



# BAYSHORE REGIONAL SEWERAGE AUTHORITY

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

Robert C. Fischer  
EXECUTIVE DIRECTOR

## MINUTES FOR REGULAR MEETING MONDAY, NOVEMBER 20, 2017

At 7:00 P.M. on Monday, November 20, 2017 Chairwoman McMullen 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.

Chairwoman McMullen 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.

Chairwoman McMullen requested a roll call of attendance

### **ROLL CALL**

**PRESENT:** Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**ABSENT:** Commissioners Khachaturian, 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, Esq. BRSA Attorney  
Susan DuBey, Admin. Assistant

\*\*\*\*\*

Mr. Fischer recognized 40 Years of Service by Susan DuBey who started at Bayshore in 1977.

Mr. Fischer also presented Manuel Ponte with an AEA award.

## REPORTS

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

#### **Mr. Fischer Reported:**

#### **DISASTER RECOVERY:**

#### **PHASE I**

- Contract 74S – Niro Incinerator – Stone Hill reported 99% completion with just punch list items to be done. Modifications were done on the piping and a sky-lite was installed above Heat Exchanger in case the equipment has to be removed.

- Contract 80S – Combined Blower Building – is 65% complete. Recently installed a 2 inch concrete slab inside the building to counteract the buoyancy in future storms. Six of the eight Aeration basin have been drained & cleaned. Project completion should be around March or April of 2018.
- PKF Mark III - Contract 81S-Power Distribution-full time work has not yet begun. Minor mobilized and demolition of the old equipment is underway. PKF is waiting on shop drawing from GE with the size and weight of the enclosure.

#### DISASTER FUNDING

- Stone Hill – NIRO – Contract 74S - submitted payment request #29 in the amount of \$110,476.38.
- Stone Hill – Combined Blower Building – Contract 80S - submitted payment request # 14 in the amount of \$311,566.89.
- PKF Mark III – Power Distribution System Project – Contract 81S – submitted payment request #3 in the amount of \$49,280.71. All payment application have been reviewed and approved by the respective engineer.
- ~~Combined cumulative phase I project payments excluding November payment totals \$24,783,729.98. Construction costs represents 88%, Engineering 11%, Administrative and NJEIT Technical Costs is 1%. It looks like we will only need \$26 million of the \$28 million from NJEIT.~~

#### ENERGY AGGRAGATION GROUP

- The Authority is 1 of 12 members of the NJ Sewerage & Municipal Authority Electric Supply Aggregate (NJSMUAESA). Our current contract which expires in May of 2018 is with Constellation at \$0.0663/kwh. The Group decided to go out to bid for a two year period before the cold weather came. The bids came out really good with the lowest bid being Constellation New Energy for the Treatment Plant at \$0.05888 and \$0.073 with Direct Energy Business for the Pump Stations. This should save the Authority \$50,000 to \$55,000 per year.

#### SLUDGE CONCENTRATION TANKS

- The Sludge Concentration Tanks are the first real sludge process in our system. The tanks are 35 ft. diameter by 10 ft. deep. In the center is a large steel rotating bridge with a squeegee that pushes the sludge to the center and pumps it to the dewatering system. The tanks and the concrete are in good shape but the steel bridges are corroded after 40+ years of service. We solicited proposals from four Engineers (CH2M, CDM, Hazen & Sawyer and PS&S) from the Capital Improvement Short list, had a conference call with the engineering committee and recommended PS&S in the amount not to exceed \$245,140.

Mr. Fischer asked Pete Canal to address the Sludge Concentration Tank Proposals – The proposals were reviewed and weighted independently by the Director & Engineer prior to the Engineering Committee Conference call.

John Vena from PS&S explained the proposal PS&S submitted and the scope of the work.

Chairwoman McMullen asked about the amount of the other quotes.

Pete said the quotes ranged from \$152,469 to \$684,609.

