



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES AGENDA and REGULAR MEETING MONDAY, NOVEMBER 25, 2013

At 7:05 P.M. on Monday, November 25, 2013 Chairman Vella called the meeting of the Bayshore Regional Sewerage Authority to order and makes the following announcement:

I hereby announce that 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 is on the BRSA Official Website. Notice has also 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 Bayshore Regional Sewerage Authority Administration Building.

Chairman Vella asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence for the safety of US Troops all over the world.

Chairman Vella requests a roll call of attendance:

Present: Commissioners Khachaturian, McMullen, Sutton, Steiner & Chairman Vella
Absent: Commissioner Pisano

Also in Attendance: Robert C. Fischer, Executive Director
Peter Canal, BRSA Engineer
J. Michael Broyles, BRSA Superintendent
Manuel Ponte, Consulting Engineer
James Gorman, BRSA Attorney
Susan DuBey, Admin. Assistant

Reports

BRSA Projects, Special Reports & Connection Applications

Mr. Fischer discussed the Disaster Recovery Update stating that the Administration Building is at 98% complete, just punch list items. He stated that the Dorr Oliver incinerator should be started up by mid-January.

Mr. Fischer applied for a time extension for Category B Emergency Protective Measures to correspond with the time estimated for the Dorr restart. FEMA granted an extension to April 30, 2014. He also stated that \$18.4 million has been obligated for the Niro incinerator Restoration and Mitigation. All worksheets have been written and all but 1 (for the Admin. Bldg.) has been obligated.

Committed to a Clean Environment for Today, Tomorrow and Generations to Come

BRSA staff, November 2006

Mr. Fischer discussed the grouping of Restoration and Mitigation projects into similar categories according to engineering discipline.

Staff Engineer Report

Pete Canal explained the Resolutions he submitted for this evening's consideration and progress on the work of the Dorr Oliver Incinerator.

Consulting Engineer Report

Manuel Ponte explained that all mitigation scopes have been submitted to FEMA which will probably take them less than 6 months to review. He stated that he is still waiting on the chairs for the Admin. Office but otherwise the punch list is all that remains.

BRSA Superintendent's Report

Mike Broyles informed the Commissioners that October was the 4th driest month since 1998. He said that Spectraserv is still hauling a couple days a week and there were NO odor complaints in October. He stated that the staff is doing many repairs that are within their scope.

Executive Director's Report

Mr. Fischer, R3M and Bond Council went to Trenton to discuss the NJEIT funding of Sandy Projects. Discussed were a 3 year bridge loan paid directly to the State from FEMA, and a Sandy SRF 20 year loan (18% Grant with ¾-0% interest) for items not under FEMA's reimbursement.

Mr. Fischer reported that the JIF sent out their report showing a surplus which will reflect a \$24,000 credit in 2014 and also \$250.00 per Commissioner who attended the Liability Training down in Atlantic City in November.

Mr. Fischer discussed the renewal increase of ½% increase for the Delta Dental Plan 2013/2014 and the ability to offer dependent coverage to age 26 for an additional total cost of \$426.00 per year.

Mr. Fischer stated that Chavond Barry Engineering has submitted a proposal to develop Step 1 of 3 of the required Title V Permit application. The application is due by March 2014.

Attorney's Report

Jim Gorman stated he will give his report in Closed Session

Announcement

Chairman Vella announced that this portion of the meeting is now open to the public for comments or questions related to Agenda items only. The public is reminded; only questions or comments specific to the scope of the Agenda items are to be addressed at this time. As a courtesy to all, please be mindful of limiting your comments to 3 minutes.

NO ONE FROM THE PUBLIC SPOKE

Chairman Vella called for a **MOTION** to approve the Treasurer's Report

TREASURER'S REPORT
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK TRUSTEE ACCOUNTS	Balance 10-31-2013
<u>UNRESTRICTED</u>	
Revenue Fund	\$8,939,618.71
General Fund	\$ 871,791.35
Total Unrestricted	\$9,811,410.06
<u>RESTRICTED</u>	
1985 Bond Service Fund	\$ 817.08
2002 Bond Service Fund	\$ 0.00
Total Bond Service Funds	\$ 817.08
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$1,357,107.23
Bond Service	\$ 0.05
Total NJEIT	\$1,357,107.28
<u>TOTAL TRUSTEE ACCOUNTS</u>	\$11,169,334.42
<u>AUTHORITY ACCOUNTS</u>	
Incoming Revenue Account	\$ 468,705.55
Operating Regular Account	\$ 754,223.71
Operating Payroll Account	\$ 137,192.42
<u>TOTAL AUTHORITY ACCOUNTS</u>	\$1,360,121.68
<u>TOTAL</u>	\$12,529,456.10

