

MINUTES FOR
REGULAR MEETING
MONDAY, MARCH 18, 2019

At 7:00 P.M., Chairman Whalen made the following announcement:

The Regular Meeting of the Bayshore Regional Sewerage Authority will now come to order. 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. 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 Whalen 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 Whalen called for a roll call of attendance:

PRESENT: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

ABSENT: Commissioners Cavanagh and Khachaturian

Also In Attendance: Mr. Robert C. Fischer, Executive Director
J. Michael Broyles, Superintendent
John Napolitano, General Counsel
Manuel Ponte, P.E., Consulting Engineer
Peter J. Canal, BRSA Engineer
Susan DuBey, Admin. Assistant

Reports

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

- T4 will be delivered within the next two weeks. T5 & T6 by the end of April and the Switch Gear about the third week of April. Final completion by September 2019.
- Phase II Bond Closing S-340697-06 in May 2019. The Short-Term Loan distribution and Long Term Loan amount was explained in detail.
Commissioner McMullen asked what portion of the FEMA reimbursement is 90%.
Mr. Fischer said that all FEMA related damage was 90% reimbursable. Authority projects not FEMA related are 100% BRSA. The blended amount is approx.. 68% FEMA and 32% BRSA.
- Power Resiliency Project- request of qualifications will be distributed to the Short-listed Engineering firms tomorrow.

- Financial Administrative Assistant – received 37 resumes, interviewed 12 candidates and 3 were interviewed by the Personnel Committee.
Mr. Fischer announced that Susan DuBey and John Napolitano received Wave Awards on Wednesday from AEA.
- Network Infrastructure Upgrade – Andrew Komorek, IT Administrator, has completed specs for new network server with greater security and efficiency at a cost of \$38,000. It has a locked cabinet will be set up in engineering area. Mr. Fischer and Andrew toured several Authorities to view their systems.

Staff Engineer Report

- Filter Press Stair Replacement – worked with R3M to modify the design for the stair and they were delivered and installed
- Dorr Oliver Incinerator Phase III – approved Hazen & Sawyer structural analysis in January and moving ahead with preliminary design layout.
- NIRO Spare Primary Heat Exchanger-modification by Chavond Barry to have heat exchanger fit into the NIRO incinerator. Specs ready for public advertisement.
- Repurposing Blower Building #1 to Storage Building – seeking approval to publicly advertise for Bids for the new Storage Building.
- Stack test for the NIRO Incinerator to be done the first week of April.
- Pump Station Force Main Inspection – received the final report from Pure on March 14th. Staff will review report and schedule a follow-up meeting to review recommendations.
- Glassworks Redevelopment – contractor requested a new broken-down payment plan to their current developers agreement.
- Matawan Town Center – modified application, an increase of 10 EDU’s and approval to sign TWA consent form.

Consulting Engineer – R3M

- Odor Control System #4 – DEP has comments on the stack test protocol and the contractor must respond by 3-29-19
- Repurposing Blower Building #1 to Storage Building – proceeding with final design and hope to get the bid out.
- Force Main Inspection – received the reports from Pure Tech. Prepared and submitted updated report to BRSA staff for review.

Superintendent’s Report

- The flow for February is down slightly. The average is down to 9.2 MGD
- Effluent quality roughly the same as last month but have issues process control wise.
- Continuing with 7 days a week burning as needed.
- 2 odor complaints from Mr. Lauro on Feb. 16 & 19th.
- IFCO came in to do refractory repairs on the exterior of the heat exchanger to resolve “hot spots” on the shell. IFCO pumped pumpable refractory covering several tubes. Cooled down and cleaned the tubes, patched some cracks and heated up again.
- Put an additional aeration tank on line in Plant 2 which has cleared up quite a bit.
- Plant 1 still having trouble so initiated chlorination of the return sludge which will take a couple Of days to see if it’s working.

- Roy, Mike and Andrew came in at 4AM for PKF to install new electrical feeders. They needed a complete electrical shut-down to do the job safely. Power was back on in 90 minutes.
- Mr. Anthony Rotundo from NJDEP Central Bureau of Regional Enforcement toured the plant for his Annual Compliance Evaluation and Assistance Inspection. There was one reporting error that was corrected and accepted; no other indication of concern. He also did an inspection of the Collection System and there were no issues.
- Mike and Dennis Clarke attended the NJUA-JIF Commissioners & Safety Coordinators Breakfast Meeting in which the BRSA received a certificate for “2 Years Lost Time Accident Free” for 2017 & 2018.
- Lab received samples for the 2019 Water Pollution Proficiency Test which closes on April 25th.
- Combined Blower Building – old Centrifugal Air Blowers that were kept as backup to Turbo Blowers that are not part of automatic control system. BRSA IT and Electrician setting up so they can work automatically off a DO control.
- While the NIRO Incinerator was down the maintenance men replaced all the valves for the Belt Filter Press Washwater Booster Pump.
- The new custodian started in February and is working out well.
- Roy & Tom Petti went out on the Virginia Avenue Interceptor cleaning and inspection job done by National Water Main.
- Resumed hydrogen sulfide testing at the West Keansburg Pump Station force main for seasonal adjustments for the Bioxide.