Mr. Fischer said that PS&S was the second lowest bidder based on the criteria.

- 2018 Budget – received an approved copy back from the DCA and prepared a letter to all Town Administrators advising them of the Rate Hearing on December 18<sup>th</sup> and their 2018 anticipated charges. Last month they received the Final Flow Report, advising the flows will be used in the calculation of

2018 User Charges.

**Chief Engineer**

**Pete Canal Reported:**

- Metra Industries – Contract 95 – Change Order #3 for additional police traffic control in the amount not to exceed \$105,000 and Change Order #4 for additional work performed by Metra in the amount not to exceed \$131,476.26. The only thing left is paving.
- Eugene DeStefano and Tom Bongiovanni – Gannett Fleming – were present to discuss the Change Orders in detail.
- Montrose Air Quality Services – RFQ#2017-05 – received one bid for a two year contract for Preventive Maintenance, Calibration and Repair of Meteorological System in the amount not to exceed \$18,400.

**Consulting Engineer – R3M**

**Manuel Ponte Reported:**

- ~~Engineering Services for Various Plant Building – Contract 71S – filled out and submitted close-out forms to NJDEP/NJEIT.~~
- Headworks -Odor Control System – project is complete and has been in operation since October 10<sup>th</sup>. Performed smoke-test of the AGCs and no smoke was observed escaping. Finishing up on the punch list items and should be done by next month.
- Iron Hills requested a time extension due to the delay in the delivery of the fans. The request will be reviewed and a recommendation will be presented to the Board next month.
- Matawan Force Main is completed except for some paving. Keyport is requesting that the whole street be paved, Hazlet is satisfied with pavement. Pete is discussing the Keyport request with their Consulting Engineer CME. The request to pave the entire area on the Keyport side is not consistent with the work that was performed or the Keyport ordinance.
- Raritan Valley Force Main work is complete.

**Superintendent Report**

**Mike Broyles Reported:**

- Flow for October is one of the lowest in 20 years.
- Effluent quality has improved since last month
- There was 1 odor complaint in the month of October from Mayor Smith on 5<sup>th</sup> Street.
- Stone Hill made some modification in the incinerator, removed piping, changes to sky-light to make it easy to remove equipment if necessary. The incinerator was shut down for 7 days. Ten days prior sludge was burned for 2 shifts to decrease inventory. Once we were back on-line we burned for 6 days around the clock to catch up. During the down time, IFCO did an inspection of the incinerator and sand was removed from the wind box.

Chairwoman McMullen asked Mike how old is Return Sludge Pump #6. Mike said it was put in in 1994. Chairwoman McMullen asked what the life expectancy was. Mike said he wasn't sure but replacing it would save us money on the electric alone.

\*\*\*\*\*

MOTION (by Chairwoman McMullen) – to accept the Treasurers Report

MOTION (by Chairwoman McMullen) – to accept the Treasurers Report

## TREASURER'S REPORT

### STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

<b>TD BANK</b>	<b>Balance</b>
<b>TRUSTEE ACCOUNTS</b>	<b>October 31, 2017</b>
<b><u>2010 NJEIT BONDS</u></b>	
Revenue	\$ 0.00
Construction	\$ 1,358,357.47
Bond Service	\$ .05
Total 2010 Accounts	\$ 1,358,357.52
<b>TD BANK</b>	
NJEIT Project Fund	\$ 4,798,794.85
NJEIT Project Fund #2	\$ 2,554,429.86
Incoming Revenue Account	\$ 186,094.28
Operating Regular Account	\$ 2,151,820.03
Operating Reserve Account	\$ 11,340,979.11
Operating Payroll Account	\$ 758,686.31
TOTAL AUTHORITY ACCOUNTS	\$ 21,790,804.44
<b>TOTAL</b>	<b>\$ 23,149,161.96</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

