TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING

Oakhurst, NJ February 7, 2012

A work Meeting and Agenda Conference and the Annual Reorganization 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, Kelly, Stubbs, Villapiano
Absent:	None
Others:	Executive Director William Schmeling, Attorney John Bonello, Auditor David Kaplan, Engineer Henry Johnson Superintendant Tom Meholic

Chairman Villapiano called the meeting to order.

All recited *The Pledge of Allegiance*.

Chairman Villapiano 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.

Mr. Villapiano announced that this was the annual Reorganization Meeting of the Township of Ocean Sewerage Authority and that he was designated to act as Temporary Chair of the meeting.

The Township Council of the Township of Ocean appointed Richard Bernhardt as a member of the Township of Ocean Sewerage Authority for a term beginning February 1, 2012 to January 31, 2117. Attorney John Bonello swore in Mr. Bernhardt.

Auditor's Report. Auditor David A. Kaplan presented the 2011 audit. The Auditor made some recommendations to the board, and it was noted that a resolution is on the agenda for a corrective action plan. The members addressed some questions to Mr. Kaplan. In particular the Chairman noted concern about rate stabilization and the Auditor advised that an increase in the rates is not anticipated.

Mr. Villapiano invited the public to make comments and ask questions relative to the 2011 audit. Resident Jim Baye asked about the bond issue scheduled for 2013. He noted that the debt service will decrease in 2013, and asked if this decrease could be utilized to lower the rates. Mr. Kaplan explained that there are costs in connection with the planned bond issue as well as improvement projects that will be undertaken. Chairman Villapiano stated that the members have always taken into consideration the concerns of the ratepayers while maintaining the statutory reserves and continuing to perform plant maintenance and upgrades.

Executive Director's Report. Mr. Schmeling provided a written report. In addition he advised that authorization is required for CME to prepare the design for the NJEIT project.

It will also be necessary to appoint a bond counsel and he suggested that this be done in the April or May meeting.

He noted that there has been considerable discussion and research with regard to the generators for the pump stations. He would encourage the board to make a decision on this matter so that we can go out to bid for the generators.

Mr. Schmeling suggested that the members have a special meeting to discuss the Capital Improvement Plan and the Annual Assessment Report.

Attorney's Report. John Bonello reported that he and Bill have been working on a few issues including retiree's health benefits. This will be discussed in a closed session meeting on the next TOSA meeting date.

He has spoken with representatives of Deal with regard to a new contract for services. Mr. Bonello suggested to the members that we put together information as to TOSA costs to show the Deal representatives that they will not be paying more than other customer communities.

Engineers Report. Henry Johnson reported that the Phase II improvement program is finished and there is a net decrease in costs of approximately $52,000.

The project for the improvements to the chlorine system and clarifiers is also complete.

Mr. Johnson reminded the members that the questions from the DEP relative to the NJEIT project couldn't be answered without the design work. CME has submitted a proposal for the design work. Mr. Schmeling advised that the deadline for the design documents is March 5. Members will meet again on February 16 to discuss this and other matters.

Operator's Report. Mr. Meholic gave his report for the month of January 2012.

ANNUAL REORGANIZATION MEETING

Mr. Bonello opened the Annual Reorganization Meeting and acted as Temporary Chairman.

He called for nominations and for the offices of Chairman, Vice Chairman, Secretary-Treasurer, and Assistant Secretary-Treasurer for the year 2012 and until the next Annual Meeting.

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

He called for nominations for the office of Chairman. Mr. Galvin nominated John Villapiano for the office of Chairman Mr. Stubbs seconded the nomination.

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

Mr. Bonello asked for nominations for the office of Vice Chairman. Mr. Stubbs nominated Mr. Galvin for the office of Vice Chairman. Mr. Bernhardt seconded the nomination.

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

Mr. Bonello called for nominations for the office of Secretary Treasurer. Mr. Galvin nominated Mr. Kelly for the office of Secretary Treasurer. Mr. Stubbs seconded the nomination.

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

Mr. Bonello called for nominations for the office of Assistant Secretary Treasurer. Mr. Galvin nominated Mr. Stubbs for the office of Assistant Secretary Treasurer. Mr. Kelly seconded the nomination.

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

Chairman Villapiano thanked all for their hard work and said he looks forward to another year of working with the members and professionals.

Resolution

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

12 - 9

AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO JOHN L. BONELLO, ESQ. FOR LEGAL SERVICES PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i)

WHEREAS, the Township of Ocean Sewerage Authority has a need to acquire legal services for representation of the Authority; and

WHEREAS, John L. Bonello, Esq. has submitted a proposal for legal services to the Authority; and

WHEREAS, John L. Bonello, Esq. has completed and submitted a Business Entity Disclosure Certification certifying that he has not made any reportable contributions to a political or candidate committee in the Township of Ocean during the previous year, and the contract will prohibit the making of any reportable contributions during the term of the contract; 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 is for one (1) year from February 1, 2012 to January 31, 2013; and

WHEREAS, the Authority's Purchasing Agent has determined and certified in writing that the value of the legal services will not exceed $17,500; 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. John L. Bonello, Esq. is hereby appointed as Authority General Counsel in accordance with the attached proposed contract for the period February 1, 2012 to January 31, 2013.

