

MINUTES
REGULAR MEETING
MONDAY, JULY 15, 2019

At 7:00 P.M., Chairman Whalen makes 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 Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

ABSENT: Commissioner 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

Robert Fischer Reported:

- Power Distribution System-Contract 81S-waiting on T5/T6 delivery on July 25th and in place by the end of next week; and the Main Switchgear on August 30th.
- Currently negotiating cost for HDR Engineering design of the Power Resiliency Project – meeting tomorrow with HDR, BRSA& MCBOA engineers, attorneys and staff) to discuss a Memorandum of Agreement on the distribution of cost going forward to include MCBOA into the scope of the project. We are 90% complete with the scope of the design with a target date of August 1st and a possible award at the August meeting.
- Summer interns are working out well imputing data into the computers for GIS & Asset Management.
- Dorr Oliver- at the end of conceptual design by Hazen & Sawyer. Air quality report has been submitted to the DEP and it looks very good. Everything fits within the Dorr Oliver Building

except for the wet scrubber and the Mercury Scrubber which we already knew. There is room behind the building for the scrubbers along with a new stack. We asked Hazen to look into the possibility to redirect the new equipment so we could use the NIRO stack.

Staff Engineer Report

Peter Canal Reported:

- **Odor Control Improvements #2,3, &4 – Contract 105** – approve the close-out and accept the Maintenance Bond
- **Repurposing Blower Building No.1 to Storage Building-Contract 108** – award R3M Engineers engineering services during the construction of the storage building in the amount not to exceed \$49,675.00; and an amendment request for out of scope design work in the amount of \$11,222.
- **Annual Cleaning & Video Inspection-RFQ 2019-03**-received 2 RFQ's-to award (1) North American Pipeline Services in the amount of \$29,750.00 and (2) National Water Main @ \$49,200
- **Plant Security** contract is up in September, has one extension but staff would rather go out to bid. Motion to approve to advertise for bid.
- **Geographical Information Systems (GIS) Mapping**-additional out of scope work performed by Maser on the GPS mapping system in the amount of \$4,750.00.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Odor Control System #2,3& 4 is being Closed-Out
- R3M submitted a proposal for Engineering Services during the of Repurposing Blower Building #1 to a Storage Building.
- Issued the final report on the Force Main inspections

Commissioner Cavanagh asked Manuel about the broken wires in the Force Main in Matawan. Manuel stated it is part of the next phase and is not an emergency.

Superintendent's Report

Mike Broyles Reported:

- Plant flow is down from last month, and the effluent quality is exactly the same as last month.
- Fuel oil for the incinerators is down about 22%
- Received several odor complaints from Mr. Lauro - Main Pump Station emergency work was being done with temporary by-pass pumping equipment being used. Tried to seal up the door to contain odor.
- Issue with odor control tower-maintenance performed repair and put tower back on line.
- DEP was here with their 2nd pre-holiday inspection. No issues were found.
- IPP permits expire the end of this year. They are required to file renewal 180 days prior to the expiration. We received all on time.
- Security-Andres and Mike mounted a screen in the Niro Incinerator Control Room, operators on nights and weekends can monitor the plant & front gate.
- Andrew working on the network upgrade in the front office.
- Maintenance washed 3 of the 5 odor control units with an acid wash.
- Raw Sewage Pump #3 at Matawan Pump Station is back on line.

TREASURER'S REPORT

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

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

TREASURER'S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

	Balance June 30, 2019
<u>INVESTMENT ACCOUNTS</u>	
Lakeland Bank-CD	\$ 1,027,824.09
Lakeland Bank-CD	\$ 1,006,922.22
Cash Management	\$ 7,163,544.57
TD Bank-CD	<u>\$ 3,000,000.00</u>
TOTAL INVESTMENT	\$ 12,198,290.88
TD BANK	
NJEIT Project Fund	\$ 341,447.33
NJEIT Project Fund #2	\$ 4,412,468.27
Incoming Revenue Account	\$ 1,414,700.10
Operating Regular Account	\$ 2,008,681.58
Operating Reserve Account	\$ 7,701,774.82
Operating Payroll Account	\$ 657,852.48
Debt Service Fund	<u>\$ 107,917.45</u>
TOTAL TD ACCOUNTS	\$ 16,671,842.03
TOTAL AUTHORITY ACCOUNTS	\$ 28,870,132.91

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

	Balance June 30 2019
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	\$ -231,357.50
Borough of Matawan	\$ -258,754.75
Western Monmouth Utilities Authority	\$ -91,773.25
Township of Aberdeen	<u>\$ -416,974.50</u>
TOTAL	\$ -998,860.00

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	\$	-24,459.46
Borough of Matawan	\$	-27,355.94
Western Monmouth Utilities Authority	\$	-9,702.41
Township of Aberdeen	\$	<u>-44,083.17</u>
TOTAL	\$	-105,600.98

