

Minutes of Meeting No. 628, January 22, 2024 – Stony Brook Regional Sewerage Authority

LOCATION: Via Teleconference, Hopewell Borough Hall, Hopewell, NJ

MEMBERS PRESENT: Downey, Antebi, Bhosle, Goldfarb, Morehouse, Patel

MEMBERS ABSENT:

CONSULTANTS: Alexander

STAFF PRESENT: Chong, Christiano, Doelling, Hilty, Hinkel, Smith, Stewart, Thomas

### **628.01**

Dr. Downey opened the regularly scheduled meeting at 6:30 p.m. Chairman Downey indicated, pursuant to Section 13 of the Open Public Meetings Act, that adequate notice of the time and place of this meeting and the teleconference information was given by filing with the Authority's official newspapers, each Clerk of each municipality, and by posting on the Princeton Bulletin Board and the Authority's website.

Dr. Downey indicated that the Board meeting would begin with the Finance Report.

### **628.04 Finance**

Mr. Goldfarb moved Resolution 2024-001, to Approve Payment of Bills and Claims in the amount of \$1,510,932.51 with two signatures instead of three. The motion was seconded by Mr. Morehouse and passed by a roll call vote of 6 to 0.

#### Payment of Bills and Claims

#### **Resolution to Approve Payment of Bills and Claims**

**Resolution No. 2024-001**

**WHEREAS**, the Stony Brook Regional Sewerage Authority received certain claims against it by way of voucher, and

**WHEREAS**, the staff and Authority members have reviewed said claims,

**NOW, THEREFORE, BE IT RESOLVED** by Stony Brook Regional Sewerage Authority that these claims in the total amount of \$1,510,932.51 be approved for payment with checks bearing two authorized signatures instead of three authorized signatures.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse <sup>(1)</sup>	X			
Bharat Patel	X			

(1) Abstained from payments to Allied Construction and Kleinfelder

Treasurer's Report

Mr. Chong reported a net income of \$498,841 for the 2024 fiscal year-to-date. The Authority has total cash and investments of \$20,013,879. The current construction project balance is \$1,133,860. There are sufficient funds for these projects. The outstanding bond principal balance is \$12,786,814.

Monthly Sludge Business Analysis

Mr. Chong reported that the net income figure for December was \$100,984, and the cumulative net income for the fiscal year to date was \$100,984.

Mr. Chong recommended for approval Resolution 2024-002, Appoint Risk Management Consultant For the Calendar Year 2024. Staff recommended retaining Brown and Brown Metro to perform professional risk management services. The consulting fee will be paid from the NJUAJIF’s premium at no additional cost to the Authority.

Resolution 2024-002 was moved by Mr. Goldfarb and seconded by Ms. Bhosle.

Mr. Doelling reported that staff retains Brown and Brown services to evaluate project insurance requirements for contracts.

Resolution 2024-002 was passed by a roll call vote of 6 to 0. Resolution 2024-002 follows.

**Resolution to Appoint Risk Management Consultant  
For the Calendar Year 2024**

**Resolution No. 2024-002**

**WHEREAS**, The Stony Brook Regional Sewerage Authority (the “Authority”) is a member of the New Jersey Utility Authorities Joint Insurance Fund (NJUAJIF or the “Fund”) for its various insurance policies;

**WHEREAS**, the bylaws of said Fund state that a member may appoint a risk management consultant to perform professional risk management consulting services as detailed in the Fund's bylaws; and

**WHEREAS**, the Fund's bylaws set forth a fee of six percent (6%) of the Authority's insurance premium, which expenditure represents reasonable compensation for the services required; and

**WHEREAS**, as set forth in the Local Public Contracts Law, the retaining of a Risk Management Consultant is a service that does not need to be publicly bid because the Local Public Contracts Law stipulates that this is an Extraordinary and Unspecifiable Service.

**NOW, THEREFORE, BE IT RESOLVED** that the Authority's Board hereby appoints Brown and Brown Metro, LLC. as its Risk Management Consultant in accordance with the bylaws of the Fund; and

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized and empowered to execute the Risk Management Consultant's Agreement and to cause a notice of this decision to be published according to N.J.S.A. 40A:1 1-1 et.seq.

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Recorded Vote:	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

Mr. Chong reported that the Revenue and Expenditure Summary for November 30, 2023, was updated. The expenses increased by \$216,459. The updated unaudited net income for the fiscal year ending November 30, 2023, is \$3,000,448.

Mr. Chong reported that the Participants' Billing Schedule is included in the Finance Report.

Mr. Goldfarb requested that in addition to the Participants' Billing Schedule, future finance reports include a list of all receipts received by the vendor and the Accounts Receivable Report with notes for any late payment past due by more than 30 days.

Dr. Downey reported that she will establish a task force to investigate the River Road Influent Meter readings. Dr. Downey, Mr. Goldfarb, and Mr. Smith were appointed to the task force. Additionally, Mr. Morehouse has self-appointed himself from the Construction Committee, and Mr. Smith will designate a staff member. The first meeting will be scheduled for the third quarter of 2024. By that time, two quarters of meter certifications will have been conducted by SBRSA's new vendor, Engineered Environmental, Inc., whose contract will be up for award in this meeting's Construction section. The task force will subsequently present their findings to the Board.

### **628.02 Approval of Minutes**

The revised minutes from the December 18, 2023, Board Meeting were approved on a motion by Mr. Morehouse, seconded by Mr. Antebi, and passed by a unanimous vote.