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.

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

Resolution

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

12 - 10

AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO MICHAEL J. McCLELLAND, P.E. FOR ENGINEERING SERVICES PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i)

WHEREAS, the Township of Ocean Sewerage Authority has a need to acquire engineering services; and

WHEREAS, Michael J. McClelland, P.E. has submitted a proposal for engineering services to the Authority; and

WHEREAS, Michael J. McClelland, P.E. and CME Associates have completed and submitted a Business Entity Disclosure Certification certifying that he has not made any reportable contributions to a political or candidate committee in the Township of Ocean during the previous year, and the contract will prohibit the making of any reportable contributions during the term of the contract; 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 is for one (1) year from February 1, 2012 to January 31, 2013; 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 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. Michael J. McClelland, P.E. is hereby appointed as Authority Engineer in accordance with the attached proposed contract for the period February 1, 2012 to January 31, 2013.

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, Stubbs, Villapiano
Yes Yes Yes Yes Yes

Resolution

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

12 -11
AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO DAVID A. KAPLAN, CPA, RMA FOR AUDITING SERVICES PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i)

WHEREAS, the Township of Ocean Sewerage Authority has a need to acquire auditing services; and

WHEREAS, David A. Kaplan, CPA, RMA has submitted a proposal for auditing services to the Authority; and

WHEREAS, David A. Kaplan, CPA, RMA has completed and submitted a Business Entity Disclosure Certification certifying that he has not made any reportable contributions to a political or candidate committee in the Township of Ocean during the previous year, and the contract will prohibit the making of any reportable contributions during the term of the contract; 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 is for one (1) year from February 1, 2012 to January 31, 2013 and

WHEREAS, the Authority's Purchasing Agent has determined and certified in writing that the value of the auditing services will exceed $17,500 and shall not exceed $40,000; 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. David A. Kaplan, CPA, RMA is hereby appointed as Authority Auditor in accordance with the attached proposed contract for the period February 1, 2012 to January 31, 2013.

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.

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.

RESOLUTION 12 - 12
AUTHORIZING PRE-QUALIFICATION OF CONSULTING ENGINEERING FIRMS IN A NON-PROCUREMENT ACTION FOR THE FISCAL YEAR 2012

WHEREAS, the Township of Ocean Sewerage Authority has sought, through a Request for Expressions of Interest ("RFEI") to identify firms that can meet all, or a portion of, the Authority's future Capital Improvement Objectives consistent with the Authority's short and long term planning with respect to non-consulting engineering services; and

WHEREAS, the Authority recognized six (6) consulting engineering firms as pre-qualified for Authority engineering projects by Resolution 11-34 on February 1, 2011; and

WHEREAS, the Authority has determined that the pre-qualification process has been beneficial to the Authority; and

WHEREAS, the Authority intends to continue the pre-qualification of the six (6) engineering firms plus an additional firm for fiscal 2012.

NOW, THEREFORE BE IT RESOLVED by the Members of the Township of Ocean Sewerage Authority that the following engineering firms are recognized as the official Pre-Qualified Engineering Consultants for the Township of Ocean Sewerage Authority for the fiscal year 2012, which recognition does not guarantee a service agreement contract with the Authority:

Camp Dresser McKee
CME Associates
Greeley and Hansen

Malcolm Pirnie, Inc.
Maser Consulting, PA
O'Brien & Gere, Inc.
T & M Associates

BE IT FURTHER RESOLVED that public notice of this recognition of pre-qualification be published in the Authority's official newspaper.

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

Resolution

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

12 - 13

AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT TO HALL & ASSOCIATES FOR LEGAL SERVICES AS SPECIAL COUNSEL PURSUANT TO N.J.S.A. 40A:11-5(1)(a)(i)

WHEREAS, the Township of Ocean Sewerage Authority has a need to acquire legal services to as special counsel with regard to permitting issues; and

WHEREAS, Hall & Associates has submitted a proposal for legal services with regard to permitting issues to the Authority; and

WHEREAS, the Authority's Purchasing Agent has determined and certified in writing that the value of the legal services as special counsel will not exceed $17,500; and

WHEREAS, the term of this contract is for one (1) year from February 1, 2012 to January 31, 2013; 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. Hall & Associates is hereby appointed as Special Legal Counsel for the Authority in accordance with the attached proposed contract for the period February 1, 2012 to January 31, 2013.

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.