	<b>Balance</b>
<b><u>SERVICE CHARGES:</u></b>	<b>October 31, 2017</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>
<b>OUTFALL AUTHORITY CHARGES</b>	
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 October 31, 2017

Hazlet Township Sewerage Utility	\$	754,964.04
Township of Holmdel	\$	319,343.52
Borough of Union Beach	\$	195,027.92
Borough of Keyport	\$	272,775.16
Borough of Keansburg	\$	303,930.05
Borough of Matawan	\$	323,746.98
Western Monmouth Utilities Authority	\$	94,662.36
Township of Aberdeen	\$	456,056.50
<b>TOTAL</b>	\$	<b>2,720,506.53</b>

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**PAYMENT OF BILLS**

MOTION (by Chairwoman McMullen) - for payment of the following:

Operating Fund Req. No.P203 (Payroll)	\$	186,046.45
Operating Fund Req. No. 553 (Regular)	\$	806,405.72
NJEIT Project Fund I Req. #PF-30	\$	129,512.39
NJEIT Project Fund II Req. #PF-15	\$	438,951.31
NJEIT Wire Transfer Req. No. WT-21	\$	398,985.80

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**APPROVAL OF MINUTES**

MOTION (by Chairwoman McMullen) - to approve the following Minutes:

Regular Meeting of October 16, 2017  
Closed Session of October 16, 2017

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

## PUBLIC PORTION

ANNOUNCEMENT (by Chairwoman McMullen): 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.

Mr. Charles Hoffman, Florence Ave., Hazlet questioned the paving on Florence Avenue between Route 36 and Middle Road.

Pete said that a temporary patch would be in place for 90 days to give it time to settle and within the week the permanent paving will be done.

### **RESOLUTION No. (118/17): To Authorize Dental Benefit Coverage with Delta Dental For 2017/2018**

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

**WHEREAS**, in a memorandum dated October 16, 2017 Delta Dental of New Jersey offered 12 month coverage rates at \$46.77 per month for one (1) party coverage, \$90.50 per month for two (2) party coverage, and \$155.79 per month for three (3) party coverage; and

**WHEREAS**, said rates represent a 4.5% decrease over the existing rates; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds, the Authority Health Insurance line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution.

**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, 2017 to November 30, 2018.

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

### **RESOLUTION NO. (119/17): To Award Contract For Design and Bidding Assistance For Sludge Concentration Tank Rehabilitation and Improvements To PS&S at a cost not to exceed \$245,140**

**WHEREAS**, the Bayshore Regional Sewerage Authority ("Authority") owns, operates and maintains four (4) Gravity Settling Sludge Concentration Tanks ("CTanks") to collect, settle and concentrate sludge produced at the Wastewater Treatment Plant; and

**WHEREAS**, the CTanks are a critical component of the Authority Sludge Management System, and are old and in need of substantial rehabilitation after 40 years of service in a corrosive environment; and

**WHEREAS**, the Authority solicited proposals from four (4) Engineering Firms from the Capital Improvement Short List and ranked them in accordance with pre-advertised weighted criteria; and

**WHEREAS**, the Authority Engineer and Executive Director independently ranked the firms and discussed the results with the Engineering Committee of the Board; and

**WHEREAS**, the firm of PS&S received the highest ranking in accordance with the established criteria; and

**WHEREAS**, the Authority desires to award the contract for the Engineering Design and Bidding Assistance for the Rehabilitation of the Gravity Settling Sludge Concentration Tanks for a cost not to exceed \$245,140; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the capital line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution; and

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority award the contract for Engineering Design and Bidding Assistance for the Rehabilitation of the Gravity Settling Sludge Concentration Tanks to PS&S of Wall, NJ for a cost of \$245,140 in accordance with the terms of their proposal dated September 8, 2017.