### **628.03 Open to the Public**

Chairman Downey opened the public portion of the meeting at 6:49 p.m. Hearing no comments from the public, Chairman Downey closed the meeting to the public at 6:50 p.m. and continued as scheduled.

### **628.05 Board Related Activities**

Dr. Downey welcomed Mr. Morehouse and Mr. Goldfarb to the Board for another five (5) year term.

Ms. Alexander administered the Oath of Office to Mr. Morehouse and Mr. Goldfarb.

Mr. Smith reported the Consultant's List was updated to show the consultant contract to be awarded to Brown and Brown Metro, Inc. in the amount of \$26,862 for FY24 Risk Management Services.

A discussion occurred regarding the update on the restoration of the administrative offices at the River Road WWTP. Also discussed was the study/evaluation to prevent flooding from reoccurring in the administrative office space.

### **628.06 Planning and Administration**

Mr. Smith reported that the current 12-month average daily flow at the River Road WWTP is 9,648,357 gpd with 1,464,560 gpd of inoperative flow, leaving an available capacity of 1,947,083 gpd. The current 12-month average daily flow at the Hopewell WWTP is 252,739 gpd with zero gpd of inoperative flow, leaving an available capacity of 47,261 gpd. The current 12-month average daily flow at the Pennington WWTP is 266,497 gpd with 23,965 gpd of inoperative flow, leaving an available capacity of 154,538 gpd.

Mr. Smith reported that flow meter verifications were completed by staff on January 4, 2024. All flow meters were within  $\pm 5\%$ .

Mr. Smith reported that there were adjustments to the Pennington WWTP Influent Flow Meter and the Princeton Farms Pump Station. Details regarding these adjustments were outlined in the report.

### **628.07 Approval Requests and Actions**

Mr. Doelling reported that The New Jersey Department of Environmental Protection published a Preliminary Notice for a proposed Water Quality Management (WQM) Plan amendment for the Moore Residence - 106 Hopewell Rocky Hill Road, Hopewell Township, in the January 16, 2024, New Jersey Register.

Mr. Doelling reported that 7,768 gpd was added to the West Windsor Township inoperable flow allocation for the Carnegie Center East, Building 105.

Staff received a certificate of completion for the Avalon Bay Communities Project (TWA 21-0189). Consequently, 49,028 gpd were removed from Princeton's inoperable flow allocation.

A discussion occurred regarding the Moore Residence location in Hopewell Township.

### **628.08 Regulatory Report**

A discussion occurred regarding the penalties related to the Consent Decree.

There were no other Board member comments on the Regulatory Report. The following Regulatory Report is included in the meeting minutes for information.

#### **Discharge Monitoring Report (DMR)**

The Discharge Monitoring Reports for November 2023 were submitted to NJDEP with no violations reported.

The Discharge Monitoring Reports for December are currently being prepared.

River Road Surface Water Discharge Waste Characterization Report (SWDWC) for the second half 2023 was submitted to NJDEP.

#### **Residuals Discharge Monitoring Report (RDMR)**

The October 2023 RDMRs were submitted to NJDEP. All River Road parameters were in compliance with the permit requirements.

The November 2023 RDMRs are currently being prepared.

#### **Air Reporting**

The following reports are currently under review by staff:

- The 4<sup>th</sup> quarter 2023 Excess Emissions and Monitoring Report
- The Federal 40 CFR 60 Subpart O 2023 Semi-annual Reports.
- The 2023 combined Semi-annual and Annual Title V Compliance Reports.

- The 2023 Subpart-LLL second half semi-annual deviation report and the Subpart-LLL Annual Compliance Report
- The 2023 Q4 Consent Decree Quarterly Report

On January 8, 2024, Incinerator No. 2 transitioned from the RTO (OS28) to the Afterburner (OS3) due to a low instrument air alarm caused by actions performed during routine preventative maintenance. A “NJDEP Hotline” call was made. An affirmative Defense letter is being prepared.

On January 10, 2024, the 12-hour block average from 12:00 to 23:29 and the 1-hour averages from 17:00-22:00 for the Wet Electrostatic Precipitator (WESP) secondary power for Incinerator #2 (OS28) were not met. The EPA, NJDEP, USDOJ, and NJOAG were notified of the incident via email within 72 hours (as required by the 2022 Consent Decree). The incident is being investigated. An affirmative Defense letter and the consent decree required follow-up report are being prepared.

Staff has begun assembling data necessary for the 2023 Annual Emission Statement calculations.

### **628.09 Safety**

Mr. Doelling reported that the NJDEP Bureau of UST Compliance and Enforcement conducted an unscheduled inspection of the River Road WWTP underground fuel storage tanks (USTs) on December 12, 2023. Corrective actions in response to the survey are noted as follows:

- The 20,000-gallon diesel storage tank was noted as having an alarm present. The alarm was due to the presence of water in the interstitial space caused by the previous day’s heavy rainfall. This water was pumped out the same day, and the alarm was cleared. NJDEP was notified of the correction.
- The 15,000-gallon tank monitor was noted as having a failed overfill protection monitor and requiring recertification. A delivery ban was put into place. The tank monitor has been repaired. The recertification process is experiencing procurement delays. NJDEP has been notified of the issue.
- Both UST tank permits were noted as needing an update to reflect the new Executive Director. David C. Smith was added to the 2024 permit renewal as Owner. Staff is waiting for NJDEP to issue the 2024 renewal invoice to submit. NJDEP has been notified of the correction.