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

Resolution

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

12 14

ESTABLISHING MEETING DATES

WHEREAS, in accordance with the Open Public Meetings Act, it is necessary for the Township of Ocean Sewerage Authority, as a public body, to post and maintain a schedule of the Regular Meetings of the public body to be held during the year.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that pursuant to the provision of the Open Public Meetings Act, the time and place for the Regular Meetings of the Township of Ocean Sewerage Authority for the next year shall be as follows:

February 16, 2012
March 6, 2012
April 3, 2012
May 1, 2012
June 7, 2012
July 3, 2012
August 7, 2012
September 4, 2012
October 2, 2012
November 8, 2012
December 4, 2012
January 3, 2013
February 5, 2013 (Reorganization)

BE IT FURTHER RESOLVED that the Regular Meeting shall start at 6:30 pm, or as soon thereafter as possible, in the Township of Ocean Sewerage Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey on the dates set forth above; and

BE IT FURTHER RESOLVED that action will be taken at the Regular Meetings of the Township of Ocean Sewerage Authority.

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

Resolution

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

12 15

DESIGNATION OF OFFICIAL NEWSPAPERS

WHEREAS, the Township of Ocean Sewerage Authority, as a public body, is required to publish legal notices in accordance with law; and

WHEREAS, the Township of Ocean Sewerage Authority desires to name certain newspapers as the official newspapers for the purpose of legal publications.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority hereby designates the **Asbury Park Press**, the **New Coaster** and the **Star Ledger** as its official newspapers for the purpose of legal publications published on behalf of the Authority.

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

Resolution

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

12 - 16
AUTHORIZING ADOPTION OF CASH MANAGEMENT PLAN AND DESIGNATION OF AUTHORIZED DEPOSITORIES

WHEREAS, the Township of Ocean Sewerage Authority is required to have a cash management plan; and

WHEREAS, the Township of Ocean Sewerage Authority is required to name certain financial institutions as authorized depositories for the deposit of funds.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the following serve as the Cash Management Plan of the Township of Ocean Sewerage Authority for 2012:

1. The Executive Director is directed to use this Cash Management Plan as the guide in depositing and investing the Authority's funds.

2. The following are suitable and authorized investments:

a. Interest-bearing bank accounts and certificates of deposit in authorized banks (GUDPA-approved) listed below for the deposit of local unit funds.

b. Government money market mutual funds, which comply with N.J.S.A. 40A:5-15.1(e).

c. Local government investment pools which comply with N.J.S.A. 40A:5-15.1(e) and conditions set by the Division of Local Government Services.

d. New Jersey Cash Management Fund.

e. Repurchase agreements of fully collateralized securities, which comply with N.J.S.A. 40A:5-15.1(a).

3. The Executive Director shall prepare monthly a schedule of investments purchased and redeemed, investment earnings, fees incurred and market value of all investments.

4. The Executive Director shall report to the Authority Members any accounts not earning interest.

AND BE IT FURTHER RESOLVED that the following Government Unit Depository Protection Act approved financial institutions are authorized depositories for the deposit of Authority Funds:

1. TD Bank
2. New Jersey Cash Management Fund
3. Bank of New York Mellon
4. Bank of America
5. Sovereign Bank
6. Investors Bank
7. Wells Fargo Bank

Roll Call: Bernhardt, Galvin, Kelly, Stubbs, Villapiano
Yes Yes Yes No Yes

Resolution

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

12 - 17
AUTHORIZING REMOVAL OF SERVICE CHARGE ACCOUNTS OF $10.00 OR LESS

WHEREAS, the Township of Ocean Sewerage Authority has determined that it is appropriate to remove all open Service Charge Accounts of Ten Dollars ($10.00) or less from the list of accounts certified annually to the Township of Ocean Tax Collector.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the Executive Director is hereby authorized to remove all open Service Charge Accounts of Ten Dollars ($10.00) or less, together with an excess due the Township of Ocean Tax Collector, from the annual certified list of outstanding accounts; and

BE IT FURTHER RESOLVED that the Executive Director be authorized to execute any further documents or instruments necessary to affect this Resolution.

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

Resolution

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

12 - 18
AUTHORIZING RENUMBERING OF RESOLUTIONS
11-99 THROUGH 11-106 INCLUSIVE

WHEREAS, the Township of Ocean Sewerage Authority adopted several resolutions at its January 3, 2012 meeting; and

WHEREAS, the adopted resolutions were number 11-99 through 11-106 in the Authority's fiscal 2012 year.

