



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES FOR REGULAR MEETING MONDAY, AUGUST 16, 2016

Chairman Pisano called the Regular Meeting of the Bayshore Regional Sewerage Authority to order at 7:03 PM 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: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

ABSENT: Commissioners McMullen, Steiner

Also in Attendance: Robert C. Fischer, Executive Director

J. Michael Broyles, BRSA Superintendent

Manuel Ponte, Consulting Engineer

John Napolitano, BRSA Attorney

Susan DuBey, Admin. Assistant

REPORTS

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

Mr. Fischer Reported:

- Stone Hill Construction (74S)-NIRO-progress on the NIRO continues with pressure testing all the piping, pulling wires, megger testing and terminating all equipment and control panels and installing all instrumentation for the incineration process.
- Conducting equipment start-up and manufacturers training in the Admin. Building

- Stone Hill is one month away from start-up of the new incinerator, however they have 2 requirements that must be met. (1) met the stack test limits requirement of the DEP (2) performance of the incinerator meet a much more stringent limit also known as Sub Quad L.
- Stack test is scheduled for the end of September.
- Remsco (73S) – Pump Station- all the influent pumps installed, all MCC's have been raised and all the pumps are in operation in automatic mode at various sequences.
- Shorelands (71S)-Various Buildings- is close to complete, finishing up on flood walls and flood gates. All contractors have been notified that as of September 1st all flood doors must be installed or temporary protection must be available.
- Blower Building Contract- construction progress meeting this Wednesday and they will be placing flood barriers as their first order of business.
- Went to Trenton to discuss Contract 81S-Power Distribution System- withing the treatment plant there is a Conservation Restriction. When the plant was build we had to meet the Fresh Water Wetland Act. Everyone including the DEP believe it was a mistake. During the expansion we went into the buffer zone of the wetlands which was allowed but we had to take a equivalent amount of land and dedicated it as a Deed Restriction. This being the third time the DEP will follow the same procedure however within 90 days we must submit comments for a new Deed Restriction. By Labor Day we should be getting the permit for the Power Distribution System project, then go to NJEIT for authorization to advertise.
- Received a letter from FEMA approving the Power Distribution System Project upon modifying several of the worksheets.
- This month Stone Hill Construction (NIRO) payment application is for \$186,445.49 –Application #14 – 87% completion, Remsco (Pump Station) payment application is for \$312,248.30 – Application #11 – 85% completion and Shorelands (Various Bldgs.) submitted a payment application #8 in the amount of \$56,906.46 – 90% completion. Total cost 19,312,828.18.
- Of the total short term loan amount to date, construction cost represent 91%, engineering is 8%, administration is .05%, and NJEIT Technical Fee is .05%. FEMA reimbursable portion stands at \$11,790,579.01 or 61%.
- Good News- The Coastal Barrier Resource System which had split the plant into thirds and restricted that portion of the plant from using any Federal money; U.S. Fish and Wild Life will be taking BRSA & MCBOA plant out of that CBRS zone.
- 2017 Budget is under way. Next week is a Capital Improvement meeting and the following week will be the O & M portion. Preliminary budget will be ready by October 10th for the Finance Committee to review.
- We are moving forward on the repairs to the Headworks Odor Control System. There is agreement that there are occasional odors coming from the Headworks. We had a visit from a neighbor about the odor and asked him to tour the plant with Mike and me to identify the odor. He identified the Headworks as the odor he smells most frequently. A complete study of the Grit Chamber and Pump Station has begun which will identify any inadequate components.

Mr. Fischer asked Manuel Ponte of R3M Engineering to submit a proposal for an Odor Control Study of the Treatment Plant Headworks.

Manuel discussed the Odor Control System #1, Design of Scrubber #1 and OCS#1 Improvements.

Staff Engineer Report

Mr. Fischer Reported:

- One year extension of U.S. Security for the Treatment Plant not to exceed \$45,460.80, same terms and conditions with no additional cost
- Advertise Contract 95 for the repair of Clarifiers 1 & 2. BRSA staff engineers prepared the specs for Clarifiers 3 & 4 and they are managing the project.
- West Keansburg Odor & Corrosion Control-Contract 90- had a phone conference with Engineering Committee on the CH2MHill Engineers proposal for Construction Management Services
- Keyport Apartments – demolish 15 units and replace it with 24 units. Connection fee only for the addition 9 units.
- Seaview Gardens Apartment in Keansburg-returned 1st installment connection fee last month. Need authorization to sign a release of the lien filed in Monmouth County.

