

**MINUTES FOR**  
**REGULAR MEETING**  
**MONDAY, JANUARY 18, 2016**

At 7:02 P.M. on Monday, January 18, 2016 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.

Chairman Sutton requested a roll call of attendance:

**PRESENT:** Commissioner McMullen, Steiner, Vella and Chairman Sutton

**ABSENT:** Commissioners Khachaturian (arrived 7:06), Pisano (arrived 7:15)

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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**PRESENTATION**

Pete Canal introduced Ed Barboe and John Wojnas from Hazen to present the Construction Progress and Change Orders Update for Contract 74S-NIRO Incinerator Repair and Mitigation. John explained the Current Project Financial Update, Flood Protection Progress, SSI Emission Upgrades, Change Orders #3 & 4, Alternate MCC Power Feed, and the Projected Project Value. Chairman Sutton asked John about the deadline in March looks. John said right now there is a 50 day delay due to the Power Feed and other tasks, however, if temporary power could be supplied we are probable looking at a 2 week delay.

## Reports

### **Executive Directors Report, BRSA Projects, Special Reports & Connection Applications by Robert Fischer**

#### **Disaster Recovery Update**

- Stone Hill submitted Payment Application #8 in the amount of \$1,832,123.39, the project is at 60% complete
- Flood Walls are 99.99% complete
- Remsco Contracting submitted Payment Application #4 in the amount of \$414,446.90 which bring the contract to 25% complete
- Shorelands Construction – Various Building submitted Payment Application #2 in the amount of \$146,792.69 the project is at about 35% complete
- Two (2) Raw Sewage temporary pumps have been installed and tested in case of a problem with the Main Pumps during the MCC installation process as per the Contract 73S specifications.
- Electrical Energy Aggregation Group – bid for plant and the pump station electric. We recently bid for the energy for the meter chambers at approx. 15% reduction in all electric rates for 2016/2017.
- Line item in budget for a new 9ft. dump truck to maintain easements and various ground work in the plant and collection system. We can purchase a Ford F-450 by State Contract for \$54,716.

#### **Staff Engineer Report by Pete Canal**

- Authorization to solicit for bids for annual Polymer contract
- Award Brigco Services project for Matawan Pump Station Flood Protection not to exceed \$10,400.
- Contract 81S-Elevation of Power Distribution System - completing design Phase II-NJEIT. Plan to advertise for bids in February
- Combine Blower Building Project-design complete, signed and ready to go to the State NJEIT now.
- New purchase of the Turbo Blowers, Hazen has been working with the new vendor and has reduced the Contract from \$308,500 to \$262,000, which makes this Change Order #1 in the **CREDIT** amount of \$46,500

#### **Consulting Engineer – R3M – by Manuel Ponte**

- Refurbishing of Generators in Plant – 1<sup>st</sup> one should be done by next week. Mr. Fischer asked Mr. Ponte about the status of Contract 71S. Mr. Ponte said it is moving along well just as anticipated. Pete Canal added that all three contractors were informed that the same manufacturer of the flood logs and barriers was to be used so we had the same equipment on all the buildings.

#### **Superintendent's Report-by Mike Broyles**

- We had two 3 day work weeks in December
- Flow was up due to the rain

- Dorr Oliver Incinerator ran every scheduled shift except one shift due to a calibration gas leak
- There were no odor complaints in December
- We resolved the Suspended Solids issue with the State without fine or suspension by passing a make-up test. Staff also identified the cause of the previous failed tests being too much vacuum being applied to a cheaper filter.



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

**TREASURER’S REPORT**  
(by Commissioner Vella)

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

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

**TREASURER’S REPORT**

**STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS**

<b>TD BANK</b>	<b>Balance</b>
<b>TRUSTEE ACCOUNTS</b>	<b>December 31, 2015</b>
<b><u>2010 NJEIT BONDS</u></b>	
Revenue	\$ 0.00
Construction	\$ 1,357,401.60
Bond Service	\$ .05
<b>TOTAL TRUSTEE</b>	<b>\$ 1,357,401.65</b>
<b><u>TD BANK</u></b>	
NJEIT Project Fund	\$ 128,584.28
Incoming Revenue Account	\$ 71,431.04
Operating Payroll Account	\$ 174,775.47
Operating Regular Account	\$ 1,301,304.51
Reserve Account	<b><u>\$10,619,106.06</u></b>
<b>TOTAL AUTHORITY ACCOUNTS</b>	<b><u>\$12,166,617.08</u></b>
<b>TOTAL</b>	<b><u>\$13,524,018.73</u></b>

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

<u>SERVICE CHARGES:</u>	<b>Balance December 31, 2015</b>
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
<b>TOTAL</b>	<b>\$ 0.00</b>

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

### **Balance of Rent Reserve Accounts as of December 31, 2015**

Hazlet Township Sewerage Utility	\$ 752,432.45
Township of Holmdel	\$ 318,272.68
Borough of Union Beach	\$ 194,373.94
Borough of Keyport	\$ 322,814.69
Borough of Keansburg	\$ 302,910.89
Borough of Matawan	\$ 322,661.38
Western Monmouth Utilities Authority	\$ 112,047.59
Township of Aberdeen	\$ 482,593.31
<b>TOTAL</b>	<b>\$2,808,106.93</b>

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

### Payment of Bills

Chairman Sutton calls for a MOTION for payment of the following:

Operating Fund Req. No.P181 (Payroll)	\$ 207,050.50
Operating Fund Req. No. 530 (Regular)	\$ 613,590.24

NJEIT Project Fund Req. #PF-8 \$2,446,976.62  
Wire Transfer FEMA Funds to NJEIT #WT004 \$1,035,316.21

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

**AYES:** Commissioners Khachaturian, McMullen, Pisano, 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 COMMENTS FROM THE PUBLIC**

## **RESOLUTIONS**

### **RESOLUTION No. (01/16): To solicit for bids for the Furnishing and Delivery of Polymer**

**WHEREAS**, the Bayshore Regional Sewerage Authority currently has a contract for the furnishing and delivery of Polymer with Polydyne, and

**WHEREAS**, that Contract expired in March 2016; and

**WHEREAS**, the Authority requires authorization to solicit bids for a new contract for a two year period, and

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

**NOW THEREFORE BE IT RESOLVED**, the Staff Engineer and Qualified Purchasing Agent is hereby authorized to prepare bid specifications for the furnishing and delivery of Polymer in accordance with Public Contract Law.

**BE IT FURTHER RESOLVED** upon review and approval of the Executive Director, a Notice to Bidders may be placed in the Authority's official newspaper for solicitation of the furnishing and delivery of Polymer.

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

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

### **RESOLUTION No. (02/16): To Award a 24 month Contract to South Jersey Energy Company For Basic Generation Services for the Meter Chambers effective June 2016**

**WHEREAS**, the Bayshore Regional Sewerage Authority is a member of the New Jersey Sustainable Energy Joint Meeting c("the NJSEM Joint Meeting"); and

**WHEREAS**, on December 10, 2015 the NJSEM Joint Meeting reviewed bids for electrical power supply for a 24 month period effective June 2016 for the meter chambers with the following results:

- South Jersey Energy \$0.078910 per kilowatt hour

**WHEREAS**, upon review by the NJSEM Joint Meeting, the SEM determined South Jersey Energy Company to be the lowest responsible bidder with a unit price of \$0.078910 per kilowatt hour, for a 2 year fixed price contract.

**NOW THEREFORE BE IT RESOLVED** that the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the customers it serves to continue involvement in the NJSEM and award the electrical power supply contract to South Jersey Energy Company in accordance with the terms and conditions set forth in the contract documents.

**BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to execute the necessary documents to award the contract to South Jersey Energy Company.

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

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

**RESOLUTION No. (03/16): To award NJ State Contract A88215 to Winner Ford for a 2016 Ford F-450 Dump Truck**

**WHEREAS**, the Bayshore Regional Sewerage Authority (“Authority”) is in need of a Dump Truck for the more efficient maintenance of the treatment plant and interceptor system including the repair and raising of manholes and the clearing and maintenance of easements, and

**WHEREAS**, the Authority can purchase equipment under State Contract without competitive bidding in accordance with the Local Public Contract Law, and

**WHEREAS**, Chas S Winner Inc., DBA Winner Ford of Cherry Hill, NJ has a 2016 Ford F-4350 Chassis Regular Cab 4x4 with 9 foot dump, under State Contract No. A 88215, in the amount of \$54,716, and

**WHEREAS**, the Authority staff find the State Contract price to be lower than similar offers, and

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

**WHEREAS**, Authority hereby award the Contract for the purchase of a 2016 Ford F-450 Chassis Regular Cab 4x4 with 9 foot dump to Chas S Winner Inc., DBA Winner Ford of Cherry Hill, NJ in accordance with the terms and conditions of the their State Contract, in the amount not to exceed \$54,716.

**BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to execute any necessary documents to award the contract to Chas S Winner Inc., DBA Winner Ford of Cherry Hill, NJ.

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

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

**RESOLUTION No. (05/16): To Award RFQ 2015-05 Furnish and Deliver Flood Barriers for the Matawan Pumping Station, in the amount of \$10,400**

**WHEREAS**, the Bayshore Regional Sewerage Authority (“Authority”) is in need of flood protection equipment at the Matawan Pumping Station; and

**WHEREAS**, the Authority prepared and advertised Request for Quotation #2015-05 to Furnish and Deliver Flood Barriers for the Matawan Pumping Station; and

**WHEREAS**, one sealed quote was received and publically opened on January 14, 2016 at 2pm EST, in the amount of \$10,400; and

**WHEREAS**, Brigco Services Group, LLC (Brigco) submitted the lowest quote; and

**WHEREAS**, the quote was reviewed by the Authority Engineer and Purchasing Agent and found to be reasonable and acceptable, and

**WHEREAS**, the Authority has funding available for this project, and

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority hereby award RFQ 2015-05, Furnish and Deliver Flood Barriers for the Matawan Pumping Station to Brigco Services Group, LLC of Dover, NJ in accordance with the terms and conditions of the Request for Quotation, in the amount not to exceed \$10,400.

**BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to execute any necessary documents to award the project to Brigco Services Group, LLC of Dover, NJ.

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

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

**RESOLUTION No. (06/16): To award Change Order No. 1, in the credit amount of \$46,500 to APG-Neuros for Contract No. 88, Furnish, Deliver & Start-up High Speed Direct-Drive Centrifugal Blower Package**

**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**, in accordance with Local Public Contract Law, Contract 88, Furnish, Deliver & Start-up High Speed Direct-Drive Centrifugal Blower Package was awarded to APG-Neuros on November 16, 2015 for a total price of \$308,500 via Resolution 127/15; and

**WHEREAS**, there is a need to amend the scope of work, yielding a reduction in the Contract price; and

**WHEREAS**, APG-Neuros has submitted a proposal for Change Order No.1, to amend the contract work, in the credit amount of \$46,500, and

**WHEREAS**, Hazen & Sawyer has reviewed the proposal and in their letter dated December 30, 2015 are recommending Change Order No.1, in the credit amount of \$46,500, and

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority approve Change Order No.1 for APG-Neuros, in the credit amount of \$46,500, decreasing the total Contract value to \$262,000.

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

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

**AYES:** Commissioners Khachaturian, McMullen, Pisano, 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.

Mr. Charles Hoffman of Hazlet asked a question about the Generators. Pete Canal said we just took down 1 generator, the newer one.

Mr. Spencer Morasch from Jersey Central Power & Light just wanted to thank the BRSA for their cooperation during the outage last month.

### **Executive Session for Contract Negotiation, Personnel and Potential Litigation**

Chairman Sutton called for a **MOTION** to go into Closed Session at 7:38 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 Steiner, **SECONDED BY:** Commissioner McMullen, and carried by a unanimous voice vote recorded as follows:

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

### **CLOSED SESSION MINUTES ARE RECORDED SEPERATELY**

At 7:53 P.M. Chairman Sutton called for a **MOTION** to end Closed Session (and re-open the Regular Meeting.)

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

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



**RESOLUTION No. (04/16): To Hire Temporary Employee Through Wyckoff Temp Agency**

**WHEREAS**, the Bayshore Regional Sewerage Authority (“Authority”) is in need of temporary staffing to fill a temporary vacancy expected to commence in or around the 4<sup>th</sup> week of January as the result of a maternity leave of an administrative assistant, and

**WHEREAS**, the position will require at a minimum 7 hours per day for 5 days per week and entail secretary services, and

**WHEREAS**, the Wyckoff Group provides such staffing services and has provided the Authority with resumes for candidates to fill the temporary position at a rate of \$19.20 per hour wherein such fee includes payroll processing, all state and federal taxes, workers compensation and liability insurance and background checks, and

**WHEREAS**, the quote from Wyckoff Group was the lowest responsible of three quotes with the competing quotes being \$22.34 and \$23.50 per hour, and

**WHEREAS**, the Authority has interviewed potential candidates provided by the Wyckoff Group and has determined Barbara Parsells to be the most qualified candidate, and

**WHEREAS**, funding is available for this purpose.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority authorize a contract with the Wyckoff Group Inc. to provide temporary secretarial staffing services at a rate of \$19.20 commencing January 20, 2016 and terminating on or around April 29, 2016 with such rate including but not limited to payment of weekly payroll, taxes, insurance and initial background checks.

**BE IT FURTHER RESOLVED** Barbara Parsells is the employee filling the position of secretary at the Bayshore Regional Sewerage Authority.

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

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

**RESOLUTION No. (07/16): To Amend “Not To Exceed Amount” for Labor Counsel Services for 2015/2016 by \$5000**

**WHEREAS**, the Bayshore Regional Sewerage Authority (“Authority”) has set not to exceed amounts for all Professional Services Contracts for 2015/2016, and

**WHEREAS**, by way of Resolution 47/15 the not to exceed amount for Labor Counsel Services was set at \$6,000, and

**WHEREAS**, the Authority has requested services of its Labor Counsel- Weiner Lesniak for unanticipated arbitration, which were beyond the not to exceed amount, and

**WHEREAS**, the Authority desires to amend the not to exceed amount consistent with the quantity of work requested, and

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

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage amend the contract not to exceed amount with Weiner Lesniak as Labor Counsel for

the time period February 23, 2015 to February 22, 2016 by \$5,000 bringing the amended “not to exceed” amount of their contract to \$11,000.

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

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

**RESOLUTION No. (08/16): To Approve the Six – Month Review of Thomas Petti and Approve a \$2,000.00 Salary Increase**

**WHEREAS,** The Bayshore Regional Sewerage Authority (“Authority”) is a public body corporate and politic organized and existing under and pursuant to the Sewerage Authorities Law, and

**WHEREAS,** for the more efficient operation of the Authority the Bayshore Regional Sewerage Authority has hired an Assistant Engineer, Thomas Petti, at a starting salary of \$58,000 with a six month review, by Resolution # 76/15 dated June 15, 2015 and

**WHEREAS,** the Executive Director and Authority Engineer have reviewed the performance of Assistant Engineer Thomas Petti and find him to possess good judgement, knowledge and attitude and find his work product to be of good quality and output and as further identified in the Performance Review conducted by the Plant Engineer, Pete Canal, and

**WHEREAS,** Thomas Petti of Colonia, NJ has demonstrated through his performance and character to be a valuable employee of the Authority.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority approve the 6-month review of Thomas Petti of Colonia and provide him with a \$2,000 salary adjustment bringing his salary to \$60,000 retroactive to December 16, 2015.

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

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

## **Adjournment**

**ANNOUNCEMENT** (by Chairman Sutton)

The next Reorganization Meeting of the Bayshore Regional Sewerage Authority will be held on February 22, 2016 immediately followed by the Regular Meeting. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 7:55 PM Chairman Sutton called for a **MOTION** to adjourn the meeting.

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

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

Respectfully Submitted,

Susan A. DuBey  
Administrative Assistant