NOW, THEREFORE, BE IT RESOLVED by the Township of Ocean Sewerage Authority that the following resolutions be renumbered as follows:

OLD NUMBER	NEW NUMBER
11 - 99	12 - 1
11 - 100	12 - 2
11 - 101	12 - 3
11 - 102	12 - 4
11 - 103	12 - 5
11 - 104	12 - 6
11 - 105	12 - 7
11 - 106	12 - 8

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

Resolution

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

RESOLUTION 12 - 19
CERTIFICATION OF THE ANNUAL AUDIT

WHEREAS, N.J.S.A. 40A: 5-4 requires the governing body of every local unit to have made an annual audit of its books, accounts and financial transactions, and

WHEREAS, the Annual Report of Audit for the year 2011 has been filed by a Registered Municipal Accountant with the Executive Director pursuant to N.J.S.A. 40A: 5-6, and a copy has been received by each member of the Township of Ocean Sewerage Authority; and

WHEREAS, R.S. 52:27BB-34 authorizes the Local Finance Board of the State of New Jersey to prescribe reports pertaining to the local fiscal affairs; and

WHEREAS, the Local Finance Board has promulgated N.J.A.C. 5:30-6.5, a regulation requiring that the governing body of each governmental unit shall. by resolution, certify to the Local Finance Board of the State of New Jersey that all members have reviewed, as a minimum, the sections of the annual audit entitled "Comments and Recommendations; and

WHEREAS, the members of the Township of Ocean Sewerage Authority have personally reviewed, at a minimum, the Annual Report of Audit, and specifically the sections of the Annual Audit entitled "Comments and Recommendations", as evidenced by the group affidavit form attached hereto; and

WHEREAS, such resolution of certification shall be adopted no later than forty-five (45) days after the receipt of the annual audit, pursuant to N.J.A.C. 5:30-6.5.

NOW, THEREFORE BE IT RESOLVED that the Members of the Township of Ocean Sewerage Authority hereby states that they have complied with N.J.A.C. 5:30-6.5 and do hereby submit a certified copy of this Resolution and the required affidavit to the Local Finance Board to show evidence of compliance.

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

Resolution

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

RESOLUTION 12 - 20
ESTABLISHING CHAIN OF COMMAND
FOR EMERGENCY PURCHASES

WHEREAS, emergency purchases as defined by the Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq.*) requires the Township of Ocean Sewerage Authority to adopt a Chain of Command in connection with such purchases.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority that it establishes the following Chain of Command for emergency purchases by the Authority in accordance with the Local Public Contracts Law (N.J.S.A. 40A:11-1 *et seq*) and if any position shall be vacant or an individual unavailable, authority shall pass to the next individual in line:

1. William E. Schmeling, Executive Director, or successor
2. Qualified Purchasing Agent, or successor
3. Tom Meholic, Plant Superintendent, or successor
4. Frank Vacchiano, Assistant Plant Superintendent, or successor

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.

RESOLUTION 12 - 21
AUTHORIZING REIMBURSEMENT TO CEDAR VILLAGE AT OCEAN HOMEOWNERS ASSOCATION FOR JCP&L CHARGES IN THE AMOUNT OF $5,941.94 FOR CEDAR VILLAGE PUMP STATION

WHEREAS, the Authority required the posting of a performance bond for the installation of an on-site pump station and force main at the Cedar Village at Ocean residential development; and

WHEREAS, the Authority released the performance bond posted by Cedar Village at Ocean for the installation of an on-site pump station and force main at its March 4, 2008 meeting; and

WHEREAS, on or about March 4, 2008, the Authority assumed responsibility for the operation of the Cedar Village Pump Station; and

WHEREAS, the Cedar Village at Ocean Homeowners Association has paid electricity bills for the Cedar Village at Ocean from March 2008 through the present time; and

WHEREAS, the Cedar Village at Ocean Homeowners Association has provided the Authority with a Detailed Statement of Account for the Cedar Village Pump Station (account number 100063011041) for the period November 21, 2009 through October 17, 2011 and a bill for the period November 16, 2011 to December 15, 2011 totaling $5,941.94.

NOW, THEREFORE BE IT RESOLVED that the Members of the Township of Ocean Sewerage Authority hereby authorize reimbursement to the Cedar Village at Ocean Homeowners Association in the amount of $5,941.94 for the period November 21, 2009 through December 15, 2011; and

BE IT FURTHER RESOLVED that the Authority agrees to reimburse the Cedar Village at Ocean Homeowners Association for electricity bills for the period March 4, 2008 to November 21, 2009 and after December 16, 2011 upon the presentation of actual bills or a JCP&L Detailed Statement of Account; and

BE IT FURTHER RESOLVED that the Authority authorizes transfer of account number 100063011041 to the Authority.

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

Resolution

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

RESOLUTION 12 - 22
APPROVING CORRECTIVE ACTION PLAN FOR 2012

WHEREAS, the 2011 Annual Report of Audit has been received by the Members of the Township of Ocean Sewerage Authority; and

WHEREAS, the Annual Report of Audit made a recommendation which is more fully set forth; and

WHEREAS, it is the desire of the Township of Ocean Sewerage Authority to implement a Corrective Action Plan in response to the recommendation contained in the 2011 Annual Report of Audit.

