



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

Minutes of the Bayshore Regional Sewerage Authority Agenda Meeting September 12, 2011

At 7:00 P.M. on September 12th, 2011 Vice Chairman Wells opened the Agenda Meeting of the Bayshore Regional Sewerage Authority, called the meeting to order; and made the following announcement: "I hereby announce pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of this Meeting has been sent to the Asbury Park Press and the Newark Star Ledger. Notice has also been sent to the Clerks of the Aberdeen, Hazlet, Holmdel, Keyport, Matawan, Keansburg, Union Beach and Marlboro, and the W.M.U.A. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building". The Vice Chairman requested a **PLEDGE OF ALLEGIANCE** to the Flag and a Moment of Silence for the Troops serving our Country around the World. The Chairman then asked for an attendance roll call recorded as follows:

Present: Commissioners Cohen, Colligas, DiNardo, Parsells, Wells and Chairman Pisano (arrived 7:10 p.m.)

Also in Attendance: Robert C. Fischer, Executive Director'
J. Michael Broyles, Plant Superintendent
Pete Canal, BRS A Engineer
Manuel Ponte, P.E., Consulting Engineer
Anne Zaccardi, Esq., for General Counsel Louis Granata, Esq.

Mr. Fischer reported on the Wind-to-Energy (WTE) Project. He provided a narrative to the photographs taken during the wind turbine components delivery to the temporary storage facility in Newark, NJ. He reported the components have come from as far away as Texas, Florida and Iowa without incident. Mr. Fischer said the bottom and mid-section components' delivery has been delayed because of road closings/damages that resulted from Hurricane Irene. Once these roadways are opened again, these two sections will also be stored in Newark; until they are delivered to the site.

Mr. Fischer then provided an update on the renewal of BRS A Service Agreements with member and customer municipalities and the WMUA. He reiterated what has been completed to date, noting draft service agreements had been mailed to every town and any comments received were responded to; and those comments and responses from the BRS A were forwarded to all towns involved. He said his most recent correspondence to all was a reminder to please inform the Authority of any further comments or questions there might be no later than September 20th, 2011. If no further comments are received, a final agreement will be sent out with a request they each be executed and returned no later than November 30th, 2011. He noted he was misquoted on the *Matawan Patch* last week. The statement on the website said the service agreements would lower sewer rates. He said the

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BRS A staff, November 2006

new service agreements will not lower rates. The concept behind a five year rolling average is to stabilize charges. Any rate reductions will be a direct result of BRSA Budgeting.

Commissioner Cohen commended Mr. Fischer, Mr. Broyles and his entire staff for their efforts during Hurricane Irene and the way in which the problems were handled. He was impressed the Staff was able to maintain Permit standards throughout peak flows that were four times the normal volume.

Commissioner Colligas said the latest issue of the BRSA *Filter Press* was the most impressive issue to date. He said the information contained in the newsletter was timely and important to lay people as well as staff members. He requested the AED machine mentioned in an article be demonstrated to the Commissioners at the next Agenda meeting in October. He felt it would be useful for all the Commissioners to know how to operate the machine. Mr. Broyles said he would arrange it. Commissioner Colligas said the information about the use of sun screen in conjunction with insect repellent was excellent. It reported that absorption rates of DEET chemicals through the skin are increased when used in conjunction with sun screen. He said this is important information and was impressed the Safety newsletter included it.

Mr. Canal was asked to provide his Engineer's report. Adding to what was in his written report, Mr. Canal said the staff is coordinating a shut down of the plant electrical service to enable tie-in of the wind turbine electrical system. His report provided the details of a Change Order request that has been submitted by the Contractor which is currently under review and will be presented to the Board in October.

Regarding the Dorr Oliver Incinerator repairs, Mr. Canal reported Change Order No. 57-01 adopted by the Board at the September Regular Meeting will require an amendment to reflect an authorization to pay an additional \$1,800 for a horizontal seam repair on the tray scrubber that was discovered during the mechanical repairs process. He said a Final Quantities Changer Order Resolution will be prepared for the Board's consideration at the next Regular Meeting.

Mr. Canal reported the Incinerator Fuel Oil Tank's delivery has been delayed because of road damages caused by Hurricane Irene. The target date for delivery is now this coming Thursday.

Mr. Canal spoke about the Rehabilitation of the Belt Filter Presses. He said work is tentatively scheduled to begin on September 26, 2011. Belt Filter Press #4 is scheduled to be repaired in December after #3 has been completed.

The Board asked about Piero's Restaurant. Mr. Canal said he performed two site inspections of the facilities and he informed Mr. Oriolo that the third sink had to be capped off and or attached to the grease trap in accordance with the requirements of the Authority. The owner subsequently provided Mr. Canal with an invoice from a plumber that indicates the connection of the third sink to the new, larger grease trap has been completed. Commissioner Parsells said once again, she would like the assurance that outstanding penalties assessed by Union Beach or any bills to be paid by the violator for sewer cleaning services are also satisfied before the Authority withdraws the violation status from the restaurant. Mr. Canal said he was going to re-inspect the restaurant to ensure the work was done and he would also find out if all other outstanding violations have been satisfied.

A brief discussion of the single-sampling point plan that is pending NJDEP approval took place. Mr. Fischer noted the NJDEP has given the Authority an extension until September of 2012 for this project's completion.

Chairman Pisano thanked Mr. Canal for his update and asked Mr. Ponte for his Consulting Engineer's Report. Mr. Ponte provided a status report that expanded on his written report. He said Arcadis is assisting the Authority with various plant improvements upgrades and is awaiting final approval from the NJDEP of the testing protocol submitted for the Stack Testing of the new Odor Control System unit.

The Chairman asked Mr. Broyles to review his Superintendent's Report. Mr. Broyles said the flow last month is in the top 20 flows of the past 15 years. He said this is not only due to Hurricane Irene's wrath, but also because there was an additional 10 inches of rain over the course of the month of August. Mr. Broyles said minor degradation of sludge quality during the month led to slightly higher fuel usage in the month, but the quality has since improved and the issue is resolved.

Mr. Broyles reported there were no odor complaints for the month of August. The Board was pleased.

Mr. Broyles said a sampler will be set up at MCBOA to collect data that will provide the Authority with an idea of what results will be obtained from that location and compare the data to what we are obtaining now at the BRSA; as a temporary single sampling point.

Mr. Broyles spoke about the Settlement Agreement sent by the NJDEP to the BRSA to resolve the January dissolved oxygen demand reporting violation. The fine is 50% of the minimum fee and totals \$768.00. Mr. Broyles said one of the contributing factors to the violation was that the Chemist had been out on short term disability for the entire month of January and the Lab Staff was taking care of all of the testing on their own, seven days a week. He said he spoke with the Lab person who was responsible for taking the sample that was missed; and he reminded them how important it is to make sure all NJPDES Permit Reporting requirements are met. Mr. Fischer said a Resolution authorizing the payment of the \$768.00 fine and execution of the Settlement Agreement will be prepared for the Board's consideration at the September Regular Meeting.

Mr. Broyles then spoke about the proposal that was received from Skyline Environmental in response to a Request for Proposals that BRSA sent out for an outside entity to come in and evaluate the BRSA Safety and Health Program from a regulatory compliance perspective. The expertise and qualifications of Skyline Environmental fit the criteria the Authority is seeking. He said a Resolution for the Board's consideration of accepting Skyline's proposal will be prepared for the next Meeting.

Commissioner Wells said it was nice to see the good relations Mr. Broyles and his Staff have with the Borough of Union Beach Departments of Public Works and Office of Emergency Management and the cooperation that was shared during Hurricane Irene. Commissioner Wells also said he was pleased to learn the recent plant inspection right after the hurricane by the NJDEP's Central Bureau of Regional Enforcement Agent, Anthony Rotundo went very well. The Inspector was very impressed and with the high quality of the effluent; in spite of the massive flows received from Hurricane Irene. Commissioner DiNardo said, "Nice job, Mike." Commissioner Wells said, "You have a good team." Commissioner Cohen said he called the day of the hurricane and all plant

operations were running very smoothly. Commissioner Parsells said she had called as well. They were all very impressed the plant met all parameters of the Permit under such unique conditions.

The Chairman thanked Mr. Broyles for his report and moved to the Executive Director. Mr. Fischer. Mr. Fischer began his review with a discussion of the 2012 Preliminary Budget. He reported he met with the Finance Sub-Committee earlier in the day to review every line item of the preliminary budget. He said at this time the Budget estimates a 16 to 18% reduction to the towns' billing rates. Mr. Fischer said the rate decrease is primarily due to reduction in debt service obligations, but operating expenses have been kept low as well through tight control chemical usage, salaries, and fuel usage. He said Mr. Broyles and his staff have done a great job at keeping costs low; particularly with chemical usage. He said there has been a great reduction in chemical use which has decreased the operating budget. Another factor of operations impacting costs is the Authority has been operating without an Assistant Superintendent. Mr. Fischer said during a meeting of the Personnel Sub-Committee in July a discussion took place regarding the vacant Assistant Superintendent position. It was decided to wait until October before taking any action. At the time, one of the concerns was the Safety and Health Program and maintaining compliance with State and Federal regulated requirements. He said this is why we plan on bringing in an expert to evaluate our program and provide comments and/or recommendations. Mr. Fischer said in the meantime, Mr. Broyles has picked up quite a bit of work in administering the Industrial Pretreatment Program (IPP). Commissioner Parsells asked if Mr. Broyles felt work was rough on him, or piling up. Mr. Broyles said, while he has been able to do the extra work, he is not sure how much longer he can keep doing it. He added, if CEI can get on track with Discharge Monitoring Requirements, it may get a bit easier. Commissioner Parsells said, "maybe one of your staff members might be interested in working their way up into an Assistant Superintendent's position, but either way, something must be done so as not to overburden the Superintendent; who is doing an excellent job, and she'd like him to be able to continue to do so without distraction or having to work extra hours on his personal time. In closing discussion on the Budget, Mr. Fischer said the 2012 Preliminary Budget will be presented to the Board at the October Agenda Meeting and the good news is the significant rate reduction.

The next item for review was the renewal of the Difference in Conditions policy the Authority holds for flood and earthquake damage. He said in light of earthquake tremors and Hurricane Irene occurring within the past two weeks, he believes the Board will agree renewing the existing policy is a good idea. The Board heartily agreed. Mr. Fischer said a Resolution for renewal would be placed on the next Regular Meeting agenda for the Board's consideration.

Chairman Pisano then opened the meeting to the public for any comments or questions they may have. Bill Shewan of Hazlet took the floor. Mr. Shewan congratulated BRSA for the maintenance of effluent quality throughout Hurricane Irene and said that was "excellent." He then asked if it was true that if the BRSA plant couldn't handle the flow, would it be sent to another plant for processing. Mr. Fischer said no, if we couldn't handle the flow coming into this treatment plant, it would back up into the streets. Mr. Shewan said he was told it would pass on to another plant. Mr. Fischer said all flow coming in to the plant is treated here and then clean effluent is sent over to the Monmouth County Bayshore Outfall Authority (MCBOA) who then pumps it out into the Atlantic Ocean.

Mr. Shewan said the question he had was with regard to the pumping stations that are along the line in each of the towns. He wondered what happens if they can't handle the capacity coming through. Mr. Fischer said, "Then, they would back up in the streets as well." Mr. Shewan asked if the Authority would know when this happens. Mr. Fischer said, yes, we would know when it happens if a town notifies us. Mr. Shewan asked did that happen this year. Mr. Fischer said at the West Keansburg Pump Station there was a back up, but it was not due to capacity issues. Mr. Fischer said the hurricane caused a power outage in West Keansburg and the pump station went on generator mode. During the hurricane, it was discovered that the natural gas line that feeds the generator had a crack in it somewhere between the meter and the generator itself below ground. Because of the groundwater conditions at the time, the pump station filled with water and blocked off the flow of natural gas to the generator, so our staff ran a new two inch black iron pipe gas line from the meter around the building into the generator. This was in the middle of the hurricane. He added, contractors that were contacted to assist in this repair were not responding to calls, as this was at the height of the hurricane. A member of our staff contacted a plumbing supply company who agreed to leave his home to open up his store so that our staff could get the black pipe they needed to make the repair to get the generator running again. Mr. Shewan asked if it happened in any other town. Mr. Fischer said no, not within our collection system. He said he was pretty sure that throughout the State of New Jersey, it probably happened elsewhere as the pipes have a fixed capacity to them. For instance, in North Jersey there are a number of combined sewer systems (wastewater and stormwater) and there is no way those types of systems could handle the volume of rainwater the hurricane sent to the ground. Combined sewers have regulators in their systems and at a certain point, when the capacity is exceeded surcharging within the system passes over a wall and goes out into the rivers. This was happening in those areas until those levels went back down to a point where they could be regulated once again. Mr. Shewan said it was good to know that because of the type of system Bayshore has, we are relatively safe when there are storm events. Mr. Fischer said, absolutely when you heard the results earlier of the quality of the effluent BRSA was able to maintain in spite of the storm, you have the assurance that we are dedicated to a clean environment. Effluent total suspended solids (TSS) can be as high as 30ppm (parts per million) and still be within Permit limits, but here at BRSA the TSS averaged around 12ppm and the biological population handled it and so did the bacteriological disinfection.

Prior to going into Closed Session, the Chairman called for a **MOTION** - to approve payment of bills listed on:

Operating Fund Req. No. 469 (Regular) \$ 63,280.03

This **MOTION** was **OFFERED BY** Commissioner Cohen and **SECONDED BY** Commissioner Parsells and carried unanimously by voice vote recorded as follows:

Ayes - Commissioners Cohen, Colligas, DiNardo, Parsells, Wells and Chairman Pisano

At 7:45 P.M. the Chairman called for a **MOTION** to enter Closed Session discussions in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975; permitting the exclusion of the public from a meeting in certain circumstances. This action was taken to discuss matters of pending litigation and personnel. It is anticipated at this time that the above stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

This **MOTION** was **OFFERED BY** Commissioner Wells and **SECONDED BY** Commissioner Parsells and carried unanimously by voice vote recorded as follows:

Ayes - Commissioners Cohen, Colligas, DiNardo, Parsells, Wells and Chairman Pisano

(Closed Session Minutes are recorded separately.)

At 8:03 P.M., a **MOTION** to end Closed Session was **OFFERED BY** Commissioner Wells and **SECONDED BY** Commissioner Cohen and carried unanimously by voice vote recorded as follows:

Ayes - Commissioners Cohen, Colligas, DiNardo, Parsells, Wells and Chairman Pisano

Mr. Fischer referred to the next agenda item which was a request for donation from the Union Beach Fire Department. Mr. Fischer said BRSA donates to its Host town's fire, police and first aid organizations, as they are available to assist BRSA when necessary. He said a Resolution would be prepared for the Board's consideration at the next Regular Meeting.

The last item in the agenda package was a thank you note from the Chief of the Union Beach Police Department for our assistance with the National Night Out in August. The letter further invites BRSA to join in the National Night Out activities next year.

Mr. Fischer noted the upcoming Water Environment Federation National Conference in October. He said as President-elect of the New Jersey Water Environment Association, his attendance is paid for completely by the State organization. He asked the Board for authorization to select one member of the BRSA Supervisory staff to attend the conference as well. He said the training seminars and information exchanges that take place with other professionals in the wastewater industry throughout the country is very valuable and he would like to provide that opportunity to a member of his staff here at the Authority. The Board agreed by consensus to allow one member of the supervisory staff to go to the event.

With no further discussion before the Board, Chairman Pisano made the following announcement: The next **Regular Meeting** of the BRSA will take place on **Monday, September 19th, 2011** at **7:00 P.M** prevailing time. All Meetings take place in the Administration Building located at 100 Oak Street, Union Beach, NJ 07735.

The Chairman then called for a **MOTION** to adjourn:

This was **OFFERED BY** Commissioner Parsells and **SECONDED BY** Commissioner Cohen and carried by unanimous voice vote.

Ayes - Commissioners Cohen, Colligas, DiNardo, Parsells, Wells and Chairman Pisano

Respectfully submitted,



Kimberly A. Newins

Recording Secretary to the Board