**BE IT FURTHER RESOLVED**, the Executive Director is authorized to execute the contract documents.

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

**AYES:** Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION NO. (120/17): To Award Contract for EPA 40 CFR Part 62 Sewage Sludge Incinerator Refresher Training to IFCO in the Amount Not to Exceed \$7,300**

**WHEREAS**, the Bayshore Regional Sewerage Authority owns, operates and maintains a fluidized bed incinerator for the destruction of solids generated at the treatment plant; and

**WHEREAS**, in accordance with the USEPA regulations at 40 CFR Part 62 the Authority is required to provide refresher training for its staff of Incinerator Operators on an annual basis covering specific topics as provide for in the regulations; and

**WHEREAS**, the firm of Industrial Furnace Company Inc. ("IFCO"), the fluidized bed incinerator specialist from the recently restored NIRO incinerator project, has provide initial staff training and subsequently administered certifications to all Authority staff; and

**WHEREAS**, IFCO has given the Authority a proposal to provide refresher training to the entire staff at cost not to exceed \$7,300; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Consultant-Other line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority award the contract for Annual Refresher Training of the Fluidized Bed Incinerator to IFCO Inc., of Rochester, N.Y. at a cost not to exceed \$7,300 in accordance with their proposal dated November 1, 2017.

**BE IT FURTHER RESOLVED**, the Executive Director is authorized to execute the contract documents.

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

**AYES:** Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION No. (121/17): To approve Metra Industries, Inc. Change Order No. 3 for Contract No. 95, Interceptor Sewer Rehabilitation Project, Phase 1 for \$105,000**

**WHEREAS**, the Bayshore Regional Sewerage Authority (Authority) owns and operates interceptor sewers in Keyport, Hazlet and Union Beach that are in need of rehabilitation; and

**WHEREAS**, in accordance with Local Public Contract Laws, Contract 95, Interceptor Sewer Rehabilitation Project, Phase 1 was awarded to Metra Industries, Inc. ("MII") on December 19, 2016 for a total price of \$2,147,000 via Resolution 136/16; and

**WHEREAS**, the Authority previously approved via Resolution No. 91/17, Change Order No.1 in the amount of \$22,542.30, increasing the total contract value to \$2,169,542.30; and

**WHEREAS**, the Authority previously approved via Resolution No. 112/17, Change Order No.2 in the amount of \$5,445.00, increasing the total contract value to \$2,174,987.30; and

**WHEREAS**, there is a need to amend the Contract and perform additional police traffic control; and

**WHEREAS**, MII has submitted a proposal for Change Order No.3 to amend the contract work, in the amount of \$105,000, and

**WHEREAS**, the Authority staff and our consulting engineer, Gannet Fleming have reviewed the proposal and are recommending Change Order No.3, in the amount of \$105,000, and

**WHEREAS**, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of Bayshore Regional Sewerage Authority approve Change Order No.3 for Metra Industries, Inc., in the amount of \$105,000 increasing the total Contract value to \$2,279,987.30.

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

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION No. (122/17): To Award a 24 month Contract to Constellation New Energy for Basic Generation Services for the Treatment Plant effective May 2018**

**WHEREAS**, the Bayshore Regional Sewerage Authority ("Authority") is a member of the New Jersey Sewerage and Municipal Utility Authority Electricity Supply Aggregation (NJSMUAESA), ("the Aggregation Group"); and

**WHEREAS**, the Commissioners of the Authority on October 16, 2017 entered into an agreement with Gabel Associates to (1) serve as Energy Agent for the Aggregation Group for the purpose of purchasing aggregate electrical power and (2) authorizing 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**, on November 8, 2017 the members of the Aggregation Group opened and reviewed bids for electrical power supply for a 24 month period for the Treatment Plant with the following results:

- Tri-Eagle Energy \$0.06128 per kilowatt hour
- PSEG Energy Solutions \$0.06263 per kilowatt hour



- South Jersey Energy \$0.05928 per kilowatt hour
- Direct Energy Business \$0.05954 per kilowatt hour
- Constellation New Energy \$0.05888 per kilowatt hour; and

**WHEREAS**, upon review by the Aggregation Group, and Gabel Associates determined Constellation New Energy to be the lowest responsible bidder with a unit price of \$0.05888 per kilowatt hour, for a 2 year fixed price contract commencing the first meter reading of May 2018; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the plant electrical power line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the customers it serves to accept the recommendations of Gabel Associates and confirm award of the electrical power supply contract to Constellation New Energy of Baltimore, Md. in accordance with the terms and conditions set forth in the contract documents and authorizes the Chairwoman to execute the necessary documents.

