



# BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer  
EXECUTIVE DIRECTOR

## Bayshore Regional Sewerage Authority Agenda Meeting Minutes July 9<sup>th</sup>, 2012

At 7:00 P.M. on July 9<sup>th</sup>, 012 Chairwoman Parsells called the Agenda 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 BRSA Agenda Meeting has been sent to the Asbury Park Press and Newark Star Ledger. Notice has been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro, and the Western Monmouth Utilities Authority. This notice is also posted in the lobby of the B.R.S.A. Administrative Building.

Chairwoman Parsells then requested a **PLEDGE OF ALLEGIANCE** to the United States Flag and called for a Moment of Silence for all US Troops serving America around the world.

The Chair asked for an attendance roll call, recorded as follows:

Present – Commissioners Cohen, DiNardo, Sutton, Tedeschi, Vella, and Chairwoman Parsells

Also in Attendance: Robert C. Fischer, Executive Director  
J. Michael Broyles, Plant Superintendent  
Roy C. Anderson, Maintenance Superintendent  
Louis E. Granata, Esq. General Counsel  
Jerry Mitchell, P.E. for Manuel Ponte, P.E., Consulting Engineer  
Peter J. Canal, BRSA Engineer

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The Chairwoman asked Mr. Fischer to report on BRSA Projects, special reports or connection applications.

Mr. Fischer reported on June 15, 2012 the Authority received 21 responses to the Expression of Interest Document that was advertised for Capital Improvement Plan Engineering Services. An Engineering Subcommittee (“ES”) kickoff review meeting took place at 6 pm just prior to this Agenda Meeting. He reviewed the evaluation spreadsheet that is being used by the ES to evaluate the submittals received, with the Board. He said the goal is to select a short list of engineering firms by September, capable of guiding the Authority through the next several years of capital improvements.

Mr. Fischer reported Conti has delivered written notified to all residents along the transportation route regarding the transport of turbine components scheduled for the week of July 23, 2012.

A Final Transportation/Utilities Meeting with representatives from Monmouth County Engineering and Sheriff's Departments, all public and private utilities, (i.e., JCP&L, Verizon, Comcast) and Municipal police and emergency response officials from each town along the route, took place on July 9<sup>th</sup>, 2012. Due to the large number of attendees, (former) Commissioner Wells was able to arrange the use of the Union Beach American Legion Hall for the meeting. (The Board thanked Commissioner Wells who was in the public audience, for his assistance). Mr. Fischer said site preparation will begin this week with crane delivery and erection scheduled for the week of July 16<sup>th</sup> and turbine delivery and erection of the turbine is scheduled of the week of July 23<sup>rd</sup>, 2012.

Mr. Fischer had included in the agenda package, a cover letter from Townships of Holmdel Clerk, indicating return of an executed Sanitary Sewer Service Agreement. He also included a copy of a Resolutions posted on municipal websites by the Township of Aberdeen and the Borough of Matawan indicating they will be executing the agreement. Mr. Fischer will follow up with phone calls to these municipalities. Chairwoman Parsells asked who was missing and what the deadline for return was? Mr. Fischer said those outstanding were Hazlet, Union Beach, Keansburg and Keyport. He added the Authority has asked for a deadline of June, 2012 for all agreements to be returned, but noted some towns' contracts do extend longer than that. Commissioner Cohen said, as he understands it, if a municipality does not sign the renewed agreement, the existing agreement remains in effect under its original terms and conditions. Mr. Fischer said that was correct; noting the three founding towns' agreements had an expiration date of June, 2012 and that was the impetus to developing a comprehensive agreement applicable to all member and customer municipalities and authorities with an executable date of June, 2012.

Chairwoman Parsells asked Mr. Canal to review his Engineering Report submitted for the month of June. Mr. Canal said he had nothing further to report regarding the Wind-to-Energy Project, and deferred WWTP Facility Improvements updates to the Consulting Engineer's report.

Mr. Canal spoke about the Niro Incinerator Projects. He said Contract 60 - Niro Incinerator Repairs - has been completed under budget. He said a Final Quantities Change Order on Contract 60, for a reduced amount <\$45,455> would be presented along with a request for Final Close Out of the Contract, release of the Performance Bond and acceptance of the Maintenance Bond. This will be presented to the Board in the form of Resolution for their consideration at the next Regular Meeting of the Authority on July 16<sup>th</sup>, 2012.

Regarding Contract 61 – Niro Incinerator Heat Exchanger Repair & Re-installation, Mr. Canal said at the July 16th Regular Meeting, two (2) Resolutions would be presented for the Board's consideration; the first being ratification of Contract 61's award, and the second being award of a Construction Services Contract to Chavond Barry Engineering, Inc. ("CBE") whose proposal to oversee the project had been included in the agenda package for the Board's review.

The Chairwoman moved to the Consulting Engineer's report. Jerry Mitchell, P.E., said NJDEP's review and comments regarding BRSA Contract 56 - WWTP Facility Improvements – Odor Control System Stack Testing is expected to be completed and returned in the next few weeks. All other aspects of the project have been completed. He said once the NJDEP approves the stack tests, final close-out of the project will take place and the \$5K retainer will be released to the Contractor.

Mr. Mitchell said Contract 59 – Return Sludge Pump Station No. 1 – Repairs to Reinforced Concrete Beam were ongoing with concrete core testing for strength. Once these tests are verified, the remainder of the work will be completed. He said preliminary design drawings and specifications for the repair of the floor in the adjacent storage room to Sludge Return Pump Station #1 is proceeding and will be presented to the Authority shortly.

The Chairwoman called for the Superintendent's Report. Mr. Broyles said overall flow for the plant remains quite low. He presented monthly flows for industrial contributor IFF, Research and Development facilities as 507,900 gallons for the month. He reviewed odor complaints received in the month of May with the Board. Three complaints were on the same day, June 26, 2012. Commissioner Vella was visiting the site that afternoon and reported an odor coming from the plant site. Mr. Lauro, of 9<sup>th</sup> St. in Union Beach, and the Union Beach Police reported an unidentified pedestrian walking their dog near the front of the plant noticed a slight odor and called them to report it. All complaints from June 26<sup>th</sup> were investigated. All odor control systems were working properly and the plant was checked to confirm closure of all doors and hatches. No exhaust fans or blowers were running unnecessarily. ZEP Lemon was applied inside and outside the Grit, Sludge Concentration and Aeration facilities. Meteorological tower data indicated the average wind direction was Northwest (back to front of plant) at about 14.5 miles per hour on average. The final odor complaint, on June 30<sup>th</sup>, 2012 came from Chairwoman Parsells and relative to the Florence Avenue Meter Chamber. There were no unusual conditions found at the meter chamber. BRSA Staff continued to investigate and went to the Aeromarine site in Keyport, which is ½ mile Northwest of the Florence Ave. Chamber. Members of the Department of Public Works from Hazlet and Keyport were on site during the inspection of the Aeromarine site. Some type of putrefied matter was found along the shoreline and it is extremely odorous. He said Union Beach Police Department was also notified of the discovery.

Mr. Broyles reported the revised "Streamlining" Regulations of the NJDEP were added to the Authority Rules and Regulations and publicly noticed for the requisite 30-day comment period, which ended June 11, 2012 with no comments from the public or industry being received. The revisions will be incorporated into the BRSA Rules and Regulations document which will be presented to the Board for adoption at the next Regular Meeting. Afterwards, a copy will be filed with the NJDEP along with the public notice of comment period and the adopting Resolution.

Mr. Broyles reviewed the remainder of his written report noting Chuck Theodora, Assistant Superintendent provided a tour of the Niro Incinerator facilities to representatives of Infilco Degremont and Coventa Energy. They are investigating the construction of a regional incineration facility in New Jersey. Commissioner Cohen congratulated Mr. Broyles and his staff for once again presenting outstanding treatment results and an excellent report.

The Chairwoman called for the Executive Director's Report. Mr. Fischer said he had covered most of his report topics earlier in the meeting. He noted, a renewal application must be completed and submitted to the Joint Insurance Fund for coverage in 2013, and a Resolution authorizing renewal of JIF coverage will be presented to the Board for their consideration at the next Regular Meeting. He noted two requests for donations that had been received by the Authority. One was from the Union Beach Police Department requesting a donation for their "National Night Out" against crime event taking place in the Borough on August 7<sup>th</sup>, 2012. Mr. Fischer said the Authority has donated \$500 to this event in the past. The second request for donation came from the Union Beach First Aid Squad. Mr. Fischer said the Authority is appreciative of the services the First Aid Squad provides, and has donated \$500 to this organization as well. He asked the Board for consideration to donate to these two local and important Departments of the Borough.

Commissioner Cohen **OFFERED** a **MOTION** to donate \$500 to the UB Police Department for their National Night Out event and \$500 to the Union Beach First Aid Squad for the services they provide the BRSA and Union Beach Community. This was **SECONDED BY** Commissioner Tedeschi and carried by unanimous voice vote recorded as follows:

Ayes: Commissioners Cohen, DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells.

The Chairwoman opened the meeting to the public for any comments or questions from the public. There were no comments from the public at this time.

At 7:26 P.M., the Chairwoman called for a **MOTION** to go into Closed Session. This was **OFFERED BY** Commissioner Sutton and **SECONDED BY** Commissioner DiNardo and carried by unanimous voice vote recorded as follows:

Ayes: Commissioners Cohen, DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells.

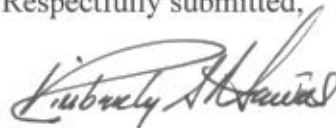
Closed Session Minutes are recorded separately.

At 8:03 P.M., Chairwoman Parsells called for a **MOTION** to end Closed Session. This was **OFFERED BY** Commissioner Vella and **SECONDED BY** Commissioner Cohen.

At 8:04 P.M., Chairwoman Parsells called for a **MOTION** to Adjourn the Meeting. This was **OFFERED BY** Commissioner Cohen and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows:

Ayes: Commissioners Cohen, DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells.

Respectfully submitted,



Kimberly A. Newins  
Administrative Assistant  
Board Recording Secretary