



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES FOR REGULAR MEETING MONDAY, JUNE 19, 2017

At 7:00 P.M. on Monday, June 19, 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: Commissioner Khachaturian, Pisano, Sutton, Steiner, Whalen and Chairwoman McMullen

Also in Attendance: Robert C. Fischer, Executive Director
Pete Canal, BRSA Staff Engineer
J. Michael Broyles, BRSA Superintendent
Manuel Ponte, Consulting Engineer – arrived 7:13 PM
John Napolitano, BRSA Attorney
Susan DuBey, Admin. Assistant

REPORTS

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

Mr. Fischer Reported:

Disaster Funding

- Stone Hill submitted payment #24 in the amount of \$54,478.20, Remsco & Shorelands did not submit a payment request. All three project are at 99% completion.
- Combined cumulative Phase I project payments excluding May payment totals \$23,985,813.14

- Of that 88% is construction costs, 11% is engineering costs and 1% is administrative cost and NJEIT Technical fees FEMA reimbursable portion is 62.3% or \$14,953,433.02. Removing the upgrade portion brings the FEMA reimbursable to 80.1%.
- NJEIT Phase I note is \$28,113.307, requisitioned 85% of the loan to date.
- Phase II, Stone Hill Construction application #9 for the Combined Blower Building Project is in the amount of \$239,364.02.

Matawan Pump Station Force Main Emergency Repair

The Matawan Force Main (MFM) on Clark Street was replaced on Thursday, June 8th a total of 299 feet of 24 inch pipe was installed.

FEMA Project Closeout Worksheets – PW4183 complete for the Administration Building and Lab/Office Building. State will review vouchers and close out – additional \$50,000 may be due to BRSA.

Mr. Fischer received a call from Commissioner Steiner asking to look into all future connection be required to use low flow fixtures. Mr. Fischer spoke to John Napolitano who said he believes it is in the Construction Code.

Staff Engineer Report

Mr. Peter Canal Reported:

- Matawan Force Main @ Clark Street – Cruz Construction did a great job and were able to get all the materials needed to complete the job with no hold-ups. Cruz has an invoice on the list for \$317,000 which represents a good portion of their work.
- Approval for Police Traffic Control – to both Hazlet Township (\$33,000) & the Boro of Keyport (\$44,660.00)
- R3M Engineering submitted an amendment request on Friday, they reached their budget and are looking for an additional \$19,000 to close out the project on Clark Street emergency.
- Annual Grit & Screening contract – to award to Spectraserv in the amount not to exceed \$24,200
- Lab Testing – RFQ approval to Aqua Pro Tech in the amount not to exceed \$7,134 for a 2 year period. Usually the cost per year is \$24,000 however the scope of testing has decreased which brings the cost down. NJDEP permit reduced ammonia testing considerably.
- Contract 73S – Main Pump Station & Sludge Return Bldg. & PS No.1 – PS&S
Patrick Westhoven presented additional work on Change Order #3 totaling \$153,489 CREDIT
 1. Credit for not installing handrail on ramp
 2. Concrete testing
 3. Exit/Emergency lights
 4. Grit exhaust fan
 5. Grit panel control wiring
 6. Bar screen switch boxes
 7. Various electrical work - credit
 8. Contract allowance expended - credit
 9. Contract allowance reconciliation - credit

Mr. Fischer said FEMA is going thru these Change Orders the costs for the Change Order need to be substantiated.

- PS&S submitted an amendment which in currently under review.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Various Plant Building-credit change order has been completed and submitted to NJDEP & NJEIT for approval
- Headworks Odor Control – reviewed shop drawings, began working on separating Grit Chambers from the building and replacing the scrubber.
- Cruz Construction current contract is for \$640,000 but additional work was performed and Change Order #1 is being reviewed in the amount of \$100,000 to \$140,000.

Superintendent’s Report

Mike Broyles Reported:

- Wet month, the highest flow in 2 years. One day we put 15mg in an 8mg plant.
- Incinerator running well
- 3 odor complaints in May, 2 from Mr. Lauro and 1 from U.B. Police
- Handed out flyers advising residents of our removal of ash from the plant.

Mr. Fischer also said we had a noise complaint. Mike said it came from Joe Savy on Henry Street and the Monmouth County Health Dept. came and said it was not from the BRSA. We purchased a sound meter and the levels were normal.