NOW, THEREFORE BE IT RESOLVED by the Township of Ocean Sewerage Authority as follows:

1. That the following Corrective Action Plan be implemented in order to comply with the recommendations listed below in the 2008 Annual Report of Audit:

A. Finding 2011 - 1: It is recommended that the existing Interlocal services agreement with the Township of Ocean for administrative services be expanded to include payroll account reconciliation.

Corrective Action: The Executive Director and the Township of Ocean have agreed that payroll account banking statements will be sent to the Township and not to the Executive Director, and the Township will perform monthly payroll account reconciliations.

2. That a certified copy of this Resolution shall be forwarded to the Division of Local Government Services and the Authority's Auditor.

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

Resolution

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

12 – 24

AUTHORIZING ACCEPTANCE AND APPROVAL OF CHANGE ORDER NO. 2 IN THE AMOUNT OF - $119,979.86); APPROVAL OF PAYMENT IN THE AMOUNT OF $152,324.89 TO MBE MARK III ELECTRIC, INC. IN CLOSE-OUT OF FACILITY IMPROVEMENTS 2007 - PHASE II PROJECT AND RELEASE OF PERFORMANCE BOND NUMBER 44S015639

WHEREAS, the Township of Ocean Sewerage Authority awarded a contract to MBE Mark III, Inc. in the amount of $3,126,400 for the Facility Improvements 2007 - Phase II Project (the "Contract"); and

WHEREAS, all work has been performed in accordance with the Contract; and

WHEREAS, CME Associates by letter dated February 3, 2012 recommends payment in the amount of $152,234.89 representing remaining amounts under the contract adjusted for Change Order No. 2 to MBE Mark III, Inc. subject to approval by the NJ Department of Environmental Protection of Change Order No. 2; and

WHEREAS, as a result of unused quantities, Change Order No. 2 has been prepared showing a credit in the amount of $119,979.86 on the Contract by the Authority's Consulting Engineer for execution by the parties and approval by the NJ Department of Environmental Protection; and

WHEREAS, the Authority's Engineer has prepared Application #13-Final showing payment due in the amount of $152,324.89.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes acceptance, approval and execution of Change Order No. 2 in the amount of - $119,97986; and

BE IT FURTHER RESOLVED that the Township of Ocean Sewerage Authority authorizes payment in the amount of $31,763.74 to MBE Mark III, Inc in accordance with Application #13-Final attached to this Resolution and the release of Performance Bond Number 44S015639 subject to the following conditions:

1. Approval of Change Order No. 2 by the NJ Department of Environmental Protection;

2. The delivery of a one-year maintenance guarantee in the amount of $461,184.01 in a form acceptable to the Authority's General Counsel; and

3. The delivery of an environmental maintenance guarantee in the amount of $25,000 in a form acceptable to the Authority's General Counsel.

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

Resolution

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

Regular Meeting January 3, 2012

A copy of the Operator's monthly report was received as follows:

February, 2012 Work/Agenda Meeting
THE TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
January, 2012 Operator's Report

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

The average daily flow to date was 4.001MGD. The highest daily flow was 4.554 on January 13th. The total precipitation to date was 2.26 inches to date for the month; the largest precipitation was 1.10 inches on January 12th. A trace of snow fell on January 21st.

The monthly average effluent suspended solids concentrations, to date, 8.0mg/l. For CBOD, the concentration was 12.0mg/l. The average percentage removals for these same effluent parameters were 95% and 90% 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.

I am unhappy to report that Mary Jo Gallo our Laboratory Manager is ill. While she is out we are able to keep the lab in operation until her return with a joint effort by Susan Kreizman, our Lab Technician, Randy Kessler, Scott Stedman and myself. Some lab samples are being handled by QC Laboratories, our outside lab contractor. Long Branch Sewerage Authority has also offered their assistance if needed.

TOSA personnel worked on the following: in the Main Pump Building, Bruce Olsen worked on a main pump bearing alarm. The unit will be sent to Pumping Services Inc. for repair. He also investigated a heater unit that was repaired by Oceanside Services Inc.

In the UNOX Building Olsen also replaced some lighting fixtures and a coil for the motor controls to a cooling tower pump. Glen Henry worked with Rich Peluso, M2T /Lotepro Environmental Technologies who was onsite for periodic maintenance. The system is running vey well since the

UNOX Upgrade Project. On January 30th, we began taking Aeration Tank No 1 out of service. This is being done to optimize the overall process with our current flow and organic loadings.

We had Electro Maintenance Inc. to troubleshoot our Final Clarifier No.1. They replaced a connector in the motor control center for the tank drive.

We also had ABB Instrumentation Inc. onsite to calibrate all flow meters for the plant and our customers of Deal, Allenhurst and Interlaken. All meters were within specifications and no recalibration was necessary.