Commissioner Sutton asked how the new Blower is working. Mr. Fischer said OK until we had to shut down Plant #1 due to lack of flow. He said this is the first time since Mike has been here that the pumps shut down at night. This is an indication how dry everything is and how little I&I there is in the system at this time.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Various Plant Building Project is 90% complete
- Emergency Generator #1 was completed and the contractor submitted an invoice for final payment.
- The Third Quarter 2015/2016 report was distributed. Manuel said that everything is in-line with the previous quarters.

Superintendent's Report

Mike Broyles Reported:

- Treatment Plant flow remains unusually low forcing us to shut down Plant #1
- Effluent quality has improved since last month but still is not where it use to be.
- Incinerator ran most of the month except for scheduled and unscheduled maintenance
- The plant had several odor complaints from 709 9th Street and a visit from Mr. Lauro. He came in to help identify the area of the odor he is smelling.
- DEP was here for a Compliance Inspection before the 4th of July. He took a couple of samples and had no issues.
- Risk Control Inspection – first time visit, very impressed with the cleanliness of the plant especially with all the construction and he took a quick look at our safety records.
- The lab had an issue with the chloride sample. The parameter is not in our permit, we test on because high chlorides in the sludge causes problems in the incinerator.

- CO Analyzer obsolete and cannot get any spare parts for it. Right now it's working but inquiring about purchasing a new one at the cost of \$12,000.
- SO2 Analyzer we removed and sent back the manufacturer for a diagnostic test to find out what is wrong with it. These analyzers have been operating for over 20 years.
- Matawan Pump Station comminutor was installed and wired by BRSA staff. The manufacturer will be out on Thursday for the Start-up.

MOTION (by Chairman Pisano) – to accept the Treasurers Report

6. TREASURER'S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	July 31, 2016
<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,357,480.82
Bond Service	\$.05
Total 2010 Accounts	\$ 1,357,480.87
TD BANK	
NJEIT Project Fund	\$ 1,393,612.16
Incoming Revenue Account	\$ 474,694.22
Operating Regular Account	\$ 271,599.33
Operating Reserve Account	\$10,902,536.65
Operating Payroll Account	\$ 194,916.64
TOTAL AUTHORITY ACCOUNTS	\$13,237,359.00
TOTAL	\$14,594,839.87

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

SERVICE CHARGES:	Balance
SERVICE CHARGES:	July 31, 2016
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	\$ 422,807.50
TOTAL	\$ 422,807.50

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	\$	44,205.39
TOTAL	\$	44,205.39

Balance of Rent Reserve Accounts as of July 31, 2016

Hazlet Township Sewerage Utility	\$	753,089.62
Township of Holmdel	\$	318,550.66
Borough of Union Beach	\$	194,543.71
Borough of Keyport	\$	323,096.64
Borough of Keansburg	\$	303,175.45
Borough of Matawan	\$	322,943.19
Western Monmouth Utilities Authority	\$	95,512.70
Township of Aberdeen	\$	483,014.80
TOTAL	\$	2,793,926.77

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

7. PAYMENT OF BILLS

MOTION (by Chairman Pisano) - for payment of the following:

Operating Fund Req. No.P188 (Payroll)	\$	178,812.15
Operating Fund Req. No. 538 (Regular)	\$	590,642.24
NJEIT Project Fund Req. #PF-15	\$	602,881.45
Wire Transfer FEMA Funds to NJEIT #WT011	\$	916,634.75

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

8. APPROVAL OF MINUTES

MOTION (by Chairman Pisano) - to approve the following Minutes:

Regular Meeting of July 18, 2016

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

Public Portion

ANNOUNCEMENT (by Chairman Pisano): 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 5 minutes.
NO COMMENTS FROM THE AUDIENCE

Resolutions

RESOLUTION No. (89/16): To Extend the Contract with U.S. Security Associates, Inc. for Security Services for a 1 year period.