- In May a lot of work is being done on the grit chamber by staff and contractors.
- Couple of incidences with high carbon monoxide and the Mercury Scrubber. Quench system has worked the way it was designed to work. Contractors are working to revise the offline operation on the scrubber.
- DEP did a Compliance Inspection, first one for the summer- no issues
- Lab Proficiency Tests were acceptable

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

6. TREASURER’S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	May 31, 2017
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<u>2010 NJEIT BONDS</u>	
Revenue	\$ 0.00
Construction	\$ 1,357,593.98
Bond Service	\$.05
Total 2010 Accounts	\$ 1,357,594.03
TD BANK	
NJEIT Project Fund	\$ 4,636,559.13
NJEIT Project Fund #2	\$ 1,863,100.75
Incoming Revenue Account	\$ 29,372.00
Operating Regular Account	\$ 1,735,849.10
Operating Reserve Account	\$11,547,145.05
Operating Payroll Account	<u>\$ 811,612.76</u>
TOTAL AUTHORITY ACCOUNTS	\$20,623,638.79
TOTAL	\$21,981,232.82

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 May 31, 2017
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	\$ 0.00

Balance of Rent Reserve Accounts as of May 31, 2017

Hazlet Township Sewerage Utility	\$ 754,173.30
Township of Holmdel	\$ 319,009.05
Borough of Union Beach	\$ 194,823.65
Borough of Keyport	\$ 272,489.45
Borough of Keansburg	\$ 303,611.71
Borough of Matawan	\$ 323,407.89
Western Monmouth Utilities Authority	\$ 94,563.21
Township of Aberdeen	\$ 455,578.83
TOTAL	\$ 2,717,657.09

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

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

7. PAYMENT OF BILLS

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

Operating Fund Req. No.P198 (Payroll)	\$ 194,561.43
Operating Fund Req. No. 548 (Regular)	\$1,081,059.14
NJEIT Project Fund Req. #PF-25	\$ 56,851.20
NJEIT Project Fund II Req. #02-10	\$ 240,160.27
Wire Transfer FEMA Funds to NJEIT #WT 18	\$ 781,653.34

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

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

8. APPROVAL OF MINUTES

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

Regular Meeting of May 22, 2017
Closed Session of May 22, 2017

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

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

ABSTAIN: Commissioner Khachaturian

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.

THERE WERE NO COMMENTS FROM THE PUBLIC

RESOLUTIONS

RESOLUTION No. (72/17): To award the Various Laboratory Analysis Service Contract to Aqua Pro Tech

WHEREAS, in accordance with Local Public Contracts Law, Bayshore Regional Sewerage Authority had advertised and received quotes at 1100 A.M. on Thursday, June 15, 2017 for providing Various Laboratory Analysis for a two-year period beginning July 16, 2017, and

WHEREAS, one quote was publicly opened and read aloud and the responsible and responsive quote was provided by Aqua Pro Tech of Fairfield, NJ having submitted a total quote price of \$ 7,134.00 for a two-year period, and

WHEREAS, this contract shall not exceed \$7,134.00 without prior Authority approval, and

WHEREAS, sufficient funding is available in the Testing and Analysis line item of the CPS Budget, and

WHEREAS, the Authority's Staff Engineer and Purchasing Agent have reviewed the quotations and recommend award to Aqua Pro Tech of Fairfield, NJ.

NOW THEREFORE BE IT RESOLVED the Commissioner of the Bayshore Regional Sewerage Authority hereby award a contract to Aqua Pro Tech of Fairfield, NJ for furnishing Various Laboratory Analyses, in accordance with the terms and conditions of the quotation documents for a total cost of \$ 7,134.00.

BE IT FURTHER RESOLVED the Chairman and Secretary are hereby authorized to execute the said documents.