We are still operating the two separate sludge-holding tanks to reduce odors. It appears to be working. We also started up the two carbon scrubbers on the two sludge-holding tanks, which have been inactive since 2008. They still emit some volatile organic compounds odors; however they seem less than that of December. Lagrotteria Jr., Stedman, Miller, and Olsen worked on relocating one of the smaller carbon scrubbers to the sludge tanker truck disposal area to trap odors that are emitted during tanker loading. This has been successful.

FUTURE PROCESS EVALUATION PROJECT

We met twice with our Greeley and Hansen Engineers, the consultant for the process evaluation and odor control. They have a copy of our Record Drawings, some process data and we toured the plant site. They realized the critical situation to begin their odor study as soon as possible.

This week I spent two days with Greeley and Hansen and Odor Science and Engineering on the beginning of their odor study. They toured the plant and neighborhood for odor evaluation and survey. We collected gas samples from different locations, reviewed the process and made some adjustments and inspected the carbon scrubber units that are currently operating. A formal report and chemical analyses is forthcoming.

The odor control study and the overall process evaluation are related to one another. A thorough report for both will be prepared in the coming months

COLLECTION SYSTEM OPERATION AND MAINTENANCE

The collection system had the following work to report:

At Norwood Ave. Pump Station (PS), Ken Williamson responded to two alarms, which were partial blockages that were temporary and cleared. At Colonial Terrace PS, Olsen worked on a transducer that had a partial blockage. At Interlaken PS they replaced a heater unit that failed.

We responded to several service or road calls for the month. Some odors were investigated at 40 Dune Rd. and 11 Dogwood Ave; both were located in the homeowners plumbing. Laterals were checked at 227 Howard, 1315 Turner Aves.78 Deal Lake Pt. Rd., 3 Princeton Ct. and 16 Eisele Ave, again all were related to the property owners' responsibility.

We performed line maintenance with the Jet/Vacuum Truck at Eisele and Interlaken Aves. and West Park and Monmouth Rd., where we jetted a grease blockage.

We used our TV inspection equipment on a Highway 35 Car Wash and a storm sewer for the Borough of Deal. We also tried to assist in cleaning the storm drain, but it was in poor condition and we were not able to complete the job. We also inspected the gravity main near the Whalepond PS force main outlet.

Williamson also inspected a few manholes with Underground Construction Inc. for their project. He also removed some grease that was downstream of the Allenhurst flow meter line.

Glen Henry and I met with Bill McMahon, Director of Township of Ocean DPW, local fire companies and Asbury Fire Department personnel to coordinate a joint effort in Confined Space Rescue work. Glen and I also attended a meeting with the Township of Ocean OEM department.

Respectfully submitted,

Thomas G. Meholic
Superintendent
2/03/12

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.

Resolution

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

February 3, 2012
02:45 AM

Township of Ocean Sewerage Authority
Bill List By Vendor Name

P.O. Type: All
Range: First to Last
Format: Condensed

Open: N Rcvd: Y Paid: N
Held: Y Aprv: N Void: N
Bid: Y State: Y Other: Y Exempt: Y

Vendor # Name / PO #	PO Date	Description	Status	Amount	Void Amount	Contract	PO Type
ACCURATE ACCURATE WASTE REMOVAL							
11-00881	01/09/12	SLUDGE DISPOSAL	Open	35,399.00	0.00		
ADP001 ADP INC							
11-00823	12/13/11	PAYROLL PROCESSING	Open	185.15	0.00		
APPLE001 APPLE COMPUTER INC							
11-00789	11/23/11	COMPUTER FOR LAB	Open	2,991.00	0.00		
ATLA001 ATLANTIC PLUMBING SUPPLY CORP.							
11-00916	01/25/12	REPAIRS & SUPPLIES	Open	317.52	0.00		
AVA001 AVAYA INC							
11-00912	01/20/12	PHONE MAINTENANCE CONTRACT	Open	70.27	0.00		
BANK001 BANK OF NEW YORK NA							
11-00873	01/06/12	TRUSTEE FEE - 2001 NJEIT	Open	3,200.00	0.00		
BILLS001 BILLS WORK CLOTHING STORE INC.							
11-00887	01/12/12	BRUCE OLSEN WORK BOOTS	Open	105.00	0.00		
BORO001 BOROUGH OF TINTON FALLS							
12-00020	02/02/12	1062 HOPE ROAD, OCEAN TOWNSHIP	Open	379.00	0.00		
BULLET01 BULLET LOCK & SAFE CO., INC.							
11-00856	12/30/11	LOCK FOR CONTROL BUILDING	Open	193.75	0.00		
BURK001 BURKE SUPPLY COMPANY INC							
11-00911	01/20/12	PAPER PRODUCTS	Open	204.11	0.00		
CINTAS01 CINTAS CORPORATION #062							
12-00012	02/02/12	UNIFORMS	Open	464.61	0.00		
CME00001 CME ASSOCIATES							
11-00860	12/30/11	GENERAL ENGINEERING - 98C CERT	Open	67.50	0.00		
EIT00302	12/30/11	2007 FACILITIES IMPROVEMENTS	Open	2,106.00	0.00		
				2,173.50			

COOP001	COOPER ELECTRIC SUPPLY CO			
11-00858	12/30/11 GFCI RECEPTACLE FOR LAB	Open	31.47	0.00
COOPE001	COOPERATIVE COMMUNICATIONS,INC			
11-00876	01/09/12 DECEMBER 2011 PHONE CHARGES	Open	1,523.43	0.00
MILLE001	DANIEL MILLER			
11-00894	01/17/12 DANIEL MILLER LICENSE RENEWAL	Open	50.00	0.00
DAK0001	DAVID A. KAPLAN, CPA,RMA,PSA			
11-00893	01/13/12 PREPARATION OF 2011 AUDIT	Open	27,500.00	0.00
11-00904	01/20/12 ARBITRAGE CALCULATIONS	Open	1,875.00	0.00
			29,375.00	
DELT001	DELTA DENTAL PLAN OF NJ			
11-00898	01/18/12 DENTAL INSURANCE FOR FEB 2012	Open	2,138.26	0.00
GALETON	GALETON			
11-00903	01/19/12 WORK GLOVES	Open	130.42	0.00
GARD001	GARDEN ST FIRE & SECURITY			
11-00908	01/20/12 SERVICE CONTRACT	Open	157.50	0.00
GRAI001	GRAINGER WW INC			
11-00909	01/20/12 REPAIRS & SUPPLIES	Open	149.05	0.00
GTS00001	GTS - WELCO			
11-00874	01/06/12 LIQUID OXYGEN DELIVERY 12/23	Open	1,310.40	0.00
I DEA001	I-DEAL LUMBER & SUPPLY CO			
11-00857	12/30/11 REPAIRS & SUPPLIES	Open	11.96	0.00
11-00866	01/05/12 REPAIRS & SUPPLIES	Open	15.00	0.00
			26.96	
JCPL001	JERSEY CENTRAL POWER & LIGHT			
12-00016	02/02/12 ELECTRICAL SERVICE	Open	76,470.55	0.00
MANNA001	MANNA & BONELLO, P.A.			
11-00863	01/04/12 DECEMBER LEGAL SERVICES	Open	756.00	0.00
12-00003	02/02/12 LEGAL SERVICES	Open	283.50	0.00
			1,039.50	
WOSZCZ01	MARK WOSZCZAK			
11-00913	01/23/12 CONTRACTOR REPAIRS	Open	23,998.18	0.00
MIRA001	MIRACLE CHEMICAL CO			
11-00877	01/09/12 ICE MELT	Open	400.00	0.00
NJAM001	NEW JERSEY AMERICAN WATER CO			
11-00905	01/20/12 WATER USAGE	Open	919.25	0.00
NJNAT001	NEW JERSEY NATURAL GAS CO			
11-00897	01/18/12 NATURAL GAS SERVICE	Open	1,684.89	0.00
OCEA001	OCEANSIDE SERVICE INC.			
11-00891	01/13/12 MAKE UP AIR UNIT	Open	249.00	0.00
ONECALL	ONE CALL CONCEPTS, INC			
11-00862	01/04/12 DECEMBER 2011 ONE CALLS	Open	166.28	0.00
PIL001	PILOT ELECTRIC CO INC			
11-00875	01/06/12 SUMP PUMP FOR COLLECTIONS	Open	191.60	0.00
11-00888	01/13/12 SPECIAL HEATER MOTOR SET UP	Open	400.00	0.00
			591.60	
PITN001	PITNEY BOWES INC			
11-00809	12/08/11 POSTAGE EQUIPMENT MAINTENANCE	Open	91.00	0.00
11-00838	12/20/11 POSTAGE METER RENTAL 1/16-4/15	Open	90.00	0.00
			181.00	
POLYD001	POLYDYNE INC			
11-00844	12/21/11 POLYMER	Open	4,922.00	0.00

PUMP001 PUMPING SERVICES INC			
11-00871 01/06/12 INNER MEMBRANES	Open	762.00	0.00
PYRZ0001 PYRZ WATER SUPPLY CO. INC.			
11-00906 01/20/12 CHEMICALS FOR BLEACH SYSTEM	Open	358.23	0.00
QC001 QC LABORATORIES			
11-00879 01/09/12 DECEMBER 2011 LAB ANALYSES	Open	701.90	0.00
RELI002 RELIABLE OFFICE PRODUCTS			
11-00895 01/18/12 OFFICE SUPPLIES	Open	407.96	0.00
SEAB001 SEABOARD WELDING SUPPLY INC			
11-00885 01/12/12 CYLINDER RENTALS	Open	47.25	0.00
USFIL002 SIEMENS WATER TECHNOLOGIES COR			
R-R00075 02/03/12 VX-456 MOBILIZATION	Open	2,100.00	0.00
SIP001 SIPERSTEIN PAINT			
11-00867 01/05/12 REPAIRS & SUPPLIES	Open	125.34	0.00
11-00910 01/20/12 REPAIRS & SUPPLIES	Open	184.02	0.00
		309.36	
SPEC001 SPECTRASERV			
11-00878 01/09/12 GRIT REMOVAL	Open	1,600.00	0.00
STAPL001 STAPLES DIRECT			
11-00870 01/05/12 OFFICE SUPPLIES	Open	84.97	0.00
12-00017 02/02/12 OFFICE SUPPLIES	Open	223.93	0.00
		308.90	
STATE001 STATE OF NJ DEPT OF THE TREAS			
11-00886 01/12/12 ANNUAL PHYSICAL CONNECTION	Open	200.00	0.00
12-00018 02/02/12 ANNUAL PERMIT FEE	Open	49,998.69	0.00
		50,198.69	
STATE002 STATE OF NJ DEPT.OF ENVIRONM			
12-00022 02/03/12 TWA PERMIT - SOUTH EDGEMERE	Open	4,694.36	0.00
STAT002 STATE OF NJ DEPT.OF TREAS.DIV.			
12-00007 02/02/12 HEALTH INSURANCE PAYMENTS	Open	27,662.46	0.00
T-M00001 T & M ASSOCIATES			
EIT00303 01/05/12 EDGEMERE SIPHON LINE	Open	28,271.95	0.00
COAST002 THE NEW COASTER			
11-00918 01/25/12 LEGAL ADVERTISEMENT	Open	7.75	0.00
TONK001 TONK'S WASTE OIL SERVICE			
11-00589 08/30/11 REMOVE WASTE OIL	Open	75.00	0.00
TOTAL001 TOTAL CAR CARE			
11-00820 12/09/11 REPAIRS TO TRUCK #3	Open	435.24	0.00
TOWN002 TOWNE HARDWARE			
11-00882 01/10/12 REPAIRS & SUPPLIES	Open	53.43	0.00
TWP002 Township of Neptune			
12-00019 02/02/12 SEWER SERVICE AGREEMENT	Open	3,960.00	0.00
TOWN001 TOWNSHIP OF OCEAN			
12-00013 02/02/12 GASOLINE, DIESEL, LIFE INS	Open	1,386.52	0.00
VAULTL01 VaultLogix			
11-00890 01/13/12 DECEMBER COMPUTER BACK UP	Open	21.00	0.00
VERI001 VERIZON			
11-00892 01/13/12 PUMP STATION ALARM CIRCUIT	Open	150.36	0.00
VERIZON2 VERIZON ONLINE			
11-00896 01/18/12 INTERNET SERVICE	Open	108.98	0.00

D ESPOSI VINCENT D'ESPOSITO			
11-00869 01/05/12 MILEAGE FOR CLASSES--NOV & DEC	Open	209.44	0.00
WAST001 WASTE MANAGEMENT OF NJ			
11-00848 12/27/11 JANUARY RECYCLING	Open	63.56	0.00
11-00915 01/23/12 MONTHLY PAPER RECYCLING	Open	63.56	0.00
		127.12	
WEF001 WEF MEMBERSHIP RENEWALS			
11-00835 12/19/11 KESSLER RENEWAL	Open	79.00	0.00
SCHMEL01 WILLIAM E SCHMELING			
12-00004 02/02/12 OFFICE SUPPLIES	Open	155.81	0.00
ZEP001 ZEP MFG CO			
11-00880 01/09/12 ZEP DEO-3, FLO DRAIN, GRIP	Open	1,733.58	0.00

BILL LIST SUMMARY

Meeting Date February 7, 2012

2011 General Fund Vouchers	**$315,226.94**	
Bill List Total	$317,123.94	
Less: EIT Vouchers		-$2,106.00
Less: R&R Vouchers		$0.00
Less: R&I Vouchers		-$291.00
Plus: PO 11-00797 (CME Associates)		$500.00
EIT Traditional	**$2,106.00**	
2007 Facilities Improvements	**$2,106.00**	
MBE Mark III Electric, Inc.		$0.00
CME Associates		$2,106.00
2008 Collection System Improvements	**$0.00**	
Underground Utilities Corp.		$0.00
T & M Associates		
EIT ARRA	**$0.00**	
CME Associates		$0.00
Quad Construction Company		$0.00
Renewal & Replacement	**$0.00**	
Alternate Power		
Review & Inspection	**$0.00**	
CME Associates		
TOTAL BILL LIST AMOUNT		**$317,332.94**

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

Chairman Villapiano read a proclamation in honor of former chairman Andrew DeSarno and presented Mr. DeSarno with a plaque in recognition of his many years of service to the Township of Ocean Sewerage Authority.

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

Respectfully Submitted,

Christopher E Kelly

CHRISTOPHER E. KELLY
Secretary -Treasurer