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION No. (123/17): To Award a 24 month Contract to Direct Energy Business For Basic Generation Services for the Remote Pump Stations effective May 2018**

**WHEREAS**, the Bayshore Regional Sewerage Authority (“Authority”) is a member of the New Jersey Sewerage and Municipal Utility Authority Electricity Supply Aggregation (NJSMUAESA), (“the Aggregation Group”); and

**WHEREAS**, the Commissioners of the Authority on October 16, 2017 entered into an agreement with Gabel Associates to (1) serve as Energy Agent for the Aggregation Group for the purpose of purchasing aggregate electrical power and (2) authorizing 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**, on November 8, 2017 the members of the Aggregation Group opened and reviewed bids for electrical power supply for a 24 month period effective May 2018 for the Pump Stations with the following results:

- South Jersey Energy \$0.07296 per kilowatt hour
- Tri-Eagle Energy \$0.07496 per kilowatt hour
- PSEG Energy Solutions \$0.07601 per kilowatt hour
- Direct Energy Business \$0.07034 per kilowatt hour
- Constellation New Energy \$0.07156 per kilowatt hour; and

**WHEREAS**, upon review by the Aggregation Group, Gabel Associates determined Direct Energy Business to be the lowest responsible bidder with a unit price of \$0.07034 per kilowatt hour, for a 2 year fixed price contract commencing with the first meter reading of May 2018; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the pump stations electrical power line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the customers it serves to accept the recommendations of Gabel Associates and confirm the award of the electrical power supply contract to Direct Energy Business of Houston, TX. in accordance with the terms and conditions set forth in the contract documents and authorizes the Chairwoman to execute the necessary documents.

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION No. (124/17): To Award the Request for Quotation 2017-05 for Annual Preventive Maintenance, Calibration and Repair of Meteorological System for a Two Year Period to Montrose Air Quality Services**

**WHEREAS**, the Bayshore Regional Sewerage Authority ("Authority") uses its Meteorological System and Tower for weather data and plant reporting; and

**WHEREAS**, the System needs periodic maintenance, calibration and auditing services to remain reliable; and

**WHEREAS**, the Authority seeks a firm to handle maintenance and calibration services of the Meteorological System and Tower for a 2 Year Period; and

**WHEREAS**, in accordance with Local Public Contracts Law, the Authority advertised on its web site and on November 17, 2017 at 11:00 A.M. received quotes for Meteorological System Maintenance and Calibration Services for a 2 Year Period; and

**WHEREAS**, one (1) quotation was received for \$18,400 from Montrose Air Quality Services; and

**WHEREAS**, the Authority Chief Engineer and Staff have reviewed the quotation and found it acceptable; and

**WHEREAS**, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Service Contracts line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of the Bayshore Regional Sewerage Authority authorize the procurement of Meteorological System Maintenance and Calibration Services for a 2-Year Period from Montrose Air Quality Services in accordance with the terms and conditions of this RFQ, for a not to exceed amount of \$18,400.00.