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

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

RESOLUTION N0. (73/17): To award the Annual Disposal of Grit & Screening Contract No. 98-O to Spectraserv

WHEREAS, in accordance with Local Public Contracts Law, Bayshore Regional Sewerage Authority had advertised and received bids at 10:00 A.M. on Thursday, June 15, 2017 for providing Annual Disposal of Grit and Screening for a two-year period beginning on July 20, 2017, and

WHEREAS, two bids were publicly opened and read aloud and the lowest responsible and responsive bid was provided by Spectraserv of having submitted a total bid price of \$24,200.00 for a two-year period, and

WHEREAS, this contract shall not exceed \$24,200.00 without prior Authority approval, and

WHEREAS, sufficient funding is available in the Scavengers line item of the CPS Budget, and

WHEREAS, the Authority's Staff Engineer, Purchasing Agent and Attorney have reviewed the bids and recommend award of the contract to Spectraserv of S. Kearney, NJ.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority hereby award a contract to Spectraserv of S. Kearney, NJ for furnishing Annual Disposal of Grit and Screening, in accordance with the terms and conditions of the bid document for a total cost of \$24,200.00.

BE IT FURTHER RESOLVED the Chairman and Secretary are hereby authorized to execute the said documents.

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

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

RESOLUTION NO. (74/17): To Authorize Contract with Hazlet Township Police Department for Traffic Control

WHEREAS, the Bayshore Regional Sewerage Authority will from time to time contract for or perform inspection and repair work on the Authority interceptor sewers and Force Main pipes that run beneath the streets of the Township of Hazlet, and

WHEREAS, the Authority desires to utilize the services of the Hazlet Township Police Department for traffic control and protection during such times, and

WHEREAS, Local Public Contract Law at N.J.S.A. 40A:11-5.2 provides an exemption from public bidding for a contract made or entered into with United States of America, State of New Jersey, County or Municipality or any board, body, officer, agency, or authority thereof or any other state or subdivision thereof, and

WHEREAS, the Hazlet Township Police Department has developed a contract to provide for such services that the Authority staff and attorney have determined to be fair and reasonable, and

WHEREAS, sufficient funding is available in the unrestricted net position line item of the Authority Capital Budget.

NOW THEREFOR BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize a contract with the Hazlet Township Police Department for traffic control services at the rate of 84.40 per hour and in accordance with the various terms and conditions more specifically defined in the contract dated June 15, 2017.

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

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

RESOLUTION NO. (75/17): To Authorize Contract with Borough of Keyport Police Department for Traffic Control

WHEREAS, the Bayshore Regional Sewerage Authority will from time to time contract for or perform inspection and repair work on the Authority interceptor sewers and Force Main pipes that run beneath the streets of the Borough of Keyport, and

WHEREAS, the Authority desires to utilize the services of the Borough of Keyport Police Department for traffic control and protection during such times, and

WHEREAS, Local Public Contract Law at N.J.S.A. 40A:11-5.2 provides an exemption from public bidding for a contract made or entered into with United States of America, State of New Jersey, County or Municipality or any board, body, officer, agency, or authority thereof or any other state or subdivision thereof, and

WHEREAS, the Borough of Keyport Police Department has developed a contract to provide for such services that the Authority staff and attorney have determined to be fair and reasonable, and

WHEREAS, sufficient funding is available in the unrestricted net position line item of the Authority Capital Budget.

NOW THEREFOR BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize a contract with the Borough of Keyport Police Department for traffic control services at the rate of \$110.00 per hour and in accordance with the various terms and conditions more specifically defined in the contract dated June 15, 2017.

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

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

RESOLUTION N0. (76/17): To Update Engineering Titles at the Bayshore Regional Sewerage Authority

WHEREAS, Pete Canal has served the Authority as Staff Engineer since 2008, and

WHEREAS, in 2016 the Authority hired an assistant staff engineer to assist Mr. Canal, and

WHEREAS, the Authority will from time to time employ summer engineering interns on a part time basis, and

WHEREAS, the various Consulting Engineering firms contracted from time to time by the Authority report directly to the Authority Engineering Department

WHEREAS, the Authority desires to retitle the current in-house engineering positions to be more accurate with industry standards.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby amends the engineering titles to rename Pete Canal's title from that of Staff Engineer to Chief Engineer and to rename Tom Petti's title from that of Assistant Staff Engineer to Staff Engineer.

BE IT FURTHER RESOLVED, there are no salary adjustments related to these title changes.