Balance of Rent Reserve Accounts as of June 30, 2019

Hazlet Township Sewerage Utility	\$	759,663.49
Township of Holmdel	\$	321,331.35
Borough of Union Beach	\$	196,241.92
Borough of Keyport	\$	298,145.64
Borough of Keansburg	\$	256,762.55
Borough of Matawan	\$	325,762.22
Western Monmouth Utilities Authority	\$	101,829.42
Township of Aberdeen	\$	<u>462,667.98</u>
TOTAL	\$	2,723,404.57

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 575 (Regular)	\$299,607.04
Payroll Account Req. No. P 223 (Payroll)	\$194,713.12
NJEIT Project Fund #2 Req. #PF-35	\$ 64,561.75

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

APPROVAL OF MINUTES

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

Agenda Meeting Minutes of June 17, 2019
Closed Session Minutes of June 17, 2019

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

PUBLIC PORTION

Chairman Whalen **ANNOUNCED**: 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.

Mr. Sam Lauro complained about the odors coming from the plant including a burnt ash smell. Mr. Fischer asked Mr. Lauro if the facility has improved in his opinion and he said that it has gotten better.

RESOLUTIONS

RESOLUTION No. (86/19): To approve Close-Out of the Odor Control Systems No. 2, 3 & 4 Refurbishment Project, Contract 105

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates Odor Control Systems No. 2, 3 & 4 which service the Primary Clarifiers, Aeration Basins, Sludge Holding Tank and Belt Filter Press Room at its sewage treatment facility in Union Beach, NJ; and

WHEREAS, in accordance with Local Public Contract Law, Iron Hills Construction Inc., was awarded Contract No. 105 Odor Control Systems No. 2, 3 & 4 Refurbishment by Resolution No. 86/18 in the amount of \$585,000.00; and

WHEREAS, the Authority previously approved Resolution No. 3/19 for Change Order No. 1 in the amount of \$3,679.94, and Resolution No. 76/19 for Change Order No. 2 in the credit amount of \$11,763.12, decreasing the total contract value to \$576,916.82; and

WHEREAS, all work is completed and the Authority Engineer and staff are recommending acceptance of the Maintenance Bond and close-out of the Contract.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority approve acceptance of the Maintenance Bond and close-out of the Odor Control Systems No. 2, 3 & 4 Refurbishment Project, Contract 105.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to approve close-out of the project.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (87/19): To Award Engineering Services During Construction for Repurposing Blower Building No.1 to Storage Building, in the amount of \$49,675.00

WHEREAS, Hurricane Sandy severely damaged the Bayshore Regional Sewerage Authority (“Authority”) buildings and processes on October 29, 2012 requiring engineering services for design of restoration and mitigation of these buildings and processes; and

WHEREAS, the Blower Building No.1 system was integrated and combined into Blower Building No.2, under Contract 81S and made available for other uses; and

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

WHEREAS, through Resolution 107/18, the Authority contracted with R3m Engineering, Inc. (“R3m”) of Old Bridge, NJ for the engineering design services for Repurposing Blower Building No.1 to Storage Building; and

WHEREAS, R3m submitted an engineering construction and inspection services proposal for the Repurposing Blower Building No.1 to Storage Building, Contract No. 108, dated July 3, 2019, in the amount of \$49,675; and

WHEREAS, the Chief Engineer and Director have met with the staff of R3m to review the proposal and find it to be fair and reasonable; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the 2019 Authority 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 the Bayshore Regional Sewerage Authority hereby approve a proposal for Engineering Services During Construction for Repurposing of Blower Building No.1 to Storage Building, in the amount of \$49,675 to R3m Engineering, Inc. of Old Bridge, NJ in accordance with the terms and conditions of its proposal dated July 3, 2019.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute the contract agreement with R3m Engineering, Inc. of Old Bridge, NJ.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (88/19): To Amend R3M Design Contract for Contract 108, Storage Building

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) approved a proposal for Engineering Design for Repurposing of Blower Building No.1 to Storage Building with Conception Alternative Layouts, in the amount of \$39,800 to R3m Engineering, Inc. (“R3m”) of Old Bridge, NJ in accordance with the terms and conditions of its proposal dated November 5, 2018; and

WHEREAS, R3m Engineers have performed work beyond the scope of their contract at the Authority’s direction including discussions with the Union Beach Construction Code office, and unanticipated architectural, structural, HVAC and electrical features; and

WHEREAS, the Chief Engineer and Director have met with the staff of R3m to review the amendment and find it to be fair and reasonable for the additional scope added to the project; 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 amended contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority hereby approve an amendment for Engineering Design for Repurposing of Blower Building No.1 to Storage Building with Conception Alternative Layouts, in the amount of \$11,222 to R3m Engineering, Inc. of Old Bridge, NJ in accordance with their letter dated July 2, 2019.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute the contract agreement amendment with R3m Engineering, Inc. of Old Bridge, NJ.

