



# BAYSHORE REGIONAL SEWERAGE AUTHORITY

100 Oak Street, Union Beach, NJ 07735  
732-739-1095 OFFICE 732-739-2459 FAX

Robert C. Fischer  
EXECUTIVE DIRECTOR

## MINUTES REGULAR MEETING MONDAY, OCTOBER 21, 2013

At 7:05 P.M., on Monday, October 21, 2013 Chairman Vella called the Regular Meeting of the Bayshore Regional Sewerage Authority to order and made 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. 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 calls for all in attendance to stand for the Pledge of Allegiance and a Moment of Silence for the safety of US Troops serving all over the world.

Chairman Vella requests a roll call:

PRESENT: Commissioners McMullen, Pisano, Steiner, Sutton and Chairman Vella

ABSENT: Commissioner Khachaturian

Also in Attendance: Robert C. Fischer, Executive Director  
Peter J. Canal, Engineer

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

### STATEMENT OF CASH RECEITPS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	9-30-2013
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<b><u>UNRESTRICTED</u></b>	
Revenue Fund	\$8,116,119.50
General Fund	<u>\$ 871,791.35</u>
<b>Total Unrestricted</b>	<b>\$8,987,910.85</b>

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

*BRSAA staff, November 2006*

**RESTRICTED**

1985 Bond Service Fund	\$ 817.08
2002 Bond Service Fund	\$ 0.00
<b>Total Bond Service Funds</b>	<b>\$ 817.08</b>

**2010 NJEIT BONDS**

Revenue	\$ 0.00
Construction	\$1,357,096.09
Bond Service	\$ 0.05
<b>Total NJEIT</b>	<b>\$1,357,096.14</b>

**TOTAL TRUSTEE ACCOUNTS** \$10,345,824.07

**AUTHORITY ACCOUNTS**

Incoming Revenue Account	\$ .01
Operating Regular Account	\$ 196,285.04
Operating Payroll Account	\$ 184,204.99

**TOTAL AUTHORITY ACCOUNTS** \$ 308,490.04

**TOTAL** \$10,726,314.11

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**

<b><u>SERVICES CHARGES</u></b>	Balance as of 9-30-13
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
<b><u>TOTAL</u></b>	<b>\$ 0.00</b>

**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
<b>TOTAL</b>	\$	<b>0.00</b>

**BALANCE OF RENT RESERVE ACCOUNTS AS OF SEPTEMBER 25, 2013**

Hazlet Township Sewer Dept.	\$	727,662.39
Township of Holmdel	\$	317,183.27
Borough of Union Beach	\$	418,468.69
Borough of Keyport	\$	321,709.74
Borough of Keansburg	\$	301,874.06
Borough of Matawan	\$	321,556.94
Western Monmouth Utilities Authority	\$	111,664.07
Township of Aberdeen	\$	466,701.51
<b>TOTAL</b>		<b>\$2,986,820.67</b>

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

TREASURER'S REPORT (by Commissioner Sutton)

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

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

**Payment of Bills**

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

Operating Fund Req. No. P148	\$	172,598.77
Operating Fund Req. No. 500 (Regular)	\$	391,655.10
Operating Fund Req. No. S-12 (Sandy)	\$	765,144.94

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

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

## **Public Portion**

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.

Bill Shewin of Hazlet Township asked why the preliminary budget was \$7,000,000 when the projected expenditure for 2013 shows \$6,000,000.

The Executive Director responded that there will be a large difference in expenditures for fuel oil in 2014 of \$580,000 alone due to the Dorr Oliver Incinerator. Removal of Ash will create an additional \$150,000. There are contingencies made for anticipated equipment failure due to corrosion from Hurricane Sandy also figured into the budget.

## **Resolutions**

### **RESOLUTION No. (144/13): 2014 Authority Budget Resolution BAYSHORE REGIONAL SEWERAGE AUTHORITY FISCAL YEAR: 2014 FROM: JAN. 1, 2014 TO: DEC. 31, 2014**

**WHEREAS**, the Annual Budget and Capital Budget for the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2014 and ending, December 31, 2014 has been presented before the governing body of the Bayshore Regional Sewerage Authority at its open public meeting of October 21, 2013; and

**WHEREAS**, the Annual Budget as introduced reflects Total Revenues of \$ 9,591,630, Total Appropriations, including any Accumulated Deficit if any, of \$7,016,630 and Total Unrestricted Net Assets utilized of \$0.00; and

**WHEREAS**, the Capital Budget as introduced reflects Total Capital Appropriations of \$2,575,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$2,575,000; and

**WHEREAS**, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

**WHEREAS**, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

**NOW, THEREFORE BE IT RESOLVED**, by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held on October 21, 2013 that the Annual Budget, including appended Supplemental Schedules, and the Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2014 and ending, December 31, 2014 is hereby approved; and

**BE IT FURTHER RESOLVED**, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

**BE IT FURTHER RESOLVED**, that the governing body of the Bayshore Regional Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 16, 2013.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

Secretary's Signature	October 21, 2013			
	Date			
Governing Body Member:	Aye	Nay	Recorded Vote	
			Abstain	Absent
Walter Vella	X			
Adam Khachaturian				X
Marcy Mc Mullen	X			
Bart Sutton	X			
Charles Steiner	X			
Louis Pisano	X			