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

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

RESOLUTION N0. (77/17): To award Change Order No. 4, FINAL in the credit amount of (\$153,489) to Northeast Remsco for Contract No. 73S, Main Pump Station and Sludge Return Building & PS #1, Repairs & Mitigation

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") needs to perform repairs & mitigation on Main Pump Station and Sludge Return Bldg. & PS #1 due to damages caused by Hurricane Sandy; and

WHEREAS, in accordance with Local Public Contract Laws, Contract 73-S Restoration & Mitigation of Main Pump Station and Sludge Return Bldg. & PS #1 was awarded to Northeast Remsco Construction, Inc. (NER) on April 20, 2015 for a total price of \$3,379,000 via Resolution 58/15; and

WHEREAS, the Authority previously approved three (3) Change Orders totaling \$360,125, increasing the total contract value to \$3,739,125; and

WHEREAS, there is a need to amend the Contract and perform additional work necessary for the completion of the project, including: PCO#35- Credit for Handrail @ (\$2,000); PCO#36- Concrete Testing @ \$8,399; PCO#37- Exit/Emergency Lights @ \$19,089; PCO#38- Grit Exhaust Fan @ \$11,446; PCO#39- Grit Panel Control Wiring @ \$6,426; PCO#40- Bar Screen Switch Boxes (\$200,000); and

WHEREAS, NER has submitted a proposal for Change Order No.4 - FINAL to amend the contract work, in the credit amount of (\$153,489); and

WHEREAS, the Authority staff and our consulting engineer, PS&S have reviewed the proposal and are recommending Change Order No.4 - FINAL, in the credit amount of (\$153,489), and

WHEREAS, Change Order No.4 - FINAL will be submitted to New Jersey Environmental Infrastructure Trust and FEMA for review and approval, and

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority approve Change Order No.4 - FINAL for Northeast Remsco Construction, Inc., in the credit amount of (\$153,489), decreasing the total Contract value to \$3,585,636.

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

OFFEDER BY: Commissioner Pisano, SECONDED BY: Commissioner Khachaturian, 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.

THERE WAS NO COMMENTS FROM THE PUBLIC

EXECUTIVE SESSION

MOTION (by Chairwoman McMullen) - to go into Closed Session at 7:44 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.

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

AYES: Commissioners Khachaturian, Pisano, 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 @ 8:15 PM.

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

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

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RESOLUTION NO. (78/17): To Hire Denise Vesce as Purchasing Agent/ Inventory Clerk
Effective July 1, 2017

WHEREAS, effective August 1, 2017, Michelle Izzo, the Bayshore Regional Sewerage Authority (Authority) Purchasing Agent/Inventory Clerk will retire from employment with the Authority, and

WHEREAS, the Purchasing Agent/Inventory Clerk is a Position within the Collective Bargaining Agreement between the Authority and the Teamster's Local 641, and

WHEREAS, the Purchasing Agent/ Inventory clerk reports directly to the Superintendent of Maintenance, and

WHEREAS, the Authority has received applications and interviewed for the position of Purchasing Agent to fulfill the duties of the position upon Ms. Izzo's retirement, and

WHEREAS, Denise Vesce, the current Authority Administrative Assistant has submitted a resume for the position of Purchasing Agent that has been found acceptable by the Authority Executive Director and Superintendent of Maintenance, and

WHEREAS, in accordance with the Authority Personnel Policies and Collective bargaining Agreement, Ms. Vesce will be afforded a 90 day probationary period prior to granting permanent status, and

WHEREAS, Ms. Vesce will be required to complete training and obtain a Certification as a Qualified Purchasing Agent within a two-(2) year period as a condition of continued employment in the positon unless otherwise determined by the Authority, and

WHEREAS, in order to provide for a smooth and efficient transition of the Purchasing Agent/Inventory Clerk position the Executive Director recommends Ms. Vesce be appointed as the Purchasing Agent/Inventory Clerk as of July 1, 2017 to work alongside the current Purchasing Agent/Inventory Clerk for the one month period prior to her retirement.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the Authority to accept the Executive Directors recommendation and hereby hires Ms. Vesce as Purchasing Agent/Inventory Clerk as of July 1, 2017 in accordance with the pay rate contained within the current collective bargaining agreement.

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

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

ADJOURNMENT

ANNOUNCEMENT (by Chairwoman McMullen)

A PUBLIC HEARING for the 2017/2018 Connection Fee and the next Regular Meeting of the Bayshore Regional Sewerage Authority will be held on Monday, July 17, 2017. 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 @ 8:16 PM.

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

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

Respectfully Submitted,

Susan A. DuBey
Administrative Assistant