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION No. (125 /17): To Approve Metra Industries, Inc. Change Order No. 4 for Contract No. 95, Interceptor Sewer Rehabilitation Project, Phase 1 for \$131,476.26**

**WHEREAS**, the Bayshore Regional Sewerage Authority (Authority) owns and operates interceptor sewers in Keyport, Hazlet and Union Beach that are in need of rehabilitation; and

**WHEREAS**, in accordance with Local Public Contract Laws, Contract 95, Interceptor Sewer Rehabilitation Project, Phase 1 was awarded to Metra Industries, Inc. ("MII") on December 19, 2016 for a total price of \$2,147,000 via Resolution 136/16; and

**WHEREAS**, the Authority previously approved Change Orders 1 through 3 in the amount of \$132,987.30, increasing the total contract value to \$2,279,987.3; and

**WHEREAS**, there is a need to amend the Contract and perform additional work as described in the change order No. 4 documentation; and

**WHEREAS**, MII has submitted a proposal for Change Order No.4 to amend the contract work, in the amount of \$131,476.26 and

**WHEREAS**, the Authority staff and our consulting engineer, Gannet Fleming have reviewed the proposal and are recommending Change Order No.4, in the amount of \$131,476.26, and

**WHEREAS**, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

**NOW THEREFORE BE IT RESOLVED** the Commissioners of Bayshore Regional Sewerage Authority approve Change Order No.4 for Metra Industries, Inc., in the amount of \$131,476.26 increasing the total Contract value to \$2,411,463.56.

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

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

AYES: Commissioners Khachaturian, Pisano, Steiner, Sutton, Whalen and Chairwoman McMullen

## **PUBLIC PORTION**

ANNOUNCEMENT (by Chairwoman McMullen) – 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 Ave., Hazlet wished everyone a Happy Thanksgiving.

## **EXECUTIVE SESSION**

MOTION (by Chairwoman McMullen) - to go into Closed Session at 8:00 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 Sutton, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**ALL EXECUTIVE SESSION MINUTES ARE RECORDED SEPARATELY**

**MOTION (by Chairwoman McMullen) - to end Closed Session and Re-Open the Regular Meeting @ 9:02 PM.**

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

**RESOLUTION NO. (126/17): To approve the Payment of Accrued Days Owed to Justin Broyles**

**WHEREAS**, On September 20, 2017 Laborer Justin Broyles was terminated from the Bayshore Regional Sewerage Authority (“Authority”); and

**WHEREAS**, Authority Policy provides payout of accrued pro-rated Vacation benefits, and any remaining Sick time (capped at 240 hours) and Personal Days; and

**WHEREAS**, Mr. Justin Broyles’ remaining Sick & Personal Days and accrued Vacation benefits have been calculated and recorded in a memorandum submitted by Mrs. Susan DuBey, Administrative Assistant to the Authority to the Executive Director, dated October 13, 2017; and

**WHEREAS**, the Executive Director has reviewed the calculated time owed and finds the calculation of Sick (8 hours), Vacation (8 hours), and Pro-rated Vacation (82 hours); accurate; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority salary line item, to cover the maximum dollar value set forth in this Resolution.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the payment of remaining Sick and accrued Vacation time owed Justin Broyles as detailed in the attached memorandum dated October 13, 2017 in the amount of \$3,295.36.

(Attachment on file in the Administrative Offices of the Authority)

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

Mr. Fischer announced that John Napolitano made phone calls to the State NJDEP regarding the remaining funds in the 2010 Series Loan. These were funds that were paid off with the Authority one time Debt Service payment but not drawn upon due to the project being stopped for litigation. The NJDEP/NJEIT has subsequently wire transferred these funds back to the Authority account.

## ADJOURNMENT

### ANNOUNCEMENT (by Chairwoman McMullen)

The next meeting of the BRSA will be the Public Hearing for the 2018 Treatment Charges to be held on Monday, December 18, 2017 immediately followed by 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.

MOTION (by Chairwoman McMullen) to adjourn the meeting @ 9:07 PM.

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

AYES: Commissioners Steiner, Sutton, Whalen and Chairwoman McMullen

Respectfully Submitted,  
Susan A. DuBey  
Administrative Assistant