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

SCHEDULE OF ACCOUNTS RECEIVABLE

<u>SERVICES CHARGES</u>	Balance as of 10-31-13
Hazlet Township Sewer Dept.	\$ 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
<u>TOTAL</u>	<u>\$ 0.00</u>

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewer Dept.	\$ 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
<u>TOTAL</u>	<u>\$ 0.00</u>

BALANCE OF RENT RESERVE ACCOUNTS AS OF OCTOBER 25, 2013

Hazlet Township Sewer Dept.	\$ 727,782.02
Township of Holmdel	\$ 317,235.42
Borough of Union Beach	\$ 193,683.99
Borough of Keyport	\$ 321,762.62
Borough of Keansburg	\$ 301,923.69
Borough of Matawan	\$ 321,609.81
Western Monmouth Utilities Authority	\$ 111,682.42
Township of Aberdeen	<u>\$ 466,778.23</u>
<u>TOTAL</u>	<u>\$2,762,458.20</u>

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

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

Payment of Bills

Chairman Vella called for a **MOTION** for payment of the following:

Operating Fund Req. No. P149	\$175,195.11
Operating Fund Req. No. 501 (Regular)	\$246,406.38
Operating Fund Req. No. S-13 (Sandy)	\$ 990,319.49

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

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

Approval of Minutes

Chairman Vella called for a **MOTION** to approve the following Minutes:

Agenda Meeting	October 15, 2013
Closed Session	October 15, 2013

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION **NO.(150/13)**

To rescind Resolution No. 145/13 and award the Security Service RFQ to US Security

WHEREAS, the Bayshore Regional Sewerage Authority (BRSA) has a need for security services at the treatment plant to monitor the plant site, buildings and alarm system for 8 hours per day, 7 days per week for an eight (8) month period, and

WHEREAS, quotes were received for said security services on October 8, 2013, with the lowest quote being Colonial Security of Kenilworth, NJ for a total price of \$27,636, with a standard billing rate of \$14.10 per hour, and

WHEREAS, on October 21, 2013 the BRSA adopted Resolution 145/13 awarding the security services contract to Colonial Security, and

WHEREAS, Colonial Security failed to provide the required Professional Errors & Omissions Insurance, and

WHEREAS, the next lowest responsible qualified quote is from US Security Associates, Inc. of Woodbridge, NJ for a total bid of \$30,184, with a standard billing rate of \$15.40 per hour, and

WHEREAS, US Security has the required insurance, and

WHEREAS, the BRSA Engineer and the Qualified Purchasing Agent have reviewed the RFQ's and are recommending US Security for this work, and

WHEREAS, funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the BRSA hereby Rescind Resolution 145/13 and award the Security Services work to US Security Associates, Inc. of Woodbridge, NJ in accordance with the terms and conditions of the RFQ, in the amount not to exceed \$30,184.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the RFQ to US Security Associates, Inc. of Woodbridge, NJ

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION **NO.(151/13)**

To authorize Change Order #1 to Longo Construction for repairs to Influent Pump Station

WHEREAS, the Bayshore Regional Sewerage Authority (BRSA) awarded a contract for the Main Pump Station Pump Rehabilitation, Contract No. 65-S to Longo Electrical Mechanical in the amount of \$63,663.00 by way of Resolution No. 94/13 at the Regular Meeting held on May 20, 2013, and

WHEREAS, Pump No. 1 was pulled, disassembled and inspected at Longo's facility and requires additional machining and sleeving work, and the installation of BRSA supplied impeller, and

WHEREAS, Longo has provided a Change Order for these additional repairs in the amount of \$4,479, and

WHEREAS, the pump impeller is worn and must be replaced and has a lead time of approximately 6 weeks, and

WHEREAS, Longo will need a time extension of 49 days for this delay, and

WHEREAS, R3m Engineering and the BRSA staff have reviewed this Change Order No.1, in the amount of \$4,479.00 and find it to be fair and reasonable, and

WHEREAS, funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED the Commissioners approve Change Order No.1 for Longo Electrical Mechanical, in amount of \$4,479.00, increasing the contract amount from \$63,663.00 to \$68,142.00.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to approve this Change Order.