There were no Board member comments on the Safety Report. The following Safety Report is included in the meeting minutes for information.

### **Accidents**

As of January 17, 2024, Stony Brook Regional Sewerage Authority has gone 49 consecutive days without any "Lost Time" accidents.

## **Training:**

During this reporting period, staff attended the following training programs provided by the MEL Safety Institute:

- Ladder Safety/Walking & Working Surfaces
- Snow Plow/Snow Removal Safety

## **Miscellaneous**

A Safety Committee meeting was held on January 9, 2024. The minutes from this meeting were provided in the Safety Report.

Due to the damage to the River Road WWTP Operations Building's first floor offices, the conference room is no longer available for safety training. The Safety Committee requested a TV in the lunchroom as a temporary location for screening group safety training videos.

### **628.10 Litigation**

Ms. Alexander reported that there are no updates to report for this period.

### **628.11 Operations Report**

Mr. Stewart reported that the River Road Facility operated well during this reporting period.

Mr. Stewart reported that on January 3, 2024, and January 4, 2024, United Site Services (formerly Russell Reid) removed accumulated grit from the Sludge Storage Tank (typically referred to as the Sludge Mix Tank). The Sludge Mix Tank is used as an equalization tank and mixing tank for all outside liquid sludge deliveries. Over time, the tank accumulates grit that settles out from the sludge. The accumulated grit clogged the tank, and the sludge deliveries had to be diverted directly to the gravity sludge thickening tanks. United Site Services was contracted to unclog the tank and put it back into use. Over the two (2) day period, 50 cubic yards of grit were removed. The tank was filled with effluent water and tested. The tank was put back into service the following day. The remaining grit is planned to be removed later this year. SBRSA intends to issue an annual grit removal contract to ensure the accumulation is manageable and will not cause a future blockage.

Heavy rainfall brought high flows starting on January 9, 2024, and continuing through January 10, 2024. The River Road WWTP influent flow reached a peak of 45 mgd. The Plant Blending Line was not used during this event. All available tanks were put into service. No cake deliveries were canceled due to the high flows. Alternate days were made available to accommodate the normal weekly cake acceptance.

## **Upstream Facilities**

Both Upstream Facilities operated well during this reporting period.

Mr. Stewart reported that from January 9 to January 10, 2024, heavy rain brought high flows to both facilities. Both facilities experienced approximately 3 inches of rain. During this event, the influent flowmeter at the Pennington WWTP reached its maximum measurable range of 750 gpm, and the Hopewell WWTP experienced consistent flows of 600 gpm.

## **Odors**

Staff received no odor complaints from our surrounding area during December 2023 and the partial January 2024 reporting period. The total number of January odor complaints will be reported in February 2024. The odor complaints appear on the provided graph showing the yearly complaints received from January 1998 to January 2024.

## **Customer Sludge Deliveries**

The reported quantity of liquid sludge was 2% above the budgeted amount, sludge cake was 8% below the budgeted amount, and gray water was 63% above the budgeted amount for December 2023.

## **628.12 Maintenance**

Discussion occurred regarding the inspection and replacement of the aging equipment.

Mr. Smith reported he will be forming an Asset Management Committee, with plans for the committee's first meeting to be scheduled for February.

Dr. Downey reported that several of our capital projects involved replacing and upgrading our facilities.

There were no other board members' comments on the maintenance report. The following Maintenance Report is included in the meeting minutes for information.

## **Work Order/Preventative Maintenance Order Summary**

Maintenance completed 67 work orders and 114 preventative maintenance orders. Currently, there are 21 open work order requests and one (1) outstanding preventative maintenance order that is three (3) days overdue on average. Open work orders and outstanding preventative maintenance orders are tracked and illustrated on the provided graphs.



## **Major Maintenance Repairs**

On December 6, 2023, the 6-inch sludge piping that feeds Belt Filter Press (BFP) No. 3 failed in the ceiling of the administrative office. Sludge emptied into the hallway of the front office area, adjacent offices, and conference room, causing damage. Six-inch ductile iron pipe fittings and a fabricated length of pipe were obtained to replace the corroded section that caused the leak. Access was established through the ceiling by removing some ductwork and support brackets to replace the piping that goes through the BFP Room floor and connects to the BFP No. 3 sludge feed line. Once the repair was complete, the 6-inch line was filled with process water and tested for leaks. Upon successful testing, BFP No. 3 was fed liquid sludge and put back into service on December 21, 2024, with additional work to seal the floor above the ceiling around the new piping.

On December 14, 2023, the New Jersey Utility Authority Joint Insurance Fund identified the three Modified Aeration (MA) Sludge Pumps and the four Nitrification Sludge Pumps in the Chemical Building basement as requiring the addition of shaft guards near the mechanical seal housings. Materials were ordered to fabricate removable guards from perforated stainless steel with fasteners for the three MA Pumps and were subsequently installed. The Nitrification Sludge Pumps were also fitted with guards made of a PVC composite material, constructed to be removable and protect the exposed rotating assembly. The machine guards were installed and tested, and the pumps were returned online on December 28, 2023.

On December 29, 2023, Sludge Pump No. 3, responsible for feeding dewatered sludge to our online Incinerator, was observed making a high-pitched sound from the screw conveyor shaft bearings during a weekly inspection. The programmable auto-lube assembly, which greases the screw conveyor's tail bearings and front packings, was found to be non-functional and determined to be the cause of the issue. The grease was immediately applied with a manual grease gun, and the problem was temporarily resolved by daily greasing.

