



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES FOR REGULAR MEETING MONDAY, NOVEMBER 16, 2015

At 7:03 P.M. on Monday, November 16, 2015 Chairman Sutton 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 Sutton 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 and the victim's in Paris.

Chairman Sutton requested a roll call of attendance:

PRESENT: Commissioners Khachaturian, McMullen, Steiner, Vella and Chairman Sutton
ABSENT: Commissioner Pisano

Also in Attendance: Robert C. Fischer, Executive Director
Pete Canal, BRSA Staff Engineer
J. Michael Broyles, BRSA Superintendent
Manuel Ponte, Consulting Engineer
John Napolitano, BRSA Attorney
Susan DuBey, Admin. Assistant

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Mr. Fischer advised the Board that in 2012 a No Further Action Letter from NJDEP was received regarding the below ground piping leak from the above ground fuel storage tank at the Maintenance Garage. Sampling conducted at that time detected slightly above clean-up criteria of 1.0 1,1 DCE

PRESENTATION – O'Brien & Gere presented their proposal for additional Licensed Site Remediation Professional services at the BRSA. This proposal is to complete a preliminary assessment and site investigation of 1,1 DCE in the ground water near the maintenance garage at a cost of \$59,600.

Reports

Executive Directors Report, BRSA Projects, Special Reports & Connection Applications

Mr. Fischer reported:

- Disaster Recovery Expense is currently at \$17,767,178.07.
- Stone Hill Construction Payment #6 (NIRO) and Remsco Payment #2 (Pump Station)
- Stone Hill is approx. 70% done with the Flood Wall on the Niro and Dorr Oliver Incinerators. They are also working on the Refractory and Dome in the NIRO and Carbon Scrubber Pad Foundation
- Remsco is installing the Flood Wall and working on the elevation of the Motor Control Center in the Main Pump Station
- Shorelands Construction (Various Buildings) is mainly working on the Flood Walls on the Administration and Lab Buildings.
- On November 20th the NJ Sewerage & Municipal Utility Authority Electrical Supply Aggregation will be opening bids for Basic Generation Services for plant electric for 12, 18, or 24 months commencing May 2016. The Authority is part of this group and Mr. Fischer recommends going out to bid early with this group.
- Stone Hill Contracting submitted payment #6 in the amount of \$609,724.64 and Remsco Contracting submitted payment #2 in the amount of \$78,453.90.

Staff Engineer Report

Pete Canal Reported:

- West Keansburg Force Main Rehabilitation Project, C.85 – contract awarded to Cruz Construction. Pre-con meeting is being held on November 23rd.
- Proposal from Gannett Fleming – for Phase II. Proposal is being reviewed for possible Award at the December Meeting
- Resolution to award Fuel Oil Contract to Allied Oil, LLC as the low bidder.
- RFP for Annual Roofing Inspection & Repair – a Purchase Order will be issued to Conti Roofing for \$1,500 for the yearly inspection
- Turbo Blower Procurement, Ct.88 – Resolution for a 350 Hp blower awarded to APG-Neuros in the amount of \$308,500. Pete reported there will be a Change Order next month for costly add-ons that we don't need which should bring the cost down to about \$270,000

Chairman Sutton asked Pete if the Project was ready to be put on line. Pete said that they are having the 30% Design meeting this Thursday. This new blower is going into Building #1 and will be moved to Building #2 when the buildings are combined.

Commissioner Steiner asked if the Pump Station on Texas Road heading towards Route 9 was Western Monmouth's. Mike answered yes and stated that they discharge to the BRSA. Chairman Sutton said they are doing a complete rehab of the entire building.

Consulting Engineer – R3M

Manuel Ponte Reported:

- 4th Quarter 2014/2015 Final Flow Report was handed out. Letters from CME

(Hazlet) and T&M (Union Beach) certification of their EDU's is included in the report. Manuel reported that the Various Authority Building Contract is well underway and proceeding very well.

Superintendent's Report

Mike Broyles Reported:

- Last months flow was again very low at 200.105 mg
- Planned Shut Down of the Dorr Oliver didn't occur since it has been running better then when last reported, however over the weekend had minor complication that has been fixed and it continues to burn sludge.
- Received Odor Complaints – all from 9th Street all windy days in that direction.
- Lab did make up sample for Suspended Solids and didn't get an acceptable result. Currently investigating to seeing if we can make a determination why we can't meet acceptable results which we did throughout the year.

Chairman Sutton asked about the odor complaints and if we have heard from the County Health Department. Mike said he has not heard anything and no one from the health department has contacted him lately. The County may also be sending someone to investigate a noise complaint but have not contacted Mike recently.

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

TREASURER'S REPORT

(by Commissioner Vella)

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

TREASURER'S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	October 31, 2015
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,357,378.87
Bond Service	\$.05
TOTAL TRUSTEE	\$ 1,357,378.92
<u>TD BANK</u>	
NJEIT Project Fund	\$ 1,492,443.79
Incoming Revenue Account	\$ 936,752.49
Operating Payroll Account	\$ 268,470.29

Operating Regular Account	\$ 181,509.75
Reserve Account	<u>\$11,671,251.57</u>

TOTAL AUTHORITY ACCOUNTS	<u>\$13,057,984.10</u>
TOTAL	<u>\$14,415,363.02</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.

SCHEDULE OF ACCOUNTS RECEIVABLE

	Balance
<u>SERVICE CHARGES:</u>	<u>October 31, 2015</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	<u>\$ 436,137.50</u>
TOTAL	\$ 436,137.50

MONMOUTH COUNTY BAYSHORE OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$ 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	<u>\$ 45,676.33</u>
TOTAL	\$ 45,676.33

Balance of Rent Reserve Accounts as of October 31, 2015

Hazlet Township Sewerage Utility	\$ 752,243.85
Township of Holmdel	\$ 318,192.91
Borough of Union Beach	\$ 194,325.22
Borough of Keyport	\$ 322,733.78
Borough of Keansburg	\$ 302,834.97
Borough of Matawan	\$ 322,580.50
Western Monmouth Utilities Authority	\$ 112,019.51
Township of Aberdeen	<u>\$ 482,472.34</u>
TOTAL	\$2,807,403.08

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

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

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

Payment of Bills

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

Operating Fund Req. No.P179 (Payroll)	\$ 212,942.98
Operating Fund Req. No. 528 (Regular)	\$ 617,372.99
NJEIT Project Fund Req. #PF-6	\$ 852,730.32

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

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

Approval of Minutes

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

Regular Minutes – Meeting of October 19, 2015
Closed Session - Meeting of October 19, 2015

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

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

Public Portion

ANNOUNCEMENT (by the Chairman): 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 PRESENT FROM THE PUBLIC

Resolutions

RESOLUTION NO. (123/15): To Authorize Dental Benefit Coverage with Delta Dental

For 2015/2016

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

WHEREAS, Dental Dental of New Jersey will provide 12 month coverage rates at \$47.86 per month for one (1) party coverage, \$92.59 per month for two (2) party coverage, and \$159.33 per month for three (3) party coverage; and

WHEREAS, said rates represent a 0.1% increase over 2014/2015 rates for 1 & 2 party coverage and 0.1% 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 rate offered by Delta Dental of New Jersey and contract with the same for the period December 1, 2015 to November 30, 2016.

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 website.

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

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

RESOLUTION NO. (124/15): To award #2 Fuel Oil Bid to Allied Oil, LLC.

WHEREAS, The Bayshore Regional Sewerage Authority advertised and received bids for Furnishing and Delivery of #2 Fuel Oil for a one year period according to the Local Public Contracts Law at 10:30 pm Friday, November 13, 2015; and

WHEREAS, two bidders, Allied Oil and Petroleum Traders submitted bids that comply with the Bid Specifications and have been reviewed by the Authority's General Counsel, and

WHEREAS, after review of the bids, it appears Allied Oil, LLC of Parlin, N.J. has submitted the lowest responsible bid in compliance with the Bid Specifications with a bid price of \$258,691.00; and

WHEREAS, the Certified Purchasing Agent, the Staff Engineer and the General Counsel recommend the Contract be awarded to Allied Oil, LLC.

NOW THEREFORE BE IT RESOLVED that Allied Oil, LLC of Parlin New Jersey be and is hereby awarded the Contract for Furnishing and Delivery of #2 Fuel Oil for a one year period according to the terms and conditions of the bid and contract documents

BE IT FURTHER RESOLVED the Executive Director and Secretary are here by authorized to execute the Contract.

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

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

RESOLUTION NO. (125/15): To Authorize Gabel Associates to Act as Authority Energy

Agent and to Execute a Certificate of Acceptance for the Lowest Bidder for Basic Generation Services Commencing May 2016

WHEREAS the Bayshore Regional Sewerage Authority (Authority) is a member of the New Jersey Sewerage and Municipal Utilities Authority Electric Supply Aggregation (Aggregation Group); and

WHEREAS, the Authority desires to continue its purchase of electrical basic generation services (BGS) for the treatment plant and pump stations as a member of the Aggregation Group to benefit from the lower cost of electricity; and

WHEREAS, the Authority desires to (1) enter into an agreement with Gabel Associates as Energy Agent for the Aggregation Group for purposes of Purchasing Aggregate Electrical Power and (2) Authorize the Executive Director to execute a Certificate of Acceptance for the winning bidder on the date bids are accepted by the Aggregation Group; and

WHEREAS, electronic bids will be received for the supply of BGS for a 12, 18 and 24 month term on November 20, 2015 at 11:30 a.m. at the Ewing Lawrence Sewerage Authority; and

WHEREAS, the successful bidder will commence supply of BGS to the Aggregation Group as of the first meter reading in May 2016;

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize Gabel Associates to act as Energy Agent for the Authority as a member of the Aggregation Group for a fee of \$0.0005 per KWH which shall be included in the BGS bid price.

BE IT FURTHER RESOLVED the Commissioners authorize the Executive Director to sign a Certificate of Acceptance for the winning bidder contingent upon the recommendation of the Energy Agent.

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

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

RESOLUTION NO. (126/15): To Contract with O'Brien and Gere Engineers, Inc. to Conduct a Preliminary Assessment and Remedial Investigation of 1, 1 DCE at the Maintenance Garage

WHEREAS, in May of 2005 the Bayshore Regional Sewerage Authority ("Authority") detected a chlorinated hydrocarbon 1, 1 DCE, slightly above the NJDEP Groundwater Quality Standard (GWQS) adjacent to the Maintenance Shop; and

WHEREAS the Authority needs to retain a Licensed Site Remediation Professional (LSRP) conduct a Preliminary Assessment (PA) and Site Investigation (SI) to determine the concentration, extent, direction and possible sources of the chlorinated hydrocarbon; and

WHEREAS, the firm of O'Brien and Gere Engineers, Inc. is familiar with the Authority compliance history having performed required compliance inspections and successfully investigated and closed out a previously open cases; and

WHEREAS, O'Brien and Gere Engineers, Inc. met with Authority staff and developed a phased approach to the PA/SI for 1,1 DCE which will allow possible early completion of the SI as presented in their letter proposal dated September 3, 2015; and

WHEREAS, O'Brien and Gere Engineers, Inc. proposes to act as Authority's LSRP and to complete the PA/SI for the price not to exceed \$59,600; and

WHEREAS funds are available for this purpose; and

WHEREAS, the proposal has been evaluated by the Authority Engineer and Executive Director and found to be reasonable;

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority award the contract for a Preliminary Assessment and Site Investigation of the chlorinated hydrocarbon 1,1 DCE at the maintenance building to O'Brien and Gere Engineers Inc. for the not to exceed price of \$59,600 as a professional services contract in accordance with NJSA 40A:11-5.

BE IT FURTHER RESOLVED, the Executive Director is authorized to execute the contract documents and take other reasonable and necessary actions to effectuate the completion of a Preliminary Assessment and Site Investigation.

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

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

RESOLUTION NO. (127/15): To Authorize the Award of the Furnishing, Delivery, and Commissioning of a 350 Hp Turbo Blower to APG-Neuros

WHEREAS, the Bayshore Regional Sewerage Authority (the "Authority") has a need for a 350 Hp Turbo Blower to serve as the Primary Blower in the damaged Blower Building #1 and to serve as the primary blower during the conversion of the Combined Blower Building Project 80S; and

WHEREAS, on Friday, November 13, 2015 at 10:00 AM the Authority received and opened sealed bids for Furnishing, Delivery, and Commissioning of a 350 Hp Turbo Blower; and

WHEREAS, one bid was received in the amount of \$308,500.00; and

WHEREAS, the bid was reviewed by the Consulting Engineers, Hazen and Sawyer and the Authority Attorney, John Napolitano and found to be acceptable; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available for this project, **NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the contract for Furnishing, Delivery, and Commissioning of a 350 Hp Turbo Blower to APG-Neuros of Quebec, Canada for the price of \$308,500.00.

BE IT FURTHER RESOLVED, the Executive Director is authorized to execute the contract documents and take other reasonable and necessary action to effectuate the Furnishing, Delivery, and Commissioning of a 350 Hp Turbo Blower.

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

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

RESOLUTION No. (128/15): To accept R3M's 2014/2015 Final 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 2014/2015; 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 as of October 1, 2015.

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 2014/2015.

BE IT FURTHER RESOLVED the Commissioners accept the EDU Certification of Union Beach identified in their report submitted by T&M Associates dated October 22, 2015 identifying structures demolished/rebuilt as of 10/1/15, as well as CO's issued between October 1, 2014 and October 1, 2015 for a net increase of 84 EDU's, as well as the EDU Certification of Hazlet identified in their report submitted by CME Associates dated October 5, 2015 for a net increase/decrease of 0 EDU's.

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

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

Public Portion

ANNOUNCEMENT (by Chairman Sutton) – 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.

NO ONE PRESENT FROM THE PUBLIC

Executive Session

Chairman Sutton called for a **MOTION** to go into Closed Session at 7:45 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 or anticipated litigation and matters of employment of public employees. 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 McMullen, **SECONDED BY:** Commissioner Steiner, and carried by

a unanimous voice vote recorded as follows:

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

CLOSED SESSION MINUTES ARE RECORDED SEPERATELY

At 8:06 P.M. Chairman Sutton called for a **MOTION** to end Closed Session (and re-open the Regular Meeting.)

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

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

Adjournment

ANNOUNCEMENT (by Chairman Sutton)

The next Public Hearing for the 2016 Budget will be held on Monday, December 21, 2015 immediately following will be the Regular Meeting of the Bayshore Regional Sewerage Authority. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:07 PM Chairman Sutton called for a **MOTION** to adjourn the meeting.

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

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

Respectfully Submitted

Susan A. DuBey
Administrative Assistant