



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES REGULAR MEETING MONDAY, MARCH 21, 2016

At 7:04 P.M. on Monday, March 21, 2016 Chairman Pisano 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 Pisano 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 Pisano requested a roll call of attendance:

Present: Commissioner Khachaturian, McMullen, Steiner, Sutton, Vella and Chairman Pisano

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

Reports

1. Executive Directors Report, BRS A Projects, Special Reports & Connection Applications

Mr. Robert Fischer Reported:

Projects During the month of March the following Contractors Completed:

- Stone Hill Construction worked on the Niro Project including installation of cable trays, control panels, structural support, duct work and new electrical
- Northeast Remsco worked on the Pump Station Project installing the MCC on the raised floor, installing new MCC, new feeders from the switch gears to the MCC at a higher elevation and contractors are about a month away from testing pump #1 & #3. At that point 1/2 of our equipment will be operating at the higher level.

- Shorelands worked on Various Authority Buildings Project installed spray liner protection in Lab/Office Building, reinstalling brick face on the flood walls, and installing piles at Return Sludge Pump Station #2 which was designed because of the potential wave impact.

Funding Regarding the NJEIT Sandy Funded Phase I Projects:

- Requisition #9 in the amount of \$3,228,377.97 was paid. Of that, \$1,819,533.12 was submitted to FEMA for reimbursement and \$108,189.23 was submitted to the SAIL Loan Principal Forgiveness which we expect 19%
- Stone Hill Construction submitted Payment #10 in the amount of \$802,098.82
Remsco Contracting has submitted Payment #6 in the amount of \$401,705.28
Shorelands Construction has submitted Payment #4 in the amount of \$152,695.52
- NIRO project is 70% complete
Pump Stations is 45% complete
Various Buildings is 60% complete
- Cumulative Phase 1 project payments excluding March claims is \$13,164,953.81.

EPA SSI Regulations

- Mr. Fischer had a conference call meeting with the Legal Committee and a letter went out to the DEP and EPA advising them that the Authority intends to continue running the Dorr Oliver consistant with conversations with the Acting Director for Air Compliance at the EPA and the EPA attorney. The BRSA is continuing to run the Dorr Oliver Incinerator and seeking an Administrative Order authorizing the operation of the Dorr until the NIRO is complete later this year. We estimate a 6 month start up, the contractors estimate 3 month, and we asked for 9 month extension to cover any delays. As of today we are still running the Dorr Oliver.

2. Staff Engineer Report

Peter Canal Reported:

- Approve Sewer Connection & TWA for Monarch Pointe in Marlboro. We have received the full payment of \$136,646 however the developer has asked to hold the Resolution (#48/16), return the payment and request a Developers Agreement next month.

The Developer and their Engineer from DW Smith addressed the Board.

John Napolitano excused himself because his partner Sal had represented the Developer in the past. He stepped down to sit in the audience.

Marcel Gestetner the builder for Monarch Pointe requested the opportunity to phase out the payments with a Developers Agreement.

Pete said we have a standard simple agreement but usually both attorney's like to review it and make changes, however Mr. Gestetner agreed to sign the standard agreement.

Pete also explained that there are 3 payments and the TWA would be signed after the first payment is made.

John Napolitano returned to the Board Table after the Developer was finished.

- Update- Primary Clarifiers 3&4 – specifications should be ready in a couple of weeks and award should be ready for May’s meeting.
- Update -West Keansburg Force Main Rehabilitation is 100% complete. A change order is being prepared for next month’s meeting and the Authority will close out this project.
- Award of the Annual Calibration & Repair of Flow Meters Instrumentation to ABB in the amount not to exceed \$19,307.
- Award the Comminuter and Accessories for the Matawan Pump Station to Franklin Miller, Inc. in the amount not to exceed \$55,950. Staff will do installation
- Update – Combined Blower Building 1&2 – very close, final comments from the State. Hazen and Sawyer are cleaning them up. Half of DEP signed off on it. Expecting authorization to advertise before May meeting.

3. Consulting Engineer – R3M

Manuel Ponte Reported:

- Various Authority Buildings Update – Mr. Ponte advised the Board that most of Shorelands work is complete. The delay in closing out the project is due to the Authority Need to use the same flood panels for the projects.
- General Project Updates – Generator #3 is completed, they are working on #2, then #1. Generators #1 & #2 will have new radiators-which are sitting in the port right now.

Mr. Fischer advised the Board that he asked Manuel Ponte to come in Thursday to meet with the Staff to discuss the intermittent odors complaints we still get. It’s difficult with the construction going on because the doors are left open for construction work. We need to do an overall assessment of the plant and target certain areas for improvement. We did put funds in the budget this year to enhance the odor control system in the plant. Our present odor control system is over 20 years old.

