

**OWNSHIP OF OCEAN SEWERAGE AUTHORITY
REGULAR MEETING**

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Oakhurst, NJ

October 8, 2019

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, Galvin*, Stubbs, Theodora, Villapiano
Others: Attorney Bonello, Executive Director William Schmeling,
Operations Manager Edward Kwityn, Secretary Ruth Finn
*Arrived few minutes late

Acting Chairman Bernhardt called the meeting to order and all recited The Pledge of Allegiance.

The Acting 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 Directors Report. The Director reported that he sent out the 2020 Budget to the State for review. He noted that it was almost identical to that of 2019. He said that the State has sixty days to review it before it is adopted at the December meeting. He reviewed the highlights of the Budget and the members discussed it.

There was some discussion with regard to customer communities. The Director advised that Allenhurst would like TOSA to TV Corlies Avenue. They are interested in entering into an Interlocal Service Agreement with TOSA for the maintenance of their system. The Director noted that if we entered into such an agreement Allenhurst would still be responsible for capital improvements.

Operations Manager Report. Mr. Kwityn gave a brief review of his written report.

INTRODUCTION OF 2020 BUDGET

The Executive Director presented the 2020 Budget. The Board reviewed and discussed the Budget.

Resolution

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

19 - 85

**2020 AUTHORITY BUDGET RESOLUTION
TOWNSHIP OF OCEAN SEWERAGE AUTHORITY
FISCAL YEAR: JANUARY 1, 2020 TO DECEMBER 31, 2020**

WHEREAS, the Annual Budget and Capital Budget for the Township of Ocean Sewerage Authority for the fiscal year beginning January 1, 2020 and ending December 31, 2020 has been presented to the governing body of the Township of Ocean Sewerage Authority at its open public meeting of October 8, 2019; and

WHEREAS, the Annual Budget, as introduced, reflects Total Revenues of \$7,351,388, Total Appropriations, including any Accumulated Deficit, of \$7,351,388 and Total Unreserved Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget, as introduced, reflects Total Capital Appropriations of \$8,000,000 and Total Unreserved Net Position planned to be utilized as funding thereof of \$0.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenue, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the Authority’s planning and management objectives; specific authorization to expend funds for the purposes described in this Section of the budget must be granted by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE, BE IT RESOLVED by the Governing Body of the Township of Ocean Sewerage Authority at an open public meeting held on October 8, 2019 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, 2020 and ending December 31, 2020 is hereby approved; and

BE IT FURTHER RESOLVED that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the Authority’s outstanding debt obligations, capital lease arrangements, service contracts and other pledged agreements; and

BE IT FURTHER RESOLVED that the Governing Body of the Township of Ocean Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 3, 2019.

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

BUSINESS SESSION

Review of Bill List. The bill list was reviewed and discussed.

Resolution

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

**RESOLUTION 19 - 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	\$213,610.56
REVIEW and INSPECTION	2,107.50
RENEWAL and REPLACEMENT	65,944.50
EIT and CONSTRUCTION	546,546.57
PAYROLL ACCOUNT	104,853.91

TOTAL BILLS PAYABLE **\$ 933,063.04**

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

Yes Yes Yes Yes Yes

CONSENT AGENDA

Mr. Theodora moved the approval of the Minutes for the September 3, 2019 and September 17, 2019 meetings, the Operation Managers Report and the adoption of Resolutions 19-87 through 19-88 as a Consent Agenda. Mr. Stubbs seconded the adoption of the Consent Agenda.

- a. Approval of Minutes of September 3, 2019 and September 17, 2019 regular meetings.
- b. Motion to receive and file Operation Manager’s Report.

**Operations Managers Report
October 2019**

Electrical:

Ran exercised generators for the month of September.
 Looked into electrical hook up for future washer and dryer in the Sludge Building.
 Worked with EMI in the Sludge Building on the new VFDs, for the Sludge Mixing Pumps.
 Installed new motion sensors switches.
 Installed new batteries and LED lights for exit and emergency flood lighting.
 Worked with EMI on new cabinet for plant alarms system. Repaired lights in Sludge Building Garage.
 Installed rebuilt pump at Norwood Pump Station.
 Put new light bulbs in at Interlaken Pump Station basement.
 Replaced backup UPS at Whalepond Pump Station.
 Whalepond Pump Station new generator is now in service. Tested transfer switch and load bank, tested for 2 hrs.

Collections:

TV inspection

- Surrey Ln
- Beverly Ave
- Brookside Ave
- Berkeley Ave
- Franklin Ave
- Bloomfield Ave
- Madison Ave
- 4750 ft. of sewer main inspected

Pump Stations

All stations where pumped down and cleaned

Service calls

804 West Park, overflowing manhole, downstream manhole was clogged with rags. Once we vacuumed out rags and the flow went through. We discovered a large number of roots have infiltrated the manhole. We cut out all the roots and will periodically check this manhole
 2 Hetrick Point Rd. the two toilets in the back of the house weren’t flushing. We jetted main out front to see if this helped, but we had no luck. They were told to call a plumber
 1237 Deal Rd, massive sinkhole in the middle of road over 8” main, this not a TOSA issue. The storm drain was bas causing the sinkhole; we inspected both pipes with camera to verify.

