

**TOWNSHIP OF OCEAN SEWERAGE AUTHORITY  
REGULAR MEETING**

**Oakhurst, NJ**

**January 8 2019**

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A meeting of the Township of Ocean Sewerage Authority was held on the above date at the Authority Administration Building, 224 Roosevelt Avenue, Oakhurst, New Jersey.

Present:       Bernhardt, Stubbs, Theodora, Villapiano  
Absent:       Galvin  
Others:       Attorney John Bonello, Executive Director William Schmeling,  
                  Operations Manager Edward Kwityn, Secretary Ruth Finn

In the absence of Chairman Galvin, Vice Chairman Bernhardt called the meeting to order.

All recited The Pledge of Allegiance.

The Vice Chairman announced that the Meeting was being held in conformance with the Open Public Meetings Act of 1975 and that adequate notice has been duly posted where required and mailed to the Asbury Park Press and the Coaster in accordance with the law.

**WORK SESSION**

Executive Director's Report. Director Schmeling added two items to his written report. He advised that he spoke with Bill Gettings of Hazen and they feel that it is not necessary to have a written report relative to the outfall line replacement project. Mr. Gettings feels it is important to make sure that it they come out and do the search to make sure that they are covering the right part of the pipe. They will expose the pipe to make certain that the correct section of the pipe is repaired. Hazen wants to authorize them to proceed on the in land portion of the repair.

Mr. Schmeling noted that as stated in his report that there has been no response from any of the companies that Mr. Kwityn contacted with regard to the repair of the pump station alarms. However, today he received a proposal from AR Communications for \$32,050. The Director suggests that we contact Morehouse Engineering to work on the alarms that are on the west side of town that are giving us the biggest problem.

Attorney's Report. There was some discussion on the contract with DeMaio Electrical Inc. Mr. Bonello reported that a letter was sent to Mr. DeMaio requesting that they move forward with reconstruction of the Interlaken pump station.

Operation Manager's Report. In connection with the Authority taking over the maintenance of the Allenhurst collection system, Mr. Kwityn reported the lines in Allenhurst have been TV'd and most of the manhole lids have been examined.

Review of resolutions. The Executive Director reviewed the resolutions on the agenda.

**BUSINESS SESSION**

Communications. There were no communications.

Review of Bill List. There were no questions on the bill list from the Board.

BUSINESS SESSION

Resolution

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

**RESOLUTION 19 - 1  
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	\$ 163,328.95
REVIEW and INSPECTION	175.00
EIT and CONSTRUCTION	1,572.10
PAYROLL ACCOUNT	<u>51,188.01</u>
<b>TOTAL BILLS PAYABLE</b>	<b>\$ 216,264.06</b>

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

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

**19 - 2  
AUTHORIZING TRANSFER OF AVAILABLE SURPLUS FUNDS TO THE  
TOWNSHIP OF OCEAN PURSUANT TO N.J.S.A. 40A:5A-12.1**

**WHEREAS**, by resolution dated November 8, 2018, the Township of Ocean requested the Authority appropriate \$317,426 from available surplus reserves.

**BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby appropriates \$317,426.00 from its available surplus reserves to the Township of Ocean.

Roll Call: Bernhardt, Stubbs, Theodora, Villapiano  
Yes No Yes Yes

Resolution

Mr. Theodora offered the following resolution and moved its adoption. Mr. Villapiano seconded the motion.

**19 - 3  
ESTABLISHING EMPLOYEE COMPENSATION FOR 2019**

**WHEREAS**, the Township of Ocean Sewerage Authority desires to establish base salaries for its employees for 2019.

**NOW, THEREFORE, BE IT RESOLVED**, this 3rd day of January 2019 that the following annual base salaries are established for employees of the Township of Ocean Sewerage Authority, effective January 1, 2019:

<u>EMPLOYEE</u>	<u>COMPENSATION<sup>(1)</sup></u>
William E. Schmeling	\$ 120,550.00/yr
Ruth Finn	\$ 5,463.00/yr
Scott Stedman	\$ 45.3019/hour
Bruce Olsen	\$ 43.2500/hour
Sal Lagrotteria, Jr.	\$ 42.0208/hour
Daniel Miller	\$ 42.9771/hour
Alex Milmoe	\$ 34.5793/hour
Richard Dorick	\$ 23.3213/hour
Thomas DiOrio	\$ 49.6947/hour
Vincent D’Esposito	\$ 40.6060/hour
Jennifer Crumley	\$ 36.0613/hour
Richard Roman	\$ 37.0532/hour
Edward Kwityn	\$ 90,795.00/yr
Robert Ruland	\$ 26.6755/hour
Daniel DeSoucey	\$ 26.6755/hour
Josip Jurasic	\$ 14.2309/hour
Joseph Grasso	\$ 19.7596/hour
Samuel Nowell	\$ 19.7596/hour
Board Chairman	\$ 2,250.00/yr
Board Members	\$ 2,000.00/yr

(1) Step increases may occur during year

**AND BE IT FURTHER RESOLVED** that such base salary amount shall be in addition to any other amounts due an employee in accordance with the Authority’s Employee Handbook;

**AND BE IT FURTHER RESOLVED** that employees participating in the State Health Benefits Program shall pay eighty percent (80%) of the applicable Tier 4 percentage.