TREASURER’S REPORT

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

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

TREASURER’S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

<u>INVESTMENT ACCOUNTS</u>	Balance February 28, 2019
Lakeland Bank-CD	\$ 1,013,427.70
Lakeland Bank-CD	\$ 1,000,000.00
Cash Management	\$ 7,106,360.43
TD Bank-CD	<u>\$ 3,000,000.00</u>
TOTAL INVESTMENT	\$ 12,119,788.13
TD BANK	
NJEIT Project Fund	\$ 153,682.24
NJEIT Project Fund #2	\$ 3,254,579.83
Incoming Revenue Account	\$ 53,969.00
Operating Regular Account	\$ 1,814,225.99

Operating Reserve Account	\$ 7,934,719.61
Operating Payroll Account	\$ 724,150.57
Debt Service Fund	\$ 644,278.19
TOTAL TD ACCOUNTS	\$ 14,579,605.43
TOTAL AUTHORITY ACCOUNTS	\$ 26,699,393.56

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

SCHEDULE OF ACCOUNTS RECEIVABLE

BRSA CHARGES

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 February 28, 2019

Hazlet Township Sewerage Utility	\$	757,792.67
Township of Holmdel	\$	320,540.01
Borough of Union Beach	\$	195,758.64
Borough of Keyport	\$	298,408.93
Borough of Keansburg	\$	256,130.23
Borough of Matawan	\$	324,959.97
Western Monmouth Utilities Authority	\$	101,578.64
Township of Aberdeen	\$	461,528.63
TOTAL	\$	2,716,697.72

7. PAYMENT OF REQUISITIONS

Chairman Whalen called for a **MOTION** - to approve payment of bills listed on:

Operating Fund Requisition No. 571 (Regular)	\$433,446.11
Payroll Account Requisition No. P219 (Payroll)	\$493,100.51
NJEIT Project Fund #2 Requisition #PF-31	\$109,232.58

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

8. APPROVAL OF MINUTES

Chairman Whalen called for a **MOTION** to approve the following Minutes:

Agenda Meeting Minutes of February 25, 2019
Closed Session of February 25, 2019

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

PUBLIC PORTION

ANNOUNCEMENT (by Chairman Whalen): 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.

Charles Hoffman of Hazlet asked what the PHE stood for. Pete Canal said it is the Primary Heat Exchanger.

RESOLUTIONS

RESOLUTION No. (50 /19): To Authorize Advertisement for Public Bids on Contract No. 109, Modifications to the Authority Standby PHE Project

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and operates a fluidized bed incineration system for the thermal destruction of organic solids generated and removed from the treatment process; and

WHEREAS, the primary heat exchanger (“PHE”) is an integral and necessary component of the fluidized bed system; and

WHEREAS, after Superstorm Sandy, the Authority rebuilt the Niro Incineration System and the standby PHE no longer aligns properly with the new system and is in need of modifications; and

WHEREAS, the Authority contracted with its Incinerator Engineer, Chavond Barry Engineers to design the Modifications to the Authority Standby PHE, Contract 109, by Resolution #42/19; and

WHEREAS, Chavond Barry Engineers has completed the design of the project and has developed public bidding documents for solicitation of public bids; 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 Incinerator 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 authorize the Chief Engineer and Qualified Purchasing Agent to advertise for public bids for the Modifications to the Authority Standby PHE, Contract 109, in the Authority Official Newspaper and on the Authority Website.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (51/19): To Authorize Advertisement for Public Bids on Contract No. 108, Repurposing of Blower Building No. 1 to a Storage Building Project

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and operates Blower Building No. 1 which had a blower system that was integrated and combined into Blower Building No. 2 and was made available for other uses; and

WHEREAS, the Authority has a need for a centralized storage facility for its spare parts and archived files; and

WHEREAS, the Authority contracted with R3M Engineering to design the Repurposing of Blower Building No. 1 to a Storage Building Project, Contract 108, by Resolution #107/18; and

WHEREAS, R3M Engineering has completed the design of the project and has developed public bidding documents for solicitation of public bids; 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 authorize the Chief Engineer and Qualified Purchasing Agent to advertise for public bids for the Repurposing of Blower Building No. 1 to a Storage Building Project, Contract 108, in the Authority Official Newspaper and on the Authority Website.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION NO. (52/19): To approve Amendment for Sanitary Sewer Connection and Treatment Works Approval Application for Emlenrich, LLC, Developer for Matawan Town Center