A new programmable auto-lube assembly and a spare for inventory were ordered and received. On January 5, 2024, the new auto-lube assembly was installed and programmed, and Sludge Pump No. 3 was tested and put back on standby.

## **628.13 Construction Report**

Mr. Doelling reported that SBRSA contracts annually for quarterly flowmeter certification services for our thirteen (13) raw sewage flowmeters. Certifications are done in addition to the monthly calibration verification of the flowmeters performed by SBRSA instrumentation staff. The value provided by the certification services is the involvement of a trained flowmeter calibration specialist in our routine calibration cycle to ensure that the flowmeters remain accurate and that SBRSA's calibration methods remain state of the art.

SBRSA received two quotations for the 2024 certification services. The quotations are as follows:

- W.G. Malden

- 2 x Service Technicians
- \$3,200 per quarter (**\$12,800 per year**)
- Engineered Environmental, Inc.
  - 1 x Professional Engineer
  - 1 x Field Technician
  - 1 x Confined Space Supervisor
  - \$6,625 per quarter (**\$26,500 per year**)

Since 2006, SBRSA has used W.G. Malden for the quarterly flowmeter certifications due to the affordability of their services. They have provided satisfactory service during this time period. To further improve our flow meter verification/certification process, staff recommended selecting a different contractor, Engineered Environmental, Inc., for the 2024 flowmeter certification service. The selection of Engineered Environmental, Inc. (EEI) over W.G. Malden is more advantageous, price and other factors considered, because of the ongoing concern about the difference between the sum of the billing flowmeters and the River Road WWTP influent meter. Engineered Environmental, Inc. will provide a different and improved approach to our calibration process. The advantage of this new perspective has already been illustrated by EEI, who demonstrated three alternate methods of meter certification that could be used to improve our results during their site visit. The EEI quote is higher than W.G. Malden because of the inclusion of additional staff, including an NJ Professional Engineer, who is recommended to perform the certifications completely independent of SBRSA’s verifications.

Staff recommended approval of Resolution 2024-004, Awarding 2024 Initial / Annual Assessment and Quarterly Meter Certification Service Contract to Engineered Environmental of New Jersey, Inc.

Resolution 2024-004 was moved by Mr. Goldfarb and seconded by Mr. Morehouse.

Mr. Doelling reported that the first meter certification by EEI would be on March 4, 2024.

Resolution 2024-004 was passed by a roll call vote of 6 to 0. Resolution 2024-004 follows.

**Resolution Awarding 2024 Initial / Annual Assessment and Quarterly Meter Certification Service Contract to Engineered Environmental of New Jersey, Inc.**

**Resolution No. 2024-004**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (Authority) desires to award a contract for an initial / annual assessment and a quarterly certification of its sewerage flow meters; and

**WHEREAS**, as the Authority issued a Request for Quotation with a written scope of work for an initial / annual assessment and a quarterly certification of its sewerage flow meters; and

**WHEREAS**, in response to the Request for Quotation, the Authority received the following quotations:

**W.G. Malden**

2 x Service Technicians (\$3,200 per quarter)  
**Total: \$12,800**

**Engineered Environmental of New Jersey, Inc.**

1 x Professional Engineer (60 hours x \$225/hour = \$13,500)  
1 x Field Technician (40 hours x \$150/hour = \$6,000)  
1 x Confined Space Supervisor (40 hours x \$175/hour = \$7,000)  
**Total: \$26,500.00**

**WHEREAS**, for contracting units that have appointed a Qualified Purchasing Agent (QPA) pursuant to N.J.S.A. 40A:11-9(b) the maximum bid threshold, effective July 1, 2020, is \$44,000 pursuant to adjustments made by the Governor, in consultation with the Department of Treasury pursuant to N.J.S.A. 40A:11-3(c); and

**WHEREAS**, the Authority has an appointed QPA and pursuant to N.J.S.A. 40A:11-6.1, all contracts that are less than the bid threshold but fifteen percent or more of that amount, after soliciting at least two competitive quotations, if practicable, the award shall be made to a vendor whose response is “most advantageous, price and other factors considered”; and

**WHEREAS**, pursuant to the January 2024 Construction Report, prepared by Christopher Doelling, P.E., Manager of Engineering, the quotation from Engineered Environmental of New Jersey, Inc. is “most advantageous, price and other factors considered” for the reasons set forth in said report, which is made a part hereof; and

**WHEREAS**, the Finance Director of the Stony Brook Regional Sewerage Authority has certified in writing the availability of funds for the purposes set forth in this Resolution at Budget line-item number 4000-3511 for service contracts/ outside services.

**NOW, THEREFORE BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority, as follows:

- 1) The 2024 contract for the initial/annual assessment and a quarterly certification of its sewerage flow meters is awarded to Engineered Environmental of New Jersey, Inc., having a business address of P.O. Box 281, Oldwick, New Jersey 08858 in an amount not to exceed the quotation of \$26,500 and the Executive Director is hereby authorized and directed to execute said contract.
- 2) The Executive Director, staff, and consultants are authorized to take all such actions as necessary to effectuate the terms of this Resolution.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

Mr. Doelling reported on Contract 24-6, Fire Protection and Alarm System Service Upgrade. The existing fire detection and alarm system (a CWSI wireless system) was installed in 2015 as part of Contract 14-06. The system operates in a near-constant state of alarm. The CWSI product line has been discontinued since January 2019, and it has become increasingly difficult to find service and replacement parts for the existing equipment. Additionally, the system's wireless feature has been especially troublesome over the years.

