-61-601-361	\$ 1,000.00
<u>FROM:</u>		
Administration	Office Salaries	
	2-01-50-500-103	\$ 2,400.00
	Equip. Maintenance Contracts	
	2-01-50-500-306	\$ 900.00
	Office Equipment	
	2-01-50-500-307	\$ 2,000.00
	Legal	
	2-01-50-500-314	\$ 9,000.00
	Insurance General	
	2-01-50-500-318	\$ 2,400.00
	Safety General	
	2-01-50-500-320	\$ 5,000.00
Treatment Plant	Plant Salary	
	2-01-60-600-101	\$ 32,500.00
	Permit Fees	
	2-01-60-600-360	\$ 2,300.00

	Lab Supplies	
	2-01-60-600-502	\$ 3,000.00
	Lab Equipment	
	2-01-60-600-503	\$ 3,500.00
Collection System	Manhole Maintenance	
	2-01-61-601-364	\$ 7,500.00

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, Kelly, Villapiano
Yes Yes Yes Yes

Resolution

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

RESOLUTION DECLARING CLOSED SESSION

Mr. Stubbs 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:
Contract negotiations
3. It is anticipated at this time that the above stated subject matter will be made public when matters are resolved.

This resolution shall take effect immediately.

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

Following the Closed Session, Mr. Galvin offered the following Resolution and moved its adoption. Mr. Bernhardt seconded the motion.

12 - 70

**AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT FOR HOLDING TANK
CONVERSION TO DIGESTER EVALUATION**

WHEREAS, the Township of Ocean Sewerage Authority has determined that an evaluation of the feasibility of switching the existing holding tanks to digesters is prudent and necessary; and

WHEREAS, the Authority requires engineering services to make this evaluation; 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 exempted 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 term of this contract will be for one year, commencing upon the Authority’s notice to the successful firm to undertake construction services; and

WHEREAS, the Authority requested proposals from CME Associates, Greeley and Hansen, Maser Consulting and T & M Associate; and

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work from the Authority’s engineering budget.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby

1. Authorizes CME Associates to perform all engineering services required for the evaluation of the feasibility of switching the existing holding tanks to digesters in an amount of \$ 7,495.00 as set forth in their proposal dated August 14, 2012 which is incorporated herein by reference, subject to acceptance into the 2012 REIP program for reimbursement

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 legal services required.

3. A notice of this action shall be published according to law.

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

Resolution

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

12- 72
AUTHORIZING AWARD OF PROFESSIONAL SERVICES CONTRACT
FOR 2013 NJEIT APPLICATION

WHEREAS, the Township of Ocean Sewerage Authority anticipates the filing of a 2013 NJEIT application for improvements to its infrastructure; and

WHEREAS, the Authority requires engineering services to help in the preparation of a commitment letter and planning document necessary to become eligible for New Jersey Environmental Infrastructure Trust funds; 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 exempted 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 term of this contract will be for one year, commencing upon the Authority’s notice to the successful firm to proceed; and

WHEREAS, the Executive Director requested proposals from CME Associates, Maser Consulting and T & M Associates; and

WHEREAS, the Authority’s Purchasing Agent has determined and certified in writing that the value of the engineering services will not exceed \$17,500; and

WHEREAS, the Executive Director of the Authority has certified that there are funds available for this work.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby

1. Authorizes T & M Associates to perform all engineering services required for the completion of a commitment letter and planning document for a 2013 New Jersey Environmental Infrastructure Trust Fund application in an amount of \$2,450.00 as set forth in their proposal dated August 31, 2012 which is incorporated herein by reference.

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 legal services required.

3. A notice of this action shall be published according to law.

Roll Call: Bernhardt, Galvin, Kelly, Villapiano

Yes Abstain Yes Yes

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

Respectfully Submitted,

CHRISTOPHER E. KELLY, Secretary