WHEREAS, in accordance with Local Public Contracts Law at 1:00 P.M. on Friday, October 10, 2014 the Bayshore Regional Sewerage Authority advertised and received bids for Security Services for a (1) one year period, and

WHEREAS, on October 20, 2014 the BRSA awarded the Security Services Contract to the lowest responsible bidder being U. S. Security Associates, Inc. of Woodbridge, N.J., and

WHEREAS, on October 20, 2015 the contract was extended for a one year period (Resolution No. 103/15), and

WHEREAS, the original contract provides by mutual agreement and, the Local Public contracts law allow for (1) one year extension for a maximum of (2) two years, and

WHEREAS, extension of the original Contract will require authorization from the Commissioners and the completion of contract extension documents, and

WHEREAS, the Staff Engineer and Qualified Purchasing Agent have reviewed the correspondence from U. S. Security Associates, Inc. of Woodbridge, N.J. accepting (1) one year extension in accordance with the same product, price, terms and conditions as the original contract, and are recommending one final extension.

NOW THEREFORE BE IT RESOLVED that U. S. Security Associates, Inc. of Woodbridge, N.J. is hereby awarded a (1) one year extension of the contract for Security Services in accordance with the terms and conditions of the original bid and contract documents for the total contract price of \$45,460.80.

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute the Contract extension documents.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (90/16): To Accept the Three (3) Month Flow Report for Third Quarter - 2015/2016

WHEREAS, R3M Engineering, Consulting Engineers for the Bayshore Regional Sewerage Authority, ("Authority") have determined the quantity of sewerage from each of the Towns and Authorities

connected to the Authority's system for the period April 1, 2016 to June 30, 2016 (Third Quarter of 2015/2016), 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.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby accept the flow calculations, certified by R3M for three (3) month period of April 1, 2016 to June 30, 2016, Third Quarter of 2015/2016.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (91/16): To Authorize Advertisement for Public Bids on the Primary Clarifier #1 & #2 Rehabilitation Project, Contract 96

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") owns and operates collection mechanisms in primary clarifiers #1 and #2 that are in need of rehabilitation and repair, and

WHEREAS, the solids collection mechanisms are an essential component of the treatment process which have reached the end of their useful life; and

WHEREAS, the Authority desires to replace the solids collection mechanisms and associated accessories in order to maintain the primary clarifiers #1 and #2 in an efficient and reliable condition; and

WHEREAS, contract specifications to replace the primary solids collection mechanisms (Contract 96) have been prepared by the Authority Engineering staff, and

WHEREAS, the funds are available for this purpose.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Qualified Purchasing Agent and Authority Engineer to advertise for public bids for the Primary Clarifier #1 and #2 Rehabilitation Project, Contract 96, in the Authority Official Newspaper and on the Authority Website.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (92/16): To Authorize the Executive Director and Secretary to execute a Release of Lien for Seaview Gardens, Borough of Keansburg

WHEREAS, at the regular meeting of the Bayshore Regional Sewerage Authority ("Authority") held on January 16th, 2006, ESK Builders, LLC (ESK) was granted a Developer's Agreement and a sanitary sewer extension approval for Seaview Gardens, located at Block 15, Lot 1 in the Borough of Keansburg; and

WHEREAS, on January 19th, 2006 the Authority issued a letter enclosing a fully executed Developers Agreement and acceptance of the first third of the connection fees, in the amount of \$92,400.00; and

WHEREAS, ESK was unable to develop the project and has sold the property to another Developer, and

WHEREAS, in their letter dated April 4, 2016, ESK has requested a full refund of the connection fees paid in the amount of \$92,400; and

WHEREAS, on June 20, 2016 the Authority passed Resolution No. 81/16 to authorize the staff to refund the connection fees in the amount of \$92,400 and terminate the Developers Agreement and rescind all prior approvals for the property, and

WHEREAS, the new property owner, Beachway Urban Renewal Associates, L.P. of Montclair, NJ has requested the Authority release and discharge the lien for the property, and

NOW THEREFORE BE IT RESOLVED by the Commissioners of Bayshore Regional Sewerage Authority that the Executive Director and Secretary are authorized to execute any necessary documents to release the lien for Block 15, Lot 1 in the Borough of Keansburg, NJ.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (93/16): To approve Sanitary Sewer Connection Application for Alaric Properties, LLC a Developer for Keyport Apartments (24), Borough of Keyport

WHEREAS, Alaric Properties, LLC (“Developer”), is the project developer of Keyport Apartments (24), located at 45 Beers St., further designated as Block 39, Lot 12, 13 & 14 in Borough of Keyport, a 24 unit apartment complex, and

WHEREAS, the site contained 15 existing apartment units which were connected to sanitary sewer and will be demolished, and

WHEREAS, the Developer has indicated they have received all local approvals including local sanitary sewer approval, and

WHEREAS, the project is expected to generate 5,400 gallons per day of wastewater, and

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) Engineer has reviewed the Developers application and is recommending sanitary sewer connection approval along with a connection fee credit of fifteen (15) EDU’s for the existing apartments, and

WHEREAS, the Developer has paid its review fee of \$900 and its connection fee of \$45,558 for the nine (9) additional units, and

NOW THEREFORE BE IT RESOLVED by the Commissioner of the Bayshore Regional Sewerage Authority that Alaric Properties, LLC is hereby granted a sanitary sewer approval for the above referenced project.