The CWSI fire detection and alarm system has reached its end of life and requires a service upgrade to continue reliable operation. Staff contacted several fire protection service contractors searching for a more reliable, fiber-optic, network-based solution. At the request of SBRSA staff, Johnson Controls thoroughly reviewed our alarm system and designed a service upgrade.

Johnson Controls presented their proposal to staff on January 15, 2024. They will provide and install new fire alarm devices and panels in the following buildings and program each panel to annunciate at a new command center panel in the CEMS room on the 2nd floor of the Operations Building:

The cost of the service for this much needed upgrade is \$317,350. Services were priced using the Sourcewell cooperative purchasing agreement.

Staff recommended approval of Resolution 2024-003, Authorizing the Award of a Contract to Johnson Controls Fire Protection for products and services for a Service Upgrade of the Fire Protection and Alarm System at the River Road Wastewater Treatment Facility.

Resolution 2024-003 was moved by Mr. Antebi and seconded by Mr. Morehouse.

A discussion occurred regarding the fire protection system and fire alarm response procedures.

Resolution 2024-003 was passed by a roll call vote of 6 to 0. Resolution 2024-003 follows.

**Resolution Authorizing the Award of a Contract to Johnson Controls Fire Protection for products and services for a Service Upgrade of the Fire Protection and Alarm System at the River Road Wastewater Treatment Facility**

**Resolution No. 2024-003**

**WHEREAS**, the Stony Brook Regional Sewerage Authority currently operates a wireless fire alarm communication system; and,

**WHEREAS**, the wireless fire alarm communication system, manufactured by a mixture of various systems, the majority of which are Edwards (EST) and Commercial Wireless Systems International, LLC (CWSI), was installed in 2015 as part of Contract 14-06; and,

**WHEREAS**, the CWSI alarm communication system requires frequent service and repair; and,

**WHEREAS**, the CWSI product line of parts has been discontinued since January 2019, making it difficult to find and purchase parts; and,

**WHEREAS**, finding service technicians with knowledge about the CWSI product line is difficult, leading to long delays between service visits; and,

**WHEREAS**, to become more reliable, the fire alarm system requires a service upgrade to a fiber-optic network-based solution; and,

**WHEREAS**, at the request of SBRSA staff, Johnson Controls, Inc. thoroughly reviewed our alarm system and designed a service upgrade that will provide and install new fire alarm panels (utilizing a single manufacturer), and program each panel to annunciate at a new Network Display Unit in the CEMS room on the 2nd floor of the Operations Building; and,

**WHEREAS**, Johnson Controls submitted a detailed proposal, dated January 5, 2024, outlining the tasks included in the service upgrade; and,

**WHEREAS**, Johnson Controls presented this proposal, and other details, to SBRSA staff at an onsite meeting on January 15, 2024; and,

**WHEREAS**, services were priced using the Johnson Controls Fire Protection LP Sourcewell Contract No. 030421-JHN, which expires April 22, 2025; and,

**WHEREAS**, SBRSA is a member of the Sourcewell Co-operative Purchasing System, and may purchase goods or services using vendors and pricing from Sourcewell contracts; and,

**WHEREAS**, the cost of the Johnson Controls service upgrade is \$317,350.00; and,

**WHEREAS**, the Finance Director has determined and certified in writing that the value of the service upgrade will exceed \$17,500; and,

**WHEREAS**, Johnson Controls has submitted a Business Entity Disclosure Certification which certifies that Johnson Controls, Inc., its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19,

affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and,

**WHEREAS,** the Finance Director has certified funds are available from the Unrestricted Fund Balance for the small capital improvement to be capitalized in account 0001-0280; and,

**NOW, THEREFORE, BE IT RESOLVED** that the Board of the Stony Brook Regional Sewerage Authority authorizes the Chairman to enter into a contract with Johnson Controls, Inc. as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

There were no other Board Member comments on the Construction Report. The following Construction Report is included in the meeting minutes for information.

**Studies/General**

**River Road WWTP Phosphorous Impact Modeling Study:** A draft report prepared by One Water Consulting (OWC) on the evaluation (and historical comparison) of phosphorous in the Millstone River was received on December 21, 2023. The 2023 evaluation is part of an ongoing study to fully understand the water quality dynamics of the Millstone River (from the Carnegie Lake Dam in Princeton, NJ, to the confluence with the Raritan River in Bridgewater, NJ). Water quality data was collected during two sampling events in 2023. These sampling events were a follow up to the sampling that was conducted in 2022. Staff are reviewing the report.

**NJPDES Permit:** Staff has requested that OWC proceed with the preliminary dynamic modeling of nitrates in the Millstone River using existing nitrate sampling data. The preliminary study will be performed under the FY2024 professional services agreement.

On December 19, 2023, SBRSA received its requested stay on effluent limitations for Chlorine Produced Oxidants (CPO), Bromodichloromethane (BDCM), and Total Phosphorus (TP) for the Hopewell WWTP.