OFFEDER BY: Commissioner McMullen, SECONDED BY: Commissioner Sutton, and carried by a unanimous vote recorded as follows:
AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (89/19): To Authorize an Engineering Amendment in the amount of \$4,750 to Maser Consulting, P.A. for the Annual Engineering Services for GIS, GPS & Network Hosting.

WHEREAS, The Bayshore Regional Sewerage Authority (“Authority”) maintains paper records of its mapping and as built drawings; and

WHEREAS, The Authority has a need to upgrade its sewer interceptor paper records and standardize to one overall master file containing all Authority sewer assets; and

WHEREAS, through Resolution 126/18, the Authority contracted with Maser Consulting, P.A. (“Maser”) for the Annual Engineering Services for Geographical Information Systems (GIS), Global Positioning Systems (GPS) & Network Hosting, in the amount of \$34,785; and

WHEREAS, the Authority has requested Maser to perform additional engineering services beyond the original scope of work as a result of developing the assets for the GIS base mapping; and

WHEREAS, Maser submitted a proposal dated July, 9 2019 for Amendment No.1, which included five (5) additional phases of additional work, in the amount of \$15,750; and

WHEREAS, the Authority Staff have met with Maser to review the amendment proposal and at this time are only recommended phases 2 through 5 of additional work and an engineering allowance of \$2,500, if and where directed by the owner, for a total amendment amount of \$4,750; and

WHEREAS, the Chief Engineer and staff find the amendment request dated July 9, 2019 to be fair and reasonable and represent work that was beyond the original scope of work; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the 2019 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 the Bayshore Regional Sewerage Authority hereby approve a contract amendment No.1 in the amount of \$4,750 to Maser Consulting, P.A. of Red Bank, NJ, in accordance with the terms and conditions of its correspondence dated July 9, 2019, increasing their budget amount from \$34,785 to \$39,535.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary contract amendment documentation with Maser Consulting, P.A. of NJ.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Cavanagh, and carried by a unanimous vote recorded as follows:
AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (90/19): To Award the Request for Quotation 2019-03 for Annual Cleaning & Video Inspection of Authority Interceptor System to North American Pipeline, LLC. in the amount of \$ 29,750.00

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) has a need to clean and video inspect the sewage interceptor system on a periodic basis for a condition assessment and determination of necessary repairs, and

WHEREAS, the cleaning and video inspection of sanitary sewer interceptors is performed on a prioritized basis and the Authority Staff has identified the highest priority sections in need of cleaning and video inspection for 2019; and

WHEREAS, the Authority Engineering Staff developed RFQ 2019-03 for the Annual Cleaning & Video Inspection of the Authority Interceptor System; and

WHEREAS, in accordance with Local Public Contracts Law, the Authority advertised on the Authority web site and on July 9, 2019 at 2:00 P.M. received quotes for the Annual Cleaning & Video Inspection of the Authority Interceptor System; and

WHEREAS, two (2) quotation were received with the lowest of \$29,750.00 from North American Pipeline Services, LLC; and

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

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Operating Budget line item number 460006 to cover the maximum dollar value of the pending Contract as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the award of the Annual Cleaning & Video Inspection of the Authority Interceptor System to North American Pipeline Services, LLC. in accordance with the terms and conditions of this RFQ at the total price of \$29,750.00.

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

AYES: Commissioners Cavanagh, 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, Florence Avenue, Hazlet asked John Napolitano about the legal case with Conti. John said it is still a work in progress.

MOTION

Chairman Whalen called for a **MOTION** to authorize the Qualified Purchasing Agent to review and advertise for specs for a one year contract for Security Personnel in the plant from 11:00 PM to 7:00 AM.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

EXECUTIVE SESSION

Chairman Whalen called for a **MOTION** to go into Closed Session at 7:49 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 Steiner, SECONDED BY: Commissioner Sutton, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

CLOSED SESSION MINUTES ARE RECORDED SEPERATELY

END CLOSED SESSION

Chairman Whalen called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:47 P.M.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

RESOLUTION No. (91/19): To Grant Michelle Heaton Regular Employment Status Effective June 18, 2019

WHEREAS, Michelle Heaton was hired as a probationary employee in the job title of Finance Administrative Assistant on March 18, 2019; and

WHEREAS, the probationary period expires on June 18, 2019; and

WHEREAS, the Executive Director has reviewed her performance and recommends that M. Heaton be granted Regular Status effective June 18, 2019.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Michelle Heaton is hereby granted Regular Status as an employee of the Bayshore Regional Sewerage Authority, and is further granted the rights and privileges, and responsibilities of the position.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

ADJOURMENT

Chairman Whalen **ANNOUNCED**:

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, August 19, 2019, at 7:00 P.M. All meetings take place in the Administration Building of the Authority located at 100 Oak Street, Union Beach, NJ 07735.

At 8:51 P.M., Chairman Whalen called for a **MOTION** to Adjourn the meeting.

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

AYES: Commissioners Cavanagh, McMullen, Steiner, Sutton and Chairman Whalen

Respectfully Submitted,

Susan A. DuBey
Administrative Assistant