**RESOLUTION NO. (145/13): To award the Security Service bid to Colonial Security**

**WHEREAS**, the Bayshore Regional Sewerage Authority has a need for security services at the treatment plant, and

**WHEREAS**, the security services will monitor the plant site, buildings and alarm system for 8 hours per day, 7 days per week, and

**WHEREAS**, quotes were received on October 8, 2013 for security firms with the lowest quote being Colonial Security of Kenilworth, NJ at a cost of \$14.10 per hour, and

**WHEREAS**, these services will be limited to an 8 month period commencing on October 28, 2013, and

**WHEREAS**, this contract is being awarded based on a fair and open process, and

**WHEREAS**, funds are available of this purpose.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority approve the hiring of Colonial Security as security services for the Authority for an 8 month period contingent upon Colonial Security providing the necessary insurance, indemnification and hold harmless agreement, and proof of security officer certification with the Security Offices Registration Act.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

**RESOLUTION NO. (146 /13): To authorize the Purchasing Agent to receive bids for Fuel Supply**

**WHEREAS**, the Dorr-Oliver Incinerator project is expected to be completed by year's end, and **WHEREAS**, the Bayshore Regional Sewerage Authority is in need a fuel supply contract for the Dorr Oliver Incinerator and the plant wide emergency generators.

**NOW THEREFORE BE IT RESOLVED** by the Commissioners of the Bayshore Regional Sewerage Authority that the qualified purchasing agent is hereby authorized to advertise the solicitation of sealed bids in the BRSA official newspaper and on the BRSA website for an annual fuel supply contract.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

**RESOLUTION NO. (147 /13): To award LSRP Environmental Consulting Services to the firm of O'Brien & Gere**

**WHEREAS**, the Bayshore Regional Sewerage Authority advertised a request for Proposal for Environmental Engineering Services by authority of Resolution 132/13, and

**WHEREAS**, on October 9, 2013 the Engineer and qualified Purchasing Agent received 10 proposals in response to the RFP, and

**WHEREAS**, the proposals were evaluated in accordance with the stated evaluation technique and criteria which assigns a weight to each of five (5) categories, and

**WHEREAS**, after evaluation of the proposals the highest ranking proposal was submitted by O'Brien & Gere at a cost of \$10,000, and

**WHEREAS**, funds are available for this purpose, and

**WHEREAS**, this contract will be awarded in accordance with a fair and open process.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority award the contract for Environmental Consulting Services, for a licensed site Remediation Professional to assist the Authority with Environmental Engineer Services in the close-out of one active case and to meet compliance deadline schedules with a second case.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

**RESOLUTION NO. (148/13): To solicit requests for proposals for Engineer Design Services for Power Distribution System Mitigation**

**WHEREAS**, the Bayshore Regional Sewerage Authority suffered severe damage from flooding caused by Hurricane Sandy, and

**WHEREAS**, the Authority Power Distribution and Transformer System is a vital component in the protection of the environment and community, and

**WHEREAS**, the Authority Power Distribution and Transformer System is in need of elevation to mitigate against future storms.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Authority deem it in the best interest of the community it serves to seek proposals for Professional Engineering Services to design the mitigation of the Power Distribution and Transformer System.

**BE IT FURTHER RESOLVED** the Engineer and qualified Purchasing Agent are authorized to take the necessary steps to develop the Request for Proposal, and to advertise the RFP.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

**RESOLUTION NO.(149/13): To accept R3M's Final 2012/2013 Flow Report**

**WHEREAS**, R3M Engineering, Consulting Engineers for the Bayshore Regional Sewerage Authority (BRSA) have determined the quantity of sewage from each of the Towns and Authorities connected to the BRSA system for the Fourth and Final Quarter of the year 2012/2013; and

**WHEREAS**, said flow figures have been calculated from actual meter readings, maintenance service reports, meter calibration reports and other data, and

**WHEREAS**, said flow figures have been reviewed by the Commissioners of this Authority, and

**WHEREAS**, in accordance with the Service Agreement Union Beach and Hazlet have certified the number of respective EDU's connected to the system in the prior year.

**NOW THEREFORE BE IT RESOLVED** that this Authority hereby accepts the flow calculations, certified by R3M for the Fourth and Final Quarter of the year 2012/2013.

**BE IT FURTHER RESOLVED** the Commissioners accept the EDU Certification of Union Beach identified in their report submitted by T&M Associates as structures demolished as of 10/1/13, as well as CO's issued between October 1, 2012 and October 1, 2013 for a net decrease of 222 EDU's.

**BE IT FURTHER RESOLVED** the Commissioners accept the EDU Certification of Hazlet identified in their report submitted by CME Associates dated October 15, 2013 for a net decrease of 17 EDU's.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

## Public Portion

**Chairman Vella announces:** This 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.

PUBLIC COMMENTS-----

## Closed Session

Chairman Vella called for a **MOTION** to go into Closed Session @ 7:15 P.M.

NO CLOSED SESSION

### ANNOUNCEMENT (by the Chairman)

The next Combined Agenda/Regular Meeting of the B.R.S.A. is scheduled for Monday, November 25, 2013.

All meetings take place in the Administration Building of the BRSA located at 100 Oak Street, Union Beach, NJ, 07735 @ 7:P.M.

## Adjournment

Chairman Vella called for a **MOTION** to Adjourn the meeting @ 7:20 P.M.

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

**AYES:** Commissioners McMullen, Pisano, Steiner, Sutton, Chairman Vella

Respectfully submitted,

Robert C. Fischer