The Department has created a Database to maintain emergency contact information for NJPDES facilities. Staff are in the process of registering the SBRSA Pennington WWTP (NJ0035319) and River Road WWTP (NJ0031119) facilities with the Emergency Contact System. The Hopewell WWTP (NJ0035301) information has been updated thus far.

**Title V Operating Permit:** Staff provided comments on the NJDEP draft permit modification, including the submission of the requested additional information, on December 1, 2023. Staff continues its review of additional air modeling to assess the impact of proposed hexavalent chromium emission limits.

**Expansion of River Road Planning Report:** The Total Phosphorus (TP) removal, PFAS removal, and anaerobic digestion components of the expansion study are complete. The hydraulic conveyance capacity, process modeling, and analysis of three alternatives for a phased expansion are nearly complete.

Staff anticipates the draft expansion study report, integrating all elements of the study, by the second week of February. The schedule slippage has been primarily due to delays in obtaining information from equipment manufacturers.

**Contract 23-3: Millstone Force Main Condition Assessment:** Pure Technologies was onsite on December 21, 2023, to review the transient pressure data and decided to extend the study until January 16, 2024. Pure Technologies will return to the site on January 17, 2024, to reassess the data. If useful data is present, the transient pressure monitor will be removed.

**River Road WWTP Main Substation Replacement or Rehabilitation Study:** ELECSYS is finalizing a preliminary design report (PDR), which will contain a recommendation for a path forward. Staff anticipates receipt of the PDR by the end of January.

**Dewatering Alternatives Evaluation / Belt Filter Press Replacement Study:** Kleinfelder has begun work on this project.

**Fly Ash Slurry Pump Suction/Discharge Header Rehabilitation (Project 24-1):** SBRSA is requesting written proposals from Engineering firms to provide professional services for the evaluation of stresses in the Fly Ash Slurry Pump (FASP) Discharge Header. The FASP suction and discharge headers are original to the plant and were installed circa 1979. The FAS piping system has shifted (in multiple planes), experienced repeated failure (and repair), and is currently under considerable stress. Problems such as line breaks, leaks from pipe sections, pipe misalignment, fitting separation, and pipe support misalignment have occurred. The scope of work for this project is to provide an evaluation of stresses in the fly ash slurry pump suction/discharge headers and recommend piping modifications, which relieve the stress on the piping and minimize downtime of the fly ash slurry system. This project was identified as a top priority capital project in the Future Facilities Improvement Plan for 2024-2028.

## Design

**Contract 23-5: Structural Repair of the Sludge Cake Receiving Bin Ramps:** 100% drawings were received on January 3, 2024, and were reviewed by staff. Staff anticipates advertising for bid within the next month.

**Project 23-7: Engineering Trailer:** Final specifications for the production of engineering drawings are being reviewed by staff. These drawings will be presented to the Princeton Planning Board.

**Project 24-5: Mix Tank Grit Removal and Cleaning:** The mix tank has accumulated a significant amount of grit, estimated between 150 and 175 cubic yards, which needs to be removed and hauled away for disposal. The grit removal and disposal costs are estimated to exceed the bidding threshold. Staff are assisting the Maintenance and Operations Departments in developing plans and specifications for bidding on this work. Staff anticipates advertising for bidding on this project in February 2024. Funding for this project will be through an Operations Department budget line item.

## Construction

**Contract 19-2 River Road WWTP UV Disinfection and Filtration Project:** As of payment application No. 30, the project is approximately 94% complete (by value). During this period, Allied Construction Group (ACG) continued to work on decommissioning the 'old' filter building and refitting the backwash storage tank.

Resident Inspection update: During the month of November, SBRSA received 62.75 hours of OTS and 44.75 hours of RI services – a total of 107.5 hours of inspection services. This is in concordance with historical data.

The cumulative KLF onsite time (OTS & RI) remains below the projected budget. During the month of October, we observed an average of 27.75 hours per week. Since the amendment (January 24, 2024), the average time onsite is 25.1 hours per week. Overall, the cumulative KLF onsite time (OTS + RI) is 303 hours below the estimated time needed for RI.

**Contract 22-4 Hopewell WWTP Upgrade:** Staff has distributed 23 bid sets. Addendum No. 1 for this bid package will be issued following its approval by NJDEP. The addendum answers questions from contractors and extends the bid due date. Bids for this project will now be received on February 20, 2024. This project is anticipated to be awarded at the March 25, 2024, Board meeting.

**Contract 23-1 Replacement of Failed Nitrification Tank Aerator Reducing Gear:** The new gearbox has been installed. After some discussion about gear oil, the unit will be commissioned using Shell Morlina S4 B220. Staff anticipates a unit restart by February 2024.



## **Small Capital Projects:**

**Project 22-2 GE 90-30 PLC Upgrade:** No additional progress has been made during this reporting period.

**Process Control/SCADA:** Preventive maintenance was completed for all field devices and process control loops.

**Miscellaneous Repair:** Instrumentation staff completed the following list of unscheduled repairs during this reporting period.