Plant:

- 71 Sludge Trucks out. 480,000 gallons removed @ 4.7%.
- Waste to Roto-Drums 1.22 million gallons
- 380,000 out of the Thickener to the Holding Tank

Operations:

EMI continuing plant electrical upgrade. All over head beams in place an 85% of conduit installed. In the Control Building the MCC Panel, LP Breaker Box and Transformer have been installed.
 EMI installed 2 VFD's on the Sludge recirculation pumps.
 I will be going to a SPPP Class in October. This is given by EJIF for spill prevention into storm drains.
 Had a plant tour with township officials.
 Interlaken Pump Station construction started. All the tanks are exposed and dewatering started. Should find out soon when the sludge will start being removed.
 On Oct. 4 will have meeting on what needs to be done on our end for outfall tie in.
 New Maintenance Truck is completed and soon will be in service.
 Setting up for all flow meter yearly calibrations.
 Amer-Wear brought all our new uniforms. Cintas will no longer be our uniform provider as of Oct. 1.
 Nalco will be our Cooling Water chemical provider as of Oct. 1.

Maintenance:

FINAL TANKS

8/29/19 – Assembled and installed new valve stem covers for Division Chamber metering valves.

9/5/19 – Assembled and installed new valve stem covers for Return Pit metering valves.

PSA BUILDING

9/1/19 – PSA shutdown – Found 12A valve stuck in closed position. Adapt old style valves to new style actuator to get system running. *New valve currently on order.

9/2/19 – Found valve 3B actuator leaking. Replaced with new actuator.

9/3/19 – Installed new actuator and solenoid for 12A valve.

NORWOOD P/S

9/6/19 – Installed rebuilt #2 pump.

GRIT REMOVAL SYSTEM

9/10/19 – Removed #2 Grit Pump impeller assembly to be rebuilt.

MAIN PUMP BUILDING

9/12/19 – Rebuilt process water pump #1.

SLUDGE BUILDING

9/19/19 – Rebuilt Thickened Waste Sludge Pump #2.

LABORATORY BUILDING

9/20/10 – Repaired eye wash station.

TRUCK MAINTENANCE

9/4/19- Jet Truck – Found leaking air fitting. Repaired fitting.

9/9/19 – Removed canvas covers from the backhoe and brought to canvas shop.

9/16/19 – Found L/S upper water tank loose on body. Left side strap studs were broken off. Cut out old studs and fabricate new studs. Installed straps and side cover.

9/17/19 – Installed new canvas windows on backhoe.

19 - 87

**AUTHORIZING APPLICATION TO THE
 MONMOUTH COUNTY IMPROVEMENT AUTHORITY 2019 FINANCING PROGRAM**

WHEREAS, the Township of Ocean Sewerage Authority has projects which are "shovel ready" pending the Authority having sufficient funds for the work; and

WHEREAS, the Authority has previously participated in the Monmouth County Improvement Authority ("MCIA") financing program; and

WHEREAS, the MCIA is presently putting together financing for 2019 which is scheduled to close on or about December 23, 2019; and

WHEREAS, the Authority desires to participate in the MCIA 2019 financing program in the amount of \$750,000 to perform repair work on its aeration tank and to continue the 2013 Collection System Improvement project; and

WHEREAS, the Authority's auditor has indicated that the debt service for participation in this Program will not require an increase in the Authority's annual service charge.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority authorizes its participation in the Monmouth County Improvement Authority's 2019 Financing Program in the amount of \$750,000; and

BE IT FURTHER RESOLVED that the Executive Director, Chairman and Secretary are authorized to sign such documents as are necessary to participate in the Monmouth County Improvement Authority's 2019 Financing Program.

19 - 88

AUTHORIZING AWARD OF CONTRACT FOR RECORDS MANAGEMENT TO FOVEONICS DOCUMENT SOLUTIONS UNDER ESCNJ CO-OPERATIVE CONTRACT #65MCESCPCS

WHEREAS, the Authority has a need to scan its voluminous plans and records to provide an easily accessible data base; and

WHEREAS, the Executive Director has met with Heritage Business Systems, Inc. ("Heritage") and Foveonics Document Solutions ("Foveonics") regarding records management; and

WHEREAS, Heritage provided the Executive Director with proposal in the amount of \$13,990 for records management; and

WHEREAS, Foveonics provided the Executive Director with a proposal in the amount of \$8,924.11 for records management; and

WHEREAS, the Executive Director recommends awarding a contract to Foveonics because Heritage requires the Authority to do the scanning work while Foveonic does the work under their proposal, and Foveonic has ESCNJ Co-Operative Purchasing Contract #65MCESCPCS; and

WHEREAS, the Authority's Executive Director has indicated there are funds available for the award under line item for Administrative Other Expenses (01-50-500-321).

