

## THE OCEAN COUNTY UTILITIES AUTHORITY

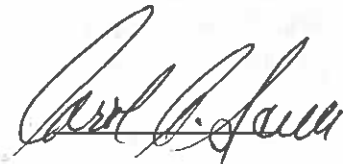
MEETING: Minutes of Caucus Meeting of The Ocean County Utilities Authority

DATE: September 23, 2025

TIME: 4:02 p.m.

PLACE: 501 Hickory Lane, Bayville, New Jersey

PRESENT: Carmen F. Amato, Jr., Vice Chairman  
Carol A. Scull, Board Secretary  
Reverend Oscar L. Cradle  
James A. Daly  
Joanne Gilmore  
Steven C. Kennis  
Frank J. Nicolato  
Keith B. Marcoon  
Lisa N. Contessa, Assistant Secretary  
Lynne A. Dunn, Esq., Counsel  
Neil O'Regan, Director, Engineering & Construction  
Will Demand, Director, Finance  
Robert Shertenlieb, Sr. Director, Operations and Maintenance  
Randy Martin, Manager/Director Information Services  
Avril Limage, Director, Human Resources



### Opening Statement

Vice Chairman Amato welcomed everyone to the regular caucus meeting of The Ocean County Utilities Authority, stating that in accordance with the requirements set forth in the New Jersey Open Public Meetings Law, notice of the meeting had been given by mailing of a Special Meeting Notice on February 10, 2025, to the Asbury Park Press, The Press of Atlantic City, the Clerks of Ocean County and Monmouth County, to the Clerks of all Ocean County Municipalities and to the Clerks of Freehold and Farmingdale Boroughs and Howell, Wall, and Freehold Townships.

The Vice Chairman led the Pledge of Allegiance then requested a moment of silence for our active, retired and fallen United States service members and first responders.

The Vice Chairman turned the floor over to Executive Director, Keith Marcoon who acknowledged the Directors and Managers of the Central, Northern and Southern Divisions for their dedication and hard work that led once again to the achievement of the prestigious National Association of Clean Water Agencies (NACWA) awards. Mr. Shertenlieb then presented the three Operating Divisions with Peak Performance NACWA Awards. The first award, Platinum 34, was presented to Mr. Harry Nogowski, Director along with Mr. Shawn Kaciupski, Plant Operator of the Central Division for thirty-four years of complete and consistent National Pollutant Discharge Elimination System permit compliance. Next, Mr. Timothy Cross, Manager

and Mr. Ben Aquino, Plant Operator of the Southern Division received the Platinum 28 Award, for twenty-eight consecutive years of 100% compliance and Mr. Brandon Standfast, Manager along with Mr. Matthew Bodzioch, Plant Operator of the Northern Division received the Platinum 7 Award having achieved their seventh consecutive year of 100% compliance. 100% compliance means absolutely no discharge violations at all which are extraordinary accomplishments and the result of all employees' efforts from Utility workers all the way up to the Executive Director putting in the hard work ensuring our facilities are fully operational, well maintained and properly engineered. It is an outstanding accomplishment, and we should all be very proud of our people and facilities, Mr. Shertenlieb said.

#### **CM-3562      Contract CD1713 Thickened Sludge Storage Blend Tank Rehabilitation**

##### **1.      Approval of Final Quantities Change Order**

Mr. O'Regan presented a draft resolution for approval of a final quantities change order to Contract No. CD1713 – CWPCF Thickened Sludge Storage Blend Tank Rehabilitation. This contract was entered into on February 23, 2023. The final quantities adjustment of the contract amount reflects PCO No. 1, PCO No. 2 and credits from unused portions of Bid Item Nos. 6, 7, 8, 9, 10, and 11.

The original contact amount was \$1,667,500. There was a \$50,533 increase from FQCO No. 1 leading to an adjusted, increased contract amount of \$1,718,033, Mr. O'Regan said.

##### **2.      Closeout of Contract**

Mr. O'Regan stated that the next draft resolution would authorize the closeout of Contract No. CD1713 – CWPCF Thickened Sludge Storage Blend Tank Rehabilitation. The contractor, BR Welding, Inc., finished the project in an acceptable manner, with no deficiencies found upon final inspection. Mr. O'Regan recommended approval of the Resolution to authorize payment for the work completed this period in the amount of \$69,823 and to release retainage in the amount of \$34,360.66 to BR Welding, Incorporated to close out the contract.

Both the Final Quantities Change Order and Contract Closeout were discussed at the Engineering Committee Meeting and all members present agreed with the recommendations, Mr. O'Regan said. Commissioner Cradle reiterated the approval of the members of the Engineering Committee.

#### **CM-3739      Consent to Use Agreement with Calloway's Steakmaster, Inc., Eagleswood Township**

Mr. O'Regan stated that the Authority holds certain easements and rights of way for the Authority's interceptors in the Township of Eagleswood for the collection and transmission of wastewater. Calloway's Steakmaster, Inc. desires to install one (1) offsite eight-inch diameter PVC sanitary sewer main which would be constructed within the easement for Little Egg Interceptor (SI-5). The Authority is willing to consent thereto under the terms and conditions

stated in the proposed Consent to Use Agreement. Approval of the resolution would authorize the Chairman of the Ocean County Utilities Authority to enter into any Consent to Use Agreements required for the aforementioned installation for Calloway's Steakmaster, Inc., within the OCUA's easement.

**CM-3740      Contract No. CS2215 – FMD & Training Room Fire Safety Alarm System Improvements**

Mr. O'Regan presented a Resolution for Project CS2215 which includes replacing outdated and obsolete fire protection system detectors and components with modern and compliant systems suitable for the current building occupancy uses. A RFP for Contract No. CS2215 FMD & Training Room Fire Alarm System Improvements was advertised and on September 16, 2025 two (2) bids were received ranging between a low of \$664,000 to a high of \$3,337,000.

The Director, Engineering & Construction has reviewed and evaluated all bids and is recommending that the contract be awarded to the low bidder Kisby Shore Electrical Contractors, LLC, for an amount not to exceed \$664,000.

The Authority's attorney has reviewed the bid and advised of its acceptability. Commissioner Cradle stated that the draft resolution was discussed at the Engineering Committee Meeting, and all members present agreed with the recommendation.

**CM-3741      Online Auction of Surplus Property – Govdeals.com**

The draft resolution allows the Authority to sell its surplus equipment as listed on "Attachment A" in an "as is" condition, through GovDeals.com pursuant to and in accordance with the terms and conditions of a National Cooperative Purchasing Agreement. The Authority has sold surplus property through GovDeals.com with great success since 2008. Mrs. Cairns recommended that the Authority continue to sell its surplus equipment through the GovDeals.com auction website noting the high dollar amounts typically received for the Authority's surplus equipment.

**CM-3742      General Contracts to be Discussed/Awarded**

**SPR-25-412A (ND2415) – NWPCF Main Screw Pump No. 1 Repair**

Mrs. Cairns stated this is a contract for the repair of Screw Pump No. 1 at the Northern Division. There were two (2) bid specification packages mailed and one (1) received from Sherwood-Logan & Associates for a contract amount of \$166,250. Sherwood-Logan & Associates is the area rep for Spaans-Babcock, and the Director of Engineering has reviewed and found the bid acceptable. The cost estimate for this work was \$350,000, Mrs. Cairns said.

**MCHI-25-3 – Monorail, Crain & Hoist Annual Inspections**

Mrs. Cairns said this is a contract for annual inspections of monorails, cranes and hoists at Authority pump stations and treatment plants. There were five (5) bid specification packages mailed and two (2) received ranging in price from \$30,991 to \$60,298.68. Mrs. Cairns recommended awarding this contract to the low bidder, Moye Handling Systems Incorporated

for an amount not to exceed \$30,991, noting that the last contract with Moye Handling Systems Incorporated was \$31,200.

**DCM-25-382 (SD2208) – Digester Cleaning Media - SWPCF**

Mrs. Cairns stated that this contract is for furnishing of labor, equipment and materials required to perform Digester Cleaning at the Southern Division. Four (4) bid packages were mailed and one (1) was received. The recommendation is to award this contract to the only bidder, Nichem Company for an amount not to exceed \$56,840. Nichem held the last contract in 2022 for \$66,954. The Southern Division Manager has reviewed and approved the bid.

**CM-3743      2025-2026 Insurance Program**

Mr. Demand presented a draft resolution that authorizes the Authority to enter into various contracts for the 2025-2026 insurance program. Conner, Strong and Buckelew, the Authority's insurance broker has marketed these coverages and the Authority's insurance consultant, Insurance Buyers Council, Inc. (IBC) has thoroughly reviewed the proposals of the desired insurance coverages. IBC submitted a recommendation letter dated September 21, 2025 which has been reviewed with the Authority's Finance Committee. The total 2025-2026 insurance renewal premium outlined in the resolution is \$2,100,803. This premium reflects an increase of 1.6% for the Authority's insurance program excluding Workers' Compensation. Workers' Compensation will be renewed with the County JIF and that policy will be renewed January 1, 2026. Overall, this was a great renewal as the property insurance market looks to have softened displaying a reduction in property insurance premium but equipment premium increase. Overall, there was a slight increase of 1.6%, which is acceptable and budgeted for.

**CM-3744      2026 Operating Budget**

Mr. Demand presented a second draft resolution which authorizes approval of the Authority's 2026 annual operating budget with total revenues of \$82,791,000 and total operating appropriations of \$74,482,000. The resolution also approves the Authority's 2026 annual capital budget of \$42,360,000.00.

The Authority is basing its 2026 revenue projection on a bulk rate of \$4,289 per million gallons treated. This bulk rate reflects a 2% increase for 2026. The 2026 Operating Expense Budget has increased \$1,200,000.00 or .5% from the budget proposed at the Authority's rate hearing. These increases are due to increases in the Authority's health benefits and Utilities.

The Authority's 2026 Capital Budget of \$42,360,000 has decreased \$10 Million from the budget proposed at the Authority's rate hearing. This increase is due to the slide of capital projects that were budgeted for in 2026 and have been pushed into 2027. Recommend approval of these budgets for a timely submittal to the State.

Mr. Demand recommended approval of these Budgets for a timely submittal to the State explaining that after the State reviews and approves the budgets, the Authority will be charged with formally adopting the 2026 Operating and Capital Budgets at its December 2025 meeting.

Action Taken:

The Commissioners approved these recommendations and directed that appropriate resolutions be placed on the agenda for the Public Meeting.

At this time, on a motion made by Commissioner Scull seconded by Commissioner Nicolato, and unanimously approved, the Commissioners moved into closed session at 4:21 p.m., and back into open session at 5:04 p.m.

There being no further business, on a motion made by Commissioner Scull, seconded by Commissioner Daly, and unanimously approved, the meeting adjourned at 5:05 p.m.