- River Road WWTP
  - Installed a differential pressure flowmeter to measure the backwash return flow.
  - Added corrosion inhibitors to the belt filter press and Schwing pump control panels.
  - Replaced the PLC processor module and reloaded the program for Belt Filter Press No. 3.
  - A broken wire was replaced in the dissolved oxygen controller for Nitrification Aeration Stage No. 8.
  - Removed and returned to inventory, instruments, and controls from the decommissioned Filter Building prior to the partial demolition.
  - Added corrosion inhibitors to the control cabinets inside of the Biofilter Building.
- Princeton Pump Station
  - The variable frequency drive for sewage pump No. 2 required an adjustment to the starting circuit timer relay to correct an issue where the pump would not automatically start.
- Meter Station No. 7
  - Installed a new 120V receptacle in the control cabinet and replaced the uninterruptible power supply (UPS) batteries.
- Millstone Pump Station
  - Replaced the UPS in the PLC cabinet.
- Princeton Forrestal Connector Meter Station
  - Permanently mounted the control/communication enclosure and decommissioned obsolete equipment.
  - Replaced the UPS batteries.
- Northridge Meter Station
  - Permanently mounted control/communication equipment inside the enclosure and decommissioned obsolete equipment.

## **Information Technology**

### **General:**

Preventative maintenance was completed for all Information Technology devices and services.

During this reporting period:

- Three server backups (*svr07*, *svr08*, *svr10*) were checked for corruption and readability. All backups are valid and recoverable.
- Hardware refresh status: 2 additional workstations were deployed to end-users. Four desktops and two laptops are yet to be deployed.
- Of 9 Helpdesk tickets created this period, one is outstanding.

## Projects:

- **New Filter Building, Communications**

All provided screens have been added to our SCADA

- **Public Address System Repairs**

There are no changes to report for this period.

- **Pump Stations, Communications upgrades**

SBRSA Network is now available at Millstone PS.

- **SCADA Mobile Alert System**

Staff have procured the software WIN911 – installation is complete, but configuration is pending.

- **River Road Generator Communications**

IT completed the generator communications connection to the existing industrial network. Screens are in the process of being developed.

- **Surveillance Cameras**

The BFP Room camera was down, repairs were made, and the camera was restored.

- **TRACE Web**

After talking with TRACE staff on 12/14 – we are collecting data to provide them for further review of the issue.

## Miscellaneous:

- **Monthly IT Meeting Minutes:**

### 1. Planned Topics of Discussion:

- a. Public Address System Overhaul:
  - i. The current public address system is defunct.
  - ii. Discussed replacement options: IP PA vs. current setup with speaker wire, IT is exploring a hybrid system for PA announcements to out-buildings.
- b. Labeling/Installation of New KVM Adapters:
  - i. New KVM for better off-site management of physical servers.
- c. Incinerator UPS System:

- i. IT monitors all UPS devices connected to incinerator systems to ensure functionality during power outages.
- d. Pump Station Communications:
  - i. Operations reports temporary data outage from pump stations daily in the early AM, IT is investigating the issue.
  - ii. Added SBRSA network access to Millstone PS.
- e. SCADA Alert System:
  - i. Win911 software purchased for event alerts via email and SMS, configuration in progress.
- f. TRACE Web:
  - i. IT to update TRACE with % data missing before further discussion.
- g. Surveillance System:
  - i. Ongoing updates and management of video surveillance.
  - ii. The BFP camera was repaired during this period.
- h. River Road Generator Communications:
  - i. Screen development is underway.
- i. Additional Topics Discussed:
  - i. (DS) BOMGAR performance for Edmunds MCSJ remote support noted; testing required.
  - ii. (DS) Requested a copy of the IT emergency response plan.
  - iii. (AC) Requested IT input with DORES registration.
  - iv. Numerous staff mentioned new Adobe Acrobat performance issues; fix available upon request.
  - v. (Eng) Requests fiber connectivity to Sludge Cake Building.
  - vi. (CD) Requested SOP for camera maintenance.
  - vii. (MR) Requested repair of reporting features on the production DAS2000 workstation.
  - viii. (WC) Requested repair of PDF combine and export to XLS features on Adobe Acrobat.
  - ix. (Maint) An additional workstation will be installed; we are awaiting the maintenance area reorganization.
  - x. (KS) Requested access to a DVD player for training videos and an internet-accessible workstation for online training.
  - xi. (KS) Requested trending data from the new disc filter building.

## **628.14 Personnel Report**

Mr. Smith reported that one (1) Maintenance Mechanic III resigned on January 5, 2024.

**628.15 Correspondence**

For information only.

**628.16 Old Business**

Nothing to report.

**628.17 New Business**

Nothing to report.

**628.18 Open to the Public**

Chairman Downey opened the public portion of the meeting, hearing no comments from the Public; the public portion was closed at approximately 7:42 p.m.

**628.19 Executive Session**

Dr. Downey asked for a motion to enter an Executive Session.

Resolution 2024-005 was moved on a motion by Mr. Morehouse, seconded by Mr. Patel, and passed by a roll call vote of 6 to 0. Resolution 2024-005 follows.

**Resolution Authorizing Closed Session  
Pursuant to the Open Public Meetings Law**

**Resolution No. 2024-005**

**BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority (“Authority”) on this 22nd day of January 2024, as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A.10:4-12(b)(7), being the Open Public Meetings Law, to discuss personnel issues and relevant to the promotion of the Assistant Executive Director.
2. The Minutes of the Closed Session relating to personnel issues shall be available to the public as required by law and as soon as the matters under discussion are fully resolved as between the parties and are no longer of a confidential or sensitive nature.
3. The Authority shall also adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Act, in order to provide legal advice regarding participant interest charge issues, which are communications

subject to attorney/client privilege.