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract to Foveonics Document Solutions for records management in accordance with their proposal dated April 30, 2019 and ESCNJ Co-Operative Purchasing Contract #65MCESCPCS in an amount not to exceed \$10,000.

VOTE ON CONSENT ITEMS:

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

Resolution

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

19 - 89

AUTHORIZING AWARD OF A PROFESSIONAL SERVICES CONTRACT FOR SPECIALIZED LEGAL SERVICES AS BOND COUNSEL

WHEREAS, the Township of Ocean Sewerage Authority (the "Authority") has a need for specialized legal services in connection with the authorization and issuance of bonds and project notes by the Authority, including the review of such procedures and the rendering of approving legal opinions acceptable to the financial community; and

WHEREAS, such special legal services can be provided by a recognized bond counsel firm, and the law firm of Gluck Walrath, LLP (the "Firm") is so recognized by the financial community; and

WHEREAS, Meghan Ann Bennett provides bond counsel services for the Firm; and

WHEREAS, the Executive Director has certified that funds are or will be available for this purpose in its application for funding from the New Jersey Water Bank and from the legal line item (01-50-500-313); 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).

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

1. Meghan Ann Bennett of the law firm of Gluck Walrath, LLP is hereby retained to provide the specialized legal services necessary in connection with the authorization and issuance of bonds and notes by the Authority in accordance with the Fee Agreement attached to this Resolution for the period October 1, 2019 to January 31, 2020.

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 copy of this Resolution and the contract shall be placed on file with the Executive Director of the Authority.

4. A notice in accordance with the Local Public Contracts Law shall be published in the Coaster within twenty (20) days of the date of this Resolution.

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

Resolution

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

19 - 90

AUTHORIZING PAYMENT IN THE AMOUNT OF \$438,573.92 TO WEEKS MARINE INC. FOR OCEAN OUTFALL REPLACEMENT PROJECT

WHEREAS, the Authority awarded a contract for its Ocean Outfall Replacement Project to Weeks Marine Inc. in the amount of \$5,324,150.00 (the “Project”) on September 8, 2018; and

WHEREAS, the Weeks Marine requested payment for materials and equipment purchased and work performed under the contract; and

WHEREAS, by letter dated September 2019 the Authority’s engineer has recommended payment in the amount of \$438,573.92 pursuant to its Payment Application No. 6.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves payment in the amount of \$438,573.92 to Weeks Marine Inc. for the Ocean Outfall Replacement Project in accordance with Payment Application No. 6.

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

Resolution

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

19 - 91

AUTHORIZING AWARD OF A ONE-YEAR CONTRACT FOR SEWER LINE AND FACILITIES REPAIRS TO MARK WOSZCZAK MECHANICAL CONTRACTORS, INC.

WHEREAS, the Township of Ocean Sewerage Authority advertised for the receipt of bids for Sewer Line and Facilities Repairs in the Asbury Park Press on August 21, 2019 and posted the bid opportunity its website; and

WHEREAS, eight (8) sets of bid documents were sent out by the Authority to entities requesting them; and

WHEREAS, four (4) bids were received at the Authority’s office on the return date of September 25, 2019; and

WHEREAS, the Authority intends to award a contract to the lowest responsible responsive bidder meeting the bids specifications for the term that is most advantageous to the Authority; and

WHEREAS, the Authority’s Executive Director has certified that funds are available for this contract under contractor repairs (01-60-600-351 and 01-61-601-351); and

WHEREAS, Mark Woszczak Mechanical Contractors, Inc. was the lowest responsible responsive bidder.

NOW, THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby awards a contract for providing Sewer Line and Facilities Repairs to Mark Woszczak Mechanical Contractors, Inc. at the prices indicated in the proposal dated September 24, 2019 for the period October 1, 2019 to September 30, 2020; 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 rate set forth in the proposal; and

BE IT FURTHER RESOLVED that the Chairman, Executive Director and Secretary are hereby authorized and directed to execute the contract for the award on behalf of the Authority.

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

Resolution

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

19 - 92

AUTHORIZING PAYMENT IN THE AMOUNT OF \$62,956.38 TO DeMAIO ELECTRICAL COMPANY, INC. FOR INTERLAKEN PUMP STATION RECONSTRUCTION PROJECT

WHEREAS, the Authority awarded a contract for the Interlaken Pump Station Reconstruction project to DeMaio Electrical Company, Inc. (“DeMaio”) in the amount of \$3,265,000 (the “Project”) on September 4, 2018; and

WHEREAS, the DeMaio has provided equipment and material for the Project and performed work at the site; and

WHEREAS, the Authority’s engineer has prepared Payment Certificate No. 8 dated September 27, 2019 in the amount of \$62,956.38 signed by the Authority's engineer.

THEREFORE, BE IT RESOLVED that the Township of Ocean Sewerage Authority hereby approves payment in the amount of \$62956.38 to DeMaio Electrical Company, Inc. for the Interlaken Pump Station Reconstruction project in accordance with Payment Certificate No. 8.

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

Yes Yes Yes Yes Yes

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

Respectfully submitted,

RALPH E. STUBBS, Secretary