4. Superintendent’s Report

- With the wet weather the plant flow back up to normal at an average of 8 mgd.
- Plant effluent quality is good, still less than 50% of the NJDEP limits.
- The Dorr Oliver has been running however repairs were done for 2 days.
- No odor complaints in February but had some for the beginning of March.
- Anthony Rotundo of DEP visited the plant for the Annual Compliance Evaluation & Assistance Inspection– he indicated minor concerns about the our NJPDES Stormwater Permit with reference to the storage of materials and trash from the construction projects. The concerns were relayed to the contractors.
- BRSA received its 12th consecutive annual safety award from JIF
- Annual report by IPP – some issues resolved.
- Completed and submitted the NJPDES Permit Annual report for our Industrial Pretreatment Program to NJDEP which details activities of our Local Delegated Agency Industrial Pretreatment Program

Commissioner McMullen asked about the staff dropping off the daily enterococci sample to Lyons Environmental Services to save the \$40 per day pick-up fee. Mike Broyles said that an employee on light duty has been taking an authority vehicle and driving the sample down.

Last week IFF Compounding Facility had a problem with their contracted laboratory and R&D had a problem with a flow meter and they were told they would have to estimate the flow. Other than that all have been in Compliance.

Commissioner Steiner asked about the dishwasher in the lab. Mike told him that it is a special glassware dishwasher made just for labs with a special rinse cycle. Replacement would be several thousands of dollars. Staff performs repairs to keep it running.

Chairman Pisano-called for a **MOTION** to accept the Treasurers Report

TREASURER'S REPORT - (by Commissioner Sutton)

TREASURER'S REPORT
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
<u>TRUSTEE ACCOUNTS</u>	<u>February 29, 2016</u>
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,357,424.66
Bond Service	\$.05
Total 2010 Accounts	\$ 1,357,424.71
TD BANK	
NJEIT Project Fund	\$ 817,489.86
Incoming Revenue Account	\$ 422,832.82
Operating Regular Account	\$ 337,018.50
Operating Reserve Account	\$ 9,423,994.24
Operating Payroll Account	\$ 204,333.94
TOTAL AUTHORITY ACCOUNTS	\$11,205,669.36
TOTAL	\$12,563,094.07

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>	Balance
<u>SERVICE CHARGES:</u>	<u>February 29, 2016</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	\$ 0.00

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
TOTAL	\$	<u>0.00</u>

Balance of Rent Reserve Accounts as of February 29, 2016

Hazlet Township Sewerage Utility	\$	752,623.72
Township of Holmdel	\$	318,353.59
Borough of Union Beach	\$	194,423.35
Borough of Keyport	\$	322,896.75
Borough of Keansburg	\$	302,987.89
Borough of Matawan	\$	322,743.40
Western Monmouth Utilities Authority	\$	112,076.07
Township of Aberdeen	\$	<u>482,715.98</u>
TOTAL	\$	<u>2,808,820.75</u>

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

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

7. Payment of Bills

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

Operating Fund Req. No.P183 (Payroll)	\$	467,273.94
Operating Fund Req. No. 532 (Regular)	\$	<u>780,081.51</u>
Operating Fund Req. No. 533 (Regular)	\$	16,624.17
NJEIT Project Fund Req. #PF-10	\$	1,546,277.29
Wire Transfer FEMA Funds to NJEIT #WT006	\$	45,631.93

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

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

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.

Charles Hoffman of Hazlet ask about Resolution 47/16. Mike told him it is a radar level control.

Resolutions

RESOLUTION No. (43/16): To Award the Contract for Annual Preventive Maintenance Calibration and Repair of Instrument Equipment to ABB, Inc.

WHEREAS, in accordance with Local Public Contracts Law at 1:30 P.M. on Tuesday, March 15, 2016 the Bayshore Regional Sewerage Authority (the "Authority") received quotes for the Annual Preventive Maintenance Calibration and Repair of Instrument Equipment for a (1) one year period, and

WHEREAS, a Request for Quotation (RFQ) was publicly advertised on the Authority Web-Site for a minimum period of ten (10) days, and

WHEREAS, the quotes were publicly opened and read aloud, the sole quote being ABB, Inc. of Warminster, PA., having submitted a price of \$19,307.00 for a one (1) year period, and

WHEREAS, the Authority's Staff Engineer and Certified Purchasing Agent reviewed the quote received and the Authority desires to award ABB, Inc. of Warminster, PA. the Preventive Maintenance Calibration and Repair of Instrument Equipment contract in accordance with RFQ #2016.02 for a one (1) year period and has recommended award of the proposal to ABB, Inc., and

WHEREAS funds are available for this purpose.

NOW THEREFOR BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that ABB, Inc. of Warminster, PA. is hereby awarded the contract for Annual Preventive Maintenance Calibration and Repair of Instrument Equipment for a one (1) year period in an amount not to exceed \$19,307.00.

BE IT FURTHER RESOLVED that the Chairman and Secretary of the Authority execute any and all necessary documentation to initiate the project.

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

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

RESOLUTION No. (44/16): To Award the Contract to Furnish & Deliver a Comminutor and Accessories for the Matawan Pump Station to Franklin Miller Inc.