OFFERED BY: Commissioner Khachaturian, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(152/13)

To Solicit Request for Quotations for Surveying Services

WHEREAS, the Bayshore Regional Sewerage Authority (BRSA) has a need for surveying spot elevations and coordinates at remote facilities to develop hazard mitigation plans, and

WHEREAS, there is also a need for FEMA Elevation Certificates for eighteen structures at the Plant site, including visual field inspection photos for each building, and

WHEREAS, funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the BRSA that the Qualified Purchasing Agent and/or BRSA Engineer is hereby authorized to advertise through the BRSA Web Site a Request for Quotation (RFQ) for Surveying Services at WWTP & Remote Facilities.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(153/13)

To award the purchase of two Impellers for plant influent pumps

WHEREAS, the Bayshore Regional Sewerage Authority (BRSA) awarded a contract for the Main Pump Station Pump Rehabilitation, Contract No. 65-S to Longo Electrical Mechanical in the amount of \$63,663.00 by way of Resolution No. 94/13 at the Regular Meeting held on May 20, 2013, and

WHEREAS, Pump No. 1 was pulled, disassembled and inspected at Longo's facility and requires the impeller replaced, and

WHEREAS, there is a need for a second replacement impeller for pump no. 2, and

WHEREAS, three (3) quotes were received by R3m Engineering from pump impeller suppliers with the lowest quote being received from Bendlin, Inc. for two (2) ABBA impellers in the amount of \$18,203, and

WHEREAS, there is a 4-6 week lead time to receive the pump impellers and Longo will need a time extension of 49 days for this delay, and

WHEREAS, R3m Engineering and the BRSA staff have reviewed the quotes and are recommending award to Bendlin, Inc. in the amount of \$18,203, and

WHEREAS, funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED the Commissioners approve purchase of two (2) pump impellers from Bendlin, Inc., in the amount of \$18,203.00, in accordance with R3m Engineering, Inc. recommendation letter dated November 25, 2013.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(154/13)

To authorize dental benefits coverage to age 26 and continue coverage with Delta Dental for 2013/2014

WHEREAS, Bayshore Regional Sewerage Authority provides its employees with dental benefits through Delta Dental; and

WHEREAS, Delta Dental of New Jersey will provide 12 month coverage rates at \$48.41 per month for one (1) party coverage, \$93.65 per month for two (2) party coverage, and \$ 161.15 per month for three (3) party coverage; and

WHEREAS, said rates represent a 0.5% increase over 2012/2013 rates for 1 & 2 party coverage and 1.5 % increase for 3 party coverage, and

WHEREAS, said coverage will be available to all full time Authority employees.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority accepts the 12 month rates offered by Delta Dental of New Jersey and contract with the same for the period December 1, 2013 to November 30, 2014.

BE IT FURTHER RESOLVED that the Secretary shall cause a brief notice of the adoption of this Resolution to be published once in the Authority's designated official newspaper as required by law within ten (10) days of its adoption and will be posted on the BRSA official website.

OFFERED BY: Commissioner Steiner, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(155/13)

To authorize solicitation of proposals for Engineering design of Restoration and Mitigation of Authority Building and Processes

WHEREAS, the Bayshore Regional Sewerage Authority was severely damaged by Hurricane Sandy on October 29, 2012, and

WHEREAS, the Authority has applied to FEMA for public assistance for restoration and mitigation of its buildings and processes, and

WHEREAS, FEMA, the Authority and R3M Engineers have developed project worksheets for all buildings and processes and FEMA has obligated funding for all buildings and processes except the administration building which is expected soon, and

WHEREAS, the Authority has developed a comprehensive Hazard Mitigation Plan for the protection of its buildings and processes against future storms of greater impact than Hurricane Sandy, and

WHEREAS, the Authority requires engineering services for the design of restoration and mitigation of the buildings and processes.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the Executive Director, Engineer and Purchasing Agent to solicit proposals for the design of restoration and mitigation of the Authority buildings and processes.