BE IT FURTHER RESOLVED the Developer must properly maintain its sanitary sewer system in accordance with the Bayshore Regional Sewerage Authority Rules and Regulations, and

BE IT FURTHER RESOLVED that this approval is good for a one year period.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (94/16): To Award Engineering and Construction Management Services for the West Keansburg Odor and Corrosion Control Project 90 to CH2M Engineering

WHEREAS, the (“Authority”) solicited a Request of Proposal for Design of the Odor and Corrosion Control at the West Keansburg Pump Station (WKPS) which was awarded to CH2M in accordance with the Authority evaluation criteria, and

WHEREAS, the design of the project has been completed and the project will be publicly bid in accordance with the Local Public Contracts Law, and

WHEREAS, the Authority has requested a proposal from CH2M for Engineering and Construction Management Services for the project, and

WHEREAS, the Authority Engineer has reviewed the proposal with the Executive Director and the Engineering Sub Committee of the Board of Commissioners, and

WHEREAS, the proposal of \$121,800 was found to be fair and reasonable for the scope of services requested.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority award the Contract for Engineering and Construction Management Services of the West Keansburg Odor and Corrosion Control Project to CH2M Engineering of Parsippany, NJ in accordance with the terms and conditions in their proposal dated August 9, 2016 in the amount not to exceed \$121,800.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute necessary documents to award the Contract to CH2M of Parsippany, NJ.

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

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

RESOLUTION No. (95/16): To Award Engineering Odor Control Study of Treatment Plant Headworks to R3M Engineering

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) Odor Control Scrubber (OCS) No.1 which services the Treatment Plant Headworks requires analysis to determine its effectiveness and ability to handle the multiple odor sources present at the headworks, and

WHEREAS, additionally, the OSC No. 1, requires a complete replacement of its internal components, and

WHEREAS, the Authority requested a proposal from R3M Engineering to prepare specifications for the public bidding of the rehabilitation of OCS No. 1 as well as to analyze the effectiveness of the current system to adequately remove the odors from the headworks areas, and

WHEREAS, the Authority Engineer has reviewed the proposal with the Executive Director and the Engineering Sub Committee of the Board of Commissioners, and

WHEREAS, the proposal of \$36,567 was found to be fair and reasonable for the scope of services requested.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority award the Contract for Engineering Odor Control Study of the Treatment Plant Headworks to R3M Engineering of Old Bridge, NJ for the not to exceed amount of \$36,567.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute necessary documents to award the Contract to R3M Engineering of Old Bridge, NJ.

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

AYES: Commissioners Khachaturian, Sutton, Whalen 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.

Charles Hoffman, Florence Avenue, Hazlet asked the board about a pump station going off line and pumping the sludge into a truck to move the sludge.

Mike Broyles said he has never experienced it.

Mr. Hoffman said many years ago he saw a green and white truck with a hose in the manhole and was wondering what was going on. He said he called Hazlet Sewer and they said, Why do you care? He said thinking back there was a problem with Holmdel's line.

Mr. Fischer ask when he saw this incident, he said it was back in 1986.

Executive Session

MOTION (by Chairman Pisano) - 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 or **anticipated litigation and matters of employment of public employees and contract.** 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 Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Khachaturian, Sutton, Whalen and Chairman Pisano

MOTION (by Chairman Pisano) - to end **Closed Session** and **Re-Open** the Regular Meeting @ 8:25 PM.

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

AYES: Commissioners Khachaturian, Whalen and Chairman Pisano

Adjournment

ANNOUNCEMENT (by Chairman Pisano)

The next Regular Meeting of the Bayshore Regional Sewerage Authority will be held on Monday, September 19, 2016. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

MOTION (by Chairman Pisano) to adjourn the meeting @ 8:26 PM.

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

AYES: Commissioners Khachaturian, Steiner, Sutton, Whalen and Chairman Pisano

Respectfully Submitted,

Susan A. DuBey
Administrative Assistant