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) developed bid specifications for the Furnishing and Delivery of a new Comminutor and Accessories for the Matawan Pump Station in Matawan, NJ, (Contract 94); and

WHEREAS, on March 15, 2016 at 2:00 PM, the Authority received and opened sealed bids for the Furnishing and Delivery of a new Comminutor and Accessories; and

WHEREAS, one bid was received from Franklin Miller Inc., of Livingston, NJ at a price of \$55,950, and

WHEREAS, the bid was reviewed by the Authority’s Staff Engineer and Certified Purchasing Agent and determined to be in accordance with the bid documents; and

WHEREAS, funds are available for this project.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority that the contract to Furnish and Deliver a Comminutor and Accessories for the Matawan Pump Station is awarded to Franklin Miller Inc., of Livingston, NJ at the price of \$55,950.

BE IT FURTHER RESOLVED that the Chairman and Secretary of the Authority execute any and all necessary documentation to initiate the project.

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

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

RESOLUTION No. (45/16): To award NJ State Contract A76907 to Cherry Valley Tractor Sales for a New Holland Brush Cutter in the amount of \$10,927.31

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) maintains easements and grounds throughout the eight-(8) municipalities that it services, and

WHEREAS, the Authority desires to maintain easements and grounds in a cleared fashion for the efficient and safe access during normal and emergency conditions, and

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

WHEREAS, Cherry Valley Tractor Sales of Marlton, NJ, has provided a proposal for a New Holland Brush Cutter, Model 47591781 with a gauge sight indicator, dual wheel kit and demolition door, pursuant to State Contract No. A76907, in the amount of \$10,927.31, and

WHEREAS, the Authority staff find the proposal to be fair and reasonable, and

WHEREAS, funds are available for this purpose, and

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby award a Contract for the purchase of a New Holland Brush Cutter, Model 47591781 to Cherry Valley Tractor Sales of Marlton, NJ in accordance with the terms and conditions of the their proposal dated, in the amount not to exceed \$10,927.31.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the contract to Cherry Valley Tractor Sales

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

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

RESOLUTION No. (47/16): To award Contract for Purchase of Radar Controls for the Bar Screen Equipment under State Contract # A85090 in the amount of \$10,272.36

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) maintains and operates screening equipment in the Main Pump Station, and

WHEREAS, the Authority desires to maintain and operate this equipment in an efficient and precise manner, and

WHEREAS, radar technology exists that will enable a precise measurement of wastewater depth and allow a more efficient operation of certain Authority equipment, and

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

WHEREAS, North/East Technical Sales of Harleysville, Pa., has provided a proposal for a Vega Americas radar gauge with wall bracket and housing under State Contract No. A85090, in the amount of \$10,272.36, and

WHEREAS, the Authority staff find the proposal to be fair and reasonable, and

WHEREAS, funds are available for this purpose, and

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the Contract for the purchase of a radar gauge and accessories to North/East Technical Sales of Harleysville, PA under State Contract #A85090 in accordance with the terms and conditions of the their proposal dated , in the amount not to exceed \$10,272.36.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the contract to North/East Technical Sales.

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

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

RESOLUTION No. (48/16) – Pulled from Agenda

RESOLUTION No. (49/16): To Authorize the Return of Excess Rent Reserve to WMUA

WHEREAS, the Bayshore Regional Sewerage Authority is in receipt of an executed Sewer Service Agreement (SSA) from the Western Monmouth Utilities Authority; and

WHEREAS, in accordance with the SSA the Authority shall return any rent reserve amount in excess of their annual obligation to the WMUA upon their request, and

WHEREAS, the WMUA has requested the return of \$16,624.17 in excess rent reserve balance.

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority Commissioners hereby authorize the return of excess Rent Reserve according to the executed SSA in the amount of \$16,624.17.

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

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

Public Portion

ANNOUNCEMENT (by Chairman Pisano) – 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 COMMENTS FROM THE PUBLIC

Executive Session

Chairman Pisano calls for a **MOTION** to go into Closed Session at 7:35P.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, Sutton, Vella and Chairman Pisano

MINUTES FROM EXECUTIVE SESSION ARE RECORDED SEPERATELY

At 8:30P.M. **Chairman Pisano** calls for a **MOTION** to end **Closed Session** (and re-open the Regular Meeting.)

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

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

RESOLUTION No. (46/16): To Approve Salary Adjustments for Non-Union Personnel for 2016

WHEREAS, the Executive Director presented his annual review of performance of Non-Union Personnel to the Authority Personnel Committee, and

WHEREAS, the Personnel Committee has reviewed the performance evaluations and recommendations of the Executive Director, and

WHEREAS, the Personnel Committee has discussed the evaluations and recommendations with the entire Authority Board of Commissioners, and

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize the Executive Director to make the salary adjustments in accordance with the memorandum dated March 21, 2016 and to implement the salary adjustments retroactive to January 1, 2016.

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

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

Adjournment

ANNOUNCEMENT (by Chairman Pisano)

The next Regular Meeting of the Bayshore Regional Sewerage Authority will be held on Monday, April 18, 2016. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:32PM Chairman Pisano called for a **MOTION** to adjourn the meeting.

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

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

Respectfully submitted,

Susan DuBey
Administrative Asst.