WHEREAS, Emlenrich, LLC (Developer), is the project developer of Matawan Town Center, located at 126 Main Street, further designated as Block 24, Lots 3, 4, 6, 6.01, 7-9 in Borough of Matawan, a Mixed Use Building; and

WHEREAS, the application was previously approved via Resolution No. 07/17 for 37 Equivalent Dwelling Units (EDU's), which included a credit for existing connections of six (6) EDU's; and

WHEREAS, the applicant has modified the previous approved application and is seeking an additional 12 apartments and 2470SF of retail commercial, with three (3) additional credits for existing connections, totaling 10 EDU's; 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 10,367 gallons per day of wastewater; and

WHEREAS, the Bayshore Regional Sewerage Authority Chief Engineer has reviewed the Developers application and is recommending sanitary sewer connection approval; and

WHEREAS, the Developer has paid the additional connection fee in full at \$50,360 and review fee of \$26.98.

NOW THEREFORE BE IT RESOLVED that Bayshore Regional Sewerage Authority hereby grants Emlenrich, LLC a sanitary sewer approval for the above referenced project, contingent upon the above requirements.

BE IT FURTHER RESOLVED the Executive Director is hereby authorized to execute the Statement of Consent documents and return the Treatment Works Approval application to the applicant for processing by the New Jersey Department of Environmental Protection upon receipt of the complete NJDEP Treatment Works application.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (53/19): To Award the Contract to Ocean Computers Systems for Computer Network Infrastructure Upgrade in the Amount Not-To-Exceed \$38,000

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) desires to upgrade its Network System for greater efficiency and security; and

WHEREAS, the Authority's Engineering Network Administrator has developed specifications for an upgrade to the Authority Office Network System including enclosed server, programming, migration from existing system, remote and local backup, firewall and virus protection, and support service; and

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

WHEREAS, Ocean Computers Group of Matawan, NJ, has provided a proposal for a Network Infrastructure Upgrade under State Contract No. A89967/89968, in an amount of \$35,286.22; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Unrestricted Net Position of the Authority Capital Budget, 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 authorize the award of the Network Infrastructure Upgrade to Ocean Computer Group, of Matawan, NJ in accordance with the terms and conditions of their Proposal dated 3/14/19 at the total price of \$35,286.22.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

PUBLIC PORTION

Chairman Whalen announced: This 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.

Charles Hoffman of Hazlet informed the Board that the Township of Hazlet inspects homes applying for a C of O for sump pump hook ups.

EXECUTIVE SESSION

Chairman Whalen called for a **MOTION** to go into Closed Session at 7:37 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, contract negotiations 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 McMullen, SECONDED BY: Commissioner Steiner, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

EXECUTIVE SESSION MINUTES ARE RECORDED SEPERATELY

END CLOSED SESSION

Chairman Whalen called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:05 P.M.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION

RESOLUTION No. (54/19): To Hire Michelle Heaton as Finance Administrative Assistant

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

WHEREAS, for the more efficient operation of the Authority the Bayshore Regional Sewerage Authority has a need to hire a new employee in the position of Finance Administrative Assistant; and

WHEREAS, the Authority Management staff and Personnel Committee have interviewed qualified candidates for the position of Finance Administrative Assistant; and

WHEREAS, Michelle Heaton of Howell, NJ has demonstrated through her resume and interview the skill set, experience and qualifications for the position available; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the salary line item, to cover the maximum dollar value of the Finance Administrative Assistant position 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 Authority to accept the Executive Directors recommendation and hereby hires Michelle Heaton as Finance Administrative Assistant as of March 18, 2019 at a salary of \$60,000 contingent upon Ms. Heaton satisfactorily completing all criminal background and job related medical, physical and drug tests.

BE IT FURTHER RESOLVED subsequent to an acceptable 90-day probationary period Ms. Heaton be granted all of the benefits of employment as a regular full-time employee of the Bayshore Regional Sewerage Authority.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

Chairman Whalen called for a **MOTION** to sign the Arbitrators Agreement in connection to the Conti Litigation.

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

AYES: Commissioners McMullen, Steiner, Sutton and Chairman Whalen

ADJOURMENT

ANNOUNCEMENT (by Chairman Whalen):

The next Regular Meeting of the BRSA Regular Meeting of the Bayshore Regional Sewerage Authority will be held on Monday, April 15, 2019. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:08 P.M., Chairman Whalen 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 McMullen, Steiner, Sutton and Chairman Whalen

Respectfully Submitted,

Susan A. DuBey
Administrative Asst.