- 4. The minutes of the Closed Session relating to attorney/client privilege will be released to the public as soon as the matters under discussion are no longer of a confidential or sensitive nature.
- 5. This Resolution shall take effect as provided by law.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

**Report of Executive Session**

A discussion occurred regarding the promotion of the Assistant Executive Director and the potential settlement of the outstanding interest payments for participants.

**Return to Public Session**

The Board returned to Public Session at 8:19 p.m.

**628.20 And such other issues as may come before the Board**

Resolution 2024-006, Authorizing the Appointment and Salary Adjustment of the Executive Director for the Stony Brook Regional Sewerage Authority was moved by Mr. Morehouse, seconded by Mr. Antebi and passed by a roll call vote of 5 to 0. Resolution 2024-006 follows.

**Resolution Authorizing the Appointment and Salary Adjustment of the Executive Director for the Stony Brook Regional Sewerage Authority**

**Resolution No. 2024-006**

**WHEREAS**, David C. Smith currently serves as the Acting Director for the Stony Brook Regional Sewerage Authority (Authority); and

**WHEREAS**, the Authority has recommended the appointment of David C. Smith to Executive Director for the Authority; and

**WHEREAS**, the Authority has evaluated the Executive Director’s performance and salary; and

**WHEREAS**, the Authority has recommended a promotion and an annual salary in the amount of \$167,000 for this position; and

**WHEREAS** the Stony Brook Regional Sewerage Authority has funds available in the Salaries/Benefits Account 3001 in the FY 2024 Operating Budget.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority that:

1. David C. Smith is hereby appointed to the position of Executive Director for the Stony Brook Regional Sewerage Authority.
2. As noted by the Board, the Executive Director shall receive an annual salary in the amount of \$167,000.00 and the specifics of this salary adjustment shall be available for review at the offices of the Stony Brook Regional Sewerage Authority.
3. The salary adjustment will be made retroactive to January 1, 2024.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Resolution 2024-007, Authorizing Waiver of Hopewell Borough Interest Changes in Exchange for Use of Hopewell Borough Municipal Building, was moved by Mr. Goldfarb, seconded by Mr. Antebi, and passed by a roll call vote of 5 to 0. Resolution 2024-007 follows.

**RESOLUTION AUTHORIZING WAIVER OF HOPEWELL BOROUGH INTEREST CHARGES IN EXCHANGE FOR USE OF HOPEWELL BOROUGH MUNICIPAL BUILDING**

**Resolution No. 2024-007**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (hereinafter the "Authority" or "SBRSA ") is a public corporation organized under the Sewerage Authorities Law, N.J.S.A. 40A:14-1, et seq., and which provides wastewater treatment services pursuant to laws and regulations of the United States Environmental Protection Agency and the New Jersey Department of Environmental Protection to six (6) member municipalities, including Princeton; South Brunswick Township; West Windsor Township; Hopewell Borough; Hopewell Township and Pennington Borough (hereinafter collectively referred to as "Member Municipalities"); and

**WHEREAS**, pursuant to N.J.S.A. 40:14A-8 of the Sewerage Authorities Law, and in accordance with the terms and conditions of the Amended Service Contract dated November 1, 1977 (hereinafter “Amended Service Contract”), SBRSA is authorized to charge and collect annual and other charges from Hopewell Borough for the direct and indirect connection with, or the use or services of, the SBRSA Sewerage System; and

**WHEREAS**, pursuant to Section 406 of the Amended Service Contract, SBRSA is required, by December 15th annually, to make and deliver to Hopewell Borough, SBRSA’s certificate stating the amount of the Annual Charge for the Fiscal Year, and Hopewell Borough is required to pay to the SBRSA the Annual Charge in four equal installments on or before February 15th, May 15th, August 15th and November 15th of each Fiscal Year. Pursuant to Section 602 of the Amended Service Contract, ten (10) percent per annum interest shall be charged on any amount unpaid (hereinafter referred to as “Interest Charges); and

**WHEREAS**, Hopewell Borough did not pay its Annual Charge on or before its due date for the Third Quarter of 2022 and the Third Quarter of 2023, incurring late fees in the amount of \$1,383.33 and \$975.70 respectively; and

**WHEREAS**, due to repair work currently underway at the SBRSA facility, SBRSA is unable to utilize its Board Room for conducting its monthly meetings and Hopewell Borough has offered the use of its Municipal Building to SBRSA for the duration of the period of time that SBRSA is unable to utilize its Board Room for such purposes; and

**WHEREAS**, in gratitude and in exchange for the use of the Hopewell Borough Municipal Building for the purpose of conducting its monthly SBRSA Board Meetings, SBRSA desires to waive the interest charges due in the total amount of \$2,359.03.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority as follows:

1. The Executive Director is authorized and directed to waive the ten (10) percent per annum interest charges of Hopewell Borough relevant to the Third Quarter, 2022 and Third Quarter, 2023 Annual Charges. Interest Charges, consistent with Section 602 of the Amended Service Contract shall accrue for any future late payments as required pursuant to the Amended Service Agreement. The Executive Director and staff are hereby authorized and directed to take all actions necessary or desirable to effectuate the terms and conditions of this Resolution.

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
Julian Antebi	X			
Arundhati Bhosle	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

**628.21 Adjournment**

As no further business was to come before the Board, the meeting was adjourned at 8:26 p.m. on a motion by Mr. Antebi, seconded by Mr. Goldfarb, and passed by unanimous vote.

Respectfully Submitted,

David Smith  
Secretary

Recorded and Written by  
Angela Christiano  
February 7, 2024