OFFERED BY: Commissioner McMullen, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(156/13)

**To authorize Chavond-Barry Engineering to perform Step 1 of a Title V
Operating Permit Application**

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) is required to submit an application to the New Jersey Department of Environmental Protection for a Title V Operating Permit by March 2014 in accordance with the new air emissions regulations for sewage sludge incinerators, and

WHEREAS, a Title V application is a single facility wide permit that replaces all of the Authority's air permits, and

WHEREAS, the filing of the Title V Operating Permit will involve three major Steps; (1) components inventory, (2) individual component source review, and (3) submission of the Title V application, and

WHEREAS, the Authority consulting incinerator Engineering firm of Chavond-Barry Engineering Corp. has submitted a proposal to accomplish Steps 1 and 2, and

WHEREAS, a more definitive estimate of Step 2 costs will be available at the completion of Step 1, and

WHEREAS, funds are available for this work.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Authority authorize the incinerator consultant Chavond-Barry to complete Step 1 of the Title V Operating Permit application in accordance with their proposal dated November 12, 2013 at a cost of \$19,144.00.

BE IT FURTHER RESOLVED Chavond-Barry Engineering shall have Step 1 completed, and a more definitive cost estimation for Step 2 developed by January 13, 2014.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

RESOLUTION
NO.(157/13)

WHEREAS, Susan DuBey was transferred from the position of Payroll Clerk to Administrative Assistant by Resolution # (70/13) on April 28, 2013, and

WHEREAS, Denise Vasce was hired as an Administrative Assistant by Resolution# (129/13) on August 19, 2013, and

WHEREAS, at the time of these actions the Commissioners resolved to review both positions in a time period of 6 months and 3 months respectfully, and

WHEREAS, the Executive Director has discussed the performance of these employees with the Commissioners.

NOW THEREFORE BE IT RESOLVED that Susan DuBey and Denise Vesce shall receive a 2% raise effective immediately for Denise Vesce and retroactive to October 28, 2013 for Susan DuBey.

OFFERED BY: Chairman Vella, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

Public Portion

Chairman Vella announced that this portion of the meeting is OPEN TO THE PUBLIC to discuss any BRSA matters the public may care to address. The public is reminded, only questions or comments not previously addressed; and/or specific to the scope of BRSA's operations or projects will be addressed. As a courtesy to all members of the public wishing to speak, please be mindful of limiting your comments to 3 minutes.

Charles Hoffman and Gene Geer, Hazlet, both submitted several reports to the Chairman about Wind Turbines in Vanalhaven and Ontario relating to health and other issues. They asked that the reports be part of the minutes.

Charles Hoffman, Hazlet, asked the Chairman why the Secretary was still taking hand written note. Chairman Vella explained that BRSA is still awaiting the recording equipment. He also asked if mitigation plan against bird strike was ever done. Mr. Fischer told him that DEP accepted the Aviation Study and all CAFRA Permits, all required permits were done. A mitigation plan is not required at this time.

Gene Geer from Hazlet discussed health & noise issues and judge ordered operation schedule for 2 turbines in the State of Massachusetts. He suggested that BRSA do a cost study, expected cost savings only \$20 per year per resident.

Gene also questioned the BRSA meeting schedule on our Web-site. He was told the New Meeting Schedule is on the front page.

Executive Session

Chairman Vella called for a **MOTION** to go into Closed Session at 7:40 P.M. 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.

Action may be taken in Closed Session.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

CLOSED SESSION MINUTES RECORDED SEPERATELY

At 8:25 P.M. Chairman Vella called for a **MOTION** to end Closed Session.

OFFERED BY: Commissioner McMullen, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

Adjournment

Chairman Vella announced:

The next meeting of the Bayshore Regional Sewerage Authority is on Monday, December 16, 2013. There will be a Public Hearing for the adoption of the 2014 Budget at 7:00 P.M. immediately followed by the Agenda/Regular Meeting.

All meetings are held in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:35 PM Chairman Vella called for a **MOTION** to Adjourn the meeting.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, McMullen, Steiner, Sutton, Chairman Vella

Respectfully submitted,

Susan A. DuBey
Administrative Assistant