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

CONSENT AGENDA

Mr. Theodora moved the approval of the Minutes, the Operation Managers Report and the adoption of Resolutions 19-4 through 19-6 as a Consent Agenda. Mr. Villapiano seconded the adoption of the Consent Agenda

- a. Approval of Minutes of December 18 2018 regular meeting.
- b. Motion to receive and file Operation Manager's Report.

**Operations Managers Report  
January 2019**

Plant:

Bio-Air was out checking the odor control unit.

With the thickened sludge getting to 6% or better we are seeing a decrease in the pumping speed of our current equipment. We currently use 1 centrifugal pump along with a double disk pump. The current equipment works with sludge lower than 5% but thicker is better on hauling costs. Reaching out to vendors on different pumps, like a lobe type.

Plant held up well with all the December rains.

Operations:

Two antenna companies came out AR Communications and Wireless Communications. Went over the history of our system, showed the area and explained what we wanted. At that time, they both said they would get back in touch. Before Christmas I reached out to both and they said they needed more time. On January 2 I contacted them again. Wireless said that they could not help us but if we needed cellular help, they would be able to help. I am waiting still for a response from AR Communications.

I signed all field personal up for JIF 5 class safety classes. They are Jan. 11 in Wall and Mar. 11 in Manalapan.

I reached out to Harry Smith Safety Consultant, for pricing on in depth training. We can get Certified Confine Space and Lockout Tag Out done for \$995. This would be done here and be a hands-on class. If this works out, I would like to do more of these types of classes.

Township of Ocean Sewerage Authority has met the NJUA Safety Incentive Program for the second year in a row.

Collections:

TV inspection is 90% completed in West Allenhurst. Monmouth Rd. from Joda to So. Edgemere is left. When completed we will begin Roseld and head north.

TV inspection was done for Allenhurst on Cedar Ave.

Jetted all bad areas around town.

Cleaned all pump stations.

Woszczak replaced broken clean out at 27 Buckingham Drive.

RESOLUTIONS

19 - 4

**AUTHORIZING APPOINTMENT OF PUBLIC  
AGENCY COMPLIANCE OFFICER FOR 2019**

**WHEREAS**, the State of New Jersey Department of the Treasury Affirmative Action Office mandates the appointment of a Public Agency Compliance Officer annually; and

**WHEREAS**, William E. Schmeling currently serves as Public Agency Compliance Officer.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority hereby appointments William E. Schmeling as the Authority’s Public Agency Compliance Officer for the year 2019.

**19 - 5**

**DESIGNATING NEW JERSEY UTILITY AUTHORITIES  
JOINT INSURANCE FUND COMMISSIONER FOR 2019**

**BE IT RESOLVED** that the Township of Ocean Sewerage Authority that Executive Director William E. Schmeling is hereby designated as the Authority’s Fund Commissioner to the New Jersey Utilities Authority Joint Insurance Fund for 2019.

**19 - 6**

**AUTHORIZING APPROVAL OF PETTY CASH FUND AND  
NAMING CUSTODIAN OF PETTY CASH FUND**

**WHEREAS**, N.J.S.A. 40A:5-21 authorizes the establishment of a Petty Cash Fund and the custodian of the Petty Cash Fund; and

**WHEREAS**, the Petty Cash Fund should be authorized annually.

**NOW, THEREFORE, BE IT RESOLVED** that the Township of Ocean Sewerage Authority authorizes approval of its Petty Cash Fund in the amount of \$50.00 for 2019; and

**BE IT FURTHER RESOLVED** that the Township of Ocean Sewerage Authority authorizes William E. Schmeling to serve as Petty Cash Fund custodian.

VOTE ON CONSENT ITEMS:

Roll Call: Bernhardt, Stubbs. Theodora, Villapiano

Yes Yes Yes Yes

Resolution

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

**RESOLUTION DECLARING CLOSED SESSION**

**WHEREAS**, Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permits the exclusion of the public from a meeting in certain circumstances, and

**WHEREAS**, this public body is of the opinion that such circumstances presently exist.

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

1. The Public shall be excluded from discussion of and action upon the hereinafter-specified subject matters.

2. The general nature of the subject matter to be discussed is as follows:

- Personnel
- Potential litigation

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, Stubbs, Theodora, Villapiano  
Yes Yes Yes Yes

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

Respectfully submitted,

RALPH E. STUBBS, Secretary