

Minutes of Meeting #577, January 27, 2020 – Stony Brook Regional Sewerage Authority

LOCATION: Conference Room, River Road Plant, Princeton, NJ

MEMBERS PRESENT: Downey, Goldfarb, Morehouse, Patel, Switlik, Vilaro-Munet

MEMBERS ABSENT:

CONSULTANTS: Alexander

STAFF PRESENT: Bixby, Christiano, Doelling, Hess, Ireland, Irizarry, Pchola, Pizarro, Rahimi, Roga, Sears, Stewart, Thomas, Walker

577.01

Chairman Downey opened the regularly scheduled meeting at 7:02 pm. Chairman Downey indicated that pursuant to Section 13 of the Open Public Meetings Act, adequate notice of the time and place of this meeting was given by filing with the Authority's official newspapers, each Clerk of each municipality and by being posted on the Princeton Bulletin Board and on the Authority's website.

577.02 Approval of Minutes

Chairman Downey stated that a revised copy of the December 16, 2019 Board meeting minutes were distributed.

Ms. Pchola stated the following changes were made, on page 20, Contract 19-1, the second sentence "...this project stands at approximately 6%" should read "...this project stands at approximately 76%" on page 30, Resolution 2019-105, To Appoint a Public Agency Compliance Officer for 2020, the recorded votes were included, also on page 30, the second paragraph, third sentence, "...Resolution 2019-106 was moved by Mr. Goldfarb, seconded Morehouse.. " should read, "...Resolution 2019-106 was moved by Mr. Goldfarb, seconded Mr. Morehouse..." The revised minutes were approved as presented on a motion by Ms. Switlik, seconded by Mr. Patel and passed by a vote of 6 to 0.

577.03 Board Related Activities

Dr. Downey explained that first order of business will be the administering of the Oath of Office.

Ms. Alexander administered the Oath of Office to Dr. Downey.

The Board and staff congratulated Dr. Downey.

Ms. Pchola indicated that included in the report are two resolutions, one from West Windsor Township and the other from South Brunswick Township extending the Board member terms dates to January 31, 2020 and January 31, 2021, respectively. A letter was received from Pennington Borough indicating that SBRSA should expect their resolution next month extending Ms. Switlik's term date to January 31, 2021. When the Pennington Borough representative is appointed next year, staff will request a two (2) year term. SBRSA Board member's term dates will then be correctly staggered.

Appointment of Nominating Committee

In preparation for February's reorganization meeting, Chairman Downey appointed the Personnel Committee as the Nominating Committee.

Consultant List

Ms. Pchola stated that there were two (2) contracts pending award tonight that will be discussed in the Finance section.

577.04 Planning and Administration

Ms. Pchola reported that the most current 12-month average daily flow at the River Road WWTP is 10,168,837 gpd with 2,270,357 gpd of available capacity. The current 12-month average daily flow at the Hopewell WWTP is 278,427 gpd with 21,573 gpd of available capacity. The current 12-month average daily flow at the Pennington WWTP is 287,544 gpd and is over capacity by 19,412 gpd.

A discussion took place regarding available capacity at the Hopewell WWTP.

Monthly Flow Transmittal

Ms. Pchola stated that the monthly meter verifications were performed by staff on January 2, 2020.

Ms. Pchola reported that the Princeton Farms pumps operate on an on/off control. When the pump is off, the flow is zero. The Princeton Farms meter drifted away from its zero flow condition starting on December 18, 2019. SBRSA staff adjusted the meter zero on December 20, 2019 and the meter was returned to service. The average daily zero offset was removed from meter data for the operating period of December 18 through December 20, 2019 and the flows were adjusted accordingly.

577.05 Approval Requests and Actions

TWA Approvals

Princeton University Residential Colleges Block 45.01, Lot 1.01, Princeton, Mercer County

Mr. Doelling reported that Princeton University’s TWA application is for the construction of two residential colleges containing student housing, communal spaces, a shared dining hall and associated infrastructure. Overall, the project will provide housing to a total of 1,022 students/staff. The site is currently occupied by a softball field, tennis courts, and a soccer field, which will be demolished before construction of the residential colleges. A summary of the existing demand, proposed demand, and net increase in sanitary flow was summarized in the report provided.

Staff recommended approval of the TWA application. Resolution 2020-005 is for the full projected flowrate of 76,650 gpd for the new facilities. The proposed development will result in a net increase of 64,240 gpd of wastewater flow to River Road WWTP. The application has received Princeton Planning Board approval and has been approved by the Princeton Municipal Engineer. Resolution 2020-005, Authorizing Endorsement of Application for Treatment Works Approval Statement of Consent for Sanitary Sewer Improvements for Construction of Two Residential Colleges, Block 45.01, Lot 1.01, Princeton, Mercer County was moved by Mr. Goldfarb, seconded by Mr. Morehouse and passed by a roll call vote of 6 to 0. Resolution 2020-005 follows.

**Resolution Authorizing Endorsement of Application for Treatment Works Approval
Statement of Consent for
Sanitary Sewer Improvements for Construction of Two Residential Colleges,
Block 45.01, Lot 1.01, Princeton, Mercer County**

Resolution No. 2020-005

WHEREAS, an application for Treatment Works Approval has been submitted to Stony Brook Regional Sewerage Authority (SBRSA) by Langan Engineering and Environmental Services, Inc. on behalf of the Trustees of Princeton University for the connection of two new Princeton University residential colleges; and

WHEREAS, the applicant proposes sanitary sewer improvements consisting of 12 manholes, 1 doghouse manhole, 3 connections to existing manholes, 8 cleanouts, approximately 1,450 linear feet (LF) of polyvinyl chloride (PVC) pipe, 370 LF of 6-inch PVC pipe, and 23 LF of 4-inch PVC pipe to add capacity for one thousand twenty-two (1,022) students/staff with a projected sewer flow rate of 76,650 gpd; and

WHEREAS, the proposed improvements require the demolition of a softball field, tennis courts and a soccer field, with a combined sewer flow rate of 12,410 gpd, prior to construction of the residence college, resