



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

REGULAR MEETING MINUTES BAYSHORE REGIONAL SEWERAGE AUTHORITY Tuesday, September 18th, 2012

At 7:00 P.M. on Tuesday, September 18, 2012, BRSA Commissioner and Official Secretary James DiNardo, called the meeting to order and made the following announcement:

I hereby announce that pursuant to Section 5 of the Open Public Meetings Act and N.J.S.A. 40:14A-8, adequate notice of this meeting has been published in The Asbury Park Press, on the BRSA website, and has been sent to the Clerks of the Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach, Marlboro; and the W.M.U.A., This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building.

Secretary DiNardo asked all in attendance to PLEDGE OF ALLEGIANCE Flag of the United States of America and also requested a Moment of Silence for all US Troops serving our nation around the world. The Secretary requested a Roll Call of attendees recorded as follows:

Present Commissioner Cohen, Vice Chairman - by Teleconference
 Commissioner DiNardo, Secretary
 Commissioner Vella, Treasurer
 Commissioner Sutton, Assistant Secretary

Absent: Chairwoman Parsells and Commissioner Tedeschi, Assistant Treasurer

Also in Attendance: Robert C. Fischer, Executive Director
 Louis E. Granata, Esq. General Counsel
 Peter J. Canal, Staff Engineer
 Kimberly A. Newins, Admin. Asst., Board Recording Secretary

Secretary DiNardo called for **MOTIONS** on the following:

APPROVAL OF MINUTES – Agenda and Regular Minutes of August, 2012

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows:

Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

MOTION - to accept the **TREASURER'S REPORT** of August, 2012

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows:

Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

Committed to a Clean Environment for Today, Tomorrow and Generations to Come
BRSA staff, November 2006

TREASURER'S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	8-31-12
<u>UNRESTRICTED</u>	
Revenue Fund	\$ 4,423,480.07
General Fund	\$ <u>871,791.30</u>
Total Unrestricted	\$ 5,295,271.37
<u>RESTRICTED</u>	
Bond Service Fund	
1985 Bond Service Fund	\$ 817.08
2002 Bond Service Fund	\$ <u>0.00</u>
Total Bond Service Funds	\$ 817.08
Bond Reserve Funds	
1985 Bond Reserve Fund	\$ <u>0.00</u>
Total Bond Reserve Funds	\$ 0.00
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,103,138.28
Bond Service	\$ <u>.05</u>
TOTAL NJEIT	\$ 1,103,138.33
TOTAL TRUSTEE ACCOUNTS	<u>\$ 6,399,226.78</u>
<u>AUTHORITY ACCOUNTS</u>	
Incoming Revenue Account	\$ 867.27
Operating Regular Account	\$ 148,265.03
Operating Payroll Account	\$ <u>121,699.16</u>
TOTAL AUTHORITY ACCOUNTS	<u>\$ 270,831.46</u>
TOTAL	<u>\$ 6,670,058.24</u>

TREASURER'S REPORT
(continued)

SCHEDULE OF ACCOUNTS RECEIVABLE

SERVICE CHARGES:	Balances as of <u>August 31st, 2012</u>	
Hazlet Township Sewerage Utility	\$	0.00
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
Borough of Keyport	\$	0.00
Borough of Keansburg	\$	0.00
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	0.00
Township of Aberdeen	\$	0.00
TOTAL	\$	<u>0.00</u>

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Utility	\$	0.00
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
Borough of Keyport	\$	0.00
Borough of Keansburg	\$	0.00
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	0.00
Township of Aberdeen	\$	0.00
TOTAL	\$	<u>0.00</u>

Balance of Rent Reserve Accounts as of August 31st, 2012

Hazlet Township Sewerage Utility	\$	1,521,483.98
Township of Holmdel	\$	425,835.09
Borough of Union Beach	\$	417,562.46
Borough of Keyport	\$	642,928.66
Borough of Keansburg	\$	603,186.96
Borough of Matawan	\$	822,162.46
Western Monmouth Utilities Authority	\$	192,376.31
Township of Aberdeen	\$	667,618.41
TOTAL	\$	<u>5,293,154.33</u>

Detail of the Trustee accounts, receipts and disbursements, including investment activity, are on file in the Administrative Office of the Bayshore Regional Sewerage Authority.

Secretary DiNardo opened the meeting to the public for any comments or questions regarding the following Resolutions. No public participants spoke at this time. Secretary DiNardo closed this public portion of the meeting and called for **MOTIONS** on the following **RESOLUTIONS**:

1. RESOLUTION (82/12): To approve the request for donation from the Union Beach Fire Department.

WHEREAS, Union Beach Fire Department has asked for financial support of their activities; and

WHEREAS, the Bayshore Regional Sewerage Authority is appreciative of the assistance and service provided to the Authority by Union Beach Fire Department in the past, and supports the activities and assistance provided to all residents of Union Beach in a time of need by Union Beach Fire Department, and

WHEREAS, the funds are available for this purpose; and

NOW THEREFORE BE IT RESOLVED, that the Executive Director is hereby directed to prepare a donation to the Union Beach Fire Department in the amount of \$500.00.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

2. RESOLUTION (83/12): To authorize payment of time owed to a BRSA operator upon retirement.

WHEREAS, effective October 1, 2012, Bayshore Regional Sewerage Authority Operator, Steve Crist, retires from his employment with the Authority after thirty-four years of service; and

WHEREAS, Mr. Crist is entitled to payment of his unused time; and

WHEREAS, said payment is in accordance with the current Collective Bargaining Agreement and the Payroll Clerk has prepared a calculation of the aforementioned compensation for the Executive Director and Commissioners' review; and

WHEREAS, the calculation was reviewed by the Commissioners on September 18th, 2012

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Authority hereby authorize payment to Mr. Steve Crist for his accumulated vacation, sick and/or personal time in the gross amount of \$ 9,732.36.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Vella and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

Secretary DiNardo, Chair of the Board's Engineering Sub-Committee submitted a memorandum to the Board regarding the following Resolution, prior to adoption. A brief discussion ensued.

3. RESOLUTION (84/12): To approve the recommendation of the BRSA Engineering Sub-Committee to appoint pre-qualified firms to assist, as needed, with BRSA Capital Improvement Plans.

WHEREAS, on February 27th, 2012, the Commissioners of the Bayshore Regional Sewerage Authority authorized the Executive Director to prepare specifications to publicly advertise for "Expressions of

Interest” from Engineering Firms with the intent of selecting a pre-qualified list of Engineering firms with the qualifications to work on BRSA Capital Improvement Projects; and

WHEREAS, on June 15th, 2012, twenty-one (21) responses to the Expressions of Interest were received and a review of those submissions commenced by the Executive Director, Staff Engineer and the BRSA Board Engineering Sub-Committee (“the Engineering Sub-Committee”); and

WHEREAS, the Engineering Sub-Committee selected fourteen (14) firms to interview for consideration to fulfill such tasks; and

WHEREAS, as a result of those interviews, the Engineering Sub-Committee recommends the following firms be selected as pre-qualified Engineering firms to assist the Authority in accomplishing the goals of the BRSA Capital Improvement Plan: CDM Smith, CH2MHill, Gannett Fleming, Maser Consulting, PS&S, and R3M Engineering

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Authority deem it in the best interest of the customers it serves to select the aforementioned firms as pre-qualified to assist the Authority in accomplishing the goals of the BRSA Capital Improvement Plan.

BE IT FURTHER RESOLVED, this action does not constitute a procurement contract or proposal, however; in the future, the Authority may conduct Non-Fair and Open procurement in the form of professional services contracts or may request proposals from one or more of the above listed firms for future Capital Improvement work.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Cohen and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

4. RESOLUTION (85/12): To congratulate an Authority Operator upon his retirement from BRSA.

WHEREAS, The Bayshore Regional Sewerage Authority and its Commissioners wish to formally acknowledge the contributions of their employees; and

WHEREAS, Steve Crist has served the public as an employee of the Bayshore Regional Sewerage Authority for more than thirty - four years;

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority, its Commissioners, and employees hereby express sincere appreciation and gratitude to Steve Crist for his many years of service in the performance of his duties.

BE IT FURTHER RESOLVED, a copy of this Resolution will be entered into the permanent records of the Authority.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

DISCUSSION: Secretary DiNardo awarded Mr. Crist with a framed and sealed copy of the above Resolution. All Board members congratulated Mr. Crist on his thirty-four years of service and wished him well in his retirement. Mr. Crist said it was an honor and a privilege to work for the BRSA; that he will miss everyone, and wished the Authority many successes in the future. He said hoped to soon be back to visit and see the turbine in operation.

Secretary DiNardo resumed the regular order of business and called for **MOTIONS** on the following:

5. RESOLUTION (86/12): To request proposals from BRSA pre-qualified Engineering Firms to conduct a feasibility study on the BRSA Fluidized Bed Incinerators.

WHEREAS, The Bayshore Regional Sewerage Authority (“the Authority”) owns and operates two (2) Fluidized Bed Incinerators (“FBIs”) for the thermal destruction of sewage solids; and

WHEREAS, the Dorr Oliver Incinerator was originally constructed in 1972 and is in need of repair and upgrade; and

WHEREAS, the Niro Incinerator was originally constructed in 1996; and

WHEREAS, both FBIs are in need of Air Emission Control upgrades to meet the new USEPA Sewage Sludge Incinerator – Maximum Achievable Control Technology (“SSI – MACT”) Regulations no later than March 2016; and

WHEREAS, expertise is needed to assist the Authority in determining the most practical and economically efficient method of implementing these upgrades and improvements; and

WHEREAS, the Authority desires to move forward with a feasibility study for upgrade and improvements to the FBIs; and

WHEREAS, the Authority has assembled a team of pre-qualified engineering firms with expertise in the area of Incineration technologies;

NOW THEREFORE BE IT RESOLVED, the Authority Engineer, Executive Director and Qualified Purchasing Agent are hereby authorized to develop and present a Request for Proposal to those BRSA pre-qualified engineering firms to conduct a feasibility study to determine the most practical and economically efficient method of upgrading the FBIs to meet the USEPA’s future SSI-MACT Regulations.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

MOTION - to approve payment of bills listed on:

Operating Fund Req. No. 486(Regular)	\$ 336,082.91
Payroll Account Req. No. P133	\$ 178,697.68

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Cohen and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

Secretary DiNardo opened the meeting once again to the public for any comments or questions not previously addressed; and specific to the scope of BRSA’s operations or projects.

Mr. Charles Hoffman, Florence Ave., Hazlet NJ took the floor and asked about the locations of surveillance equipment installed at the Authority and why there were no postings of same. Mr. Fischer and Commissioner Vella both responded the equipment is a matter of Plant Security in accordance with the Department of Homeland Security and therefore locations and use are not required to be publicized. Mr. Hoffman commented an investigation of Birdsall Engineering Services had gone to a State level and he once again suggested the Authority not do business with the firm until the matter was settled. Secretary DiNardo said Mr. Hoffman’s comment was “duly noted.” Mr. Hoffman asked how much loan

money has been spent on the wind turbine? Mr. Fischer said the Authority received \$3.85 million dollars in ARRA Federal Grant funds and a \$3.85 million loan from the NJ Environmental Infrastructure Trust Fund for all projects, the Wind-to-Energy and Wastewater Pollution Control Plant Projects. He said \$5 million dollars has been spent to date on the turbine project, and \$1.3 million dollars has been spent on wastewater treatment plant improvement projects, for a total of \$6.3 million dollars. Mr. Hoffman thanked Mr. Fischer for the information and left the meeting.

At 7:15 P.M., Secretary DiNardo called for a **MOTION** to go into Closed Session 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 will be taken to discuss matters falling within attorney-client privileges, specifically, pending and anticipated litigation. 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.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

Closed Session Minutes are recorded separately.

At 7:33 P.M., Secretary DiNardo called for a **MOTION** to end Closed Session.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo

Mr. Fischer reviewed 2011 Flow Adjustments with the Board.

Commissioner Vella, BRSA Treasurer, said due to the volume of signing required with his position, he would like a signature stamp. Commissioner Sutton, Assistant Secretary said he would also like a signature stamp. Mr. Fischer said he would make arrangements accordingly.

With no further new business before the Board this evening, the Recording Secretary made the following announcement: The next Agenda Meeting of the B.R.S.A. is scheduled for **TUESDAY, October 9th, 2012 @ 7:00 P.M.** The next **Regular Meeting** will be held on **Monday, October 15th, 2012 @ 7:00 PM.** All meetings take place in the Administration Building of the BRSA located at 100 Oak Street, Union Beach, NJ, 07735.

At 7:37 P.M., Secretary DiNardo called for a **MOTION** to Adjourn the meeting.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Cohen and carried by unanimous voice vote recorded as follows: Ayes: Commissioners Cohen, Sutton, Vella and Secretary DiNardo.

Respectfully submitted,



Kimberly A. Newins
Administrative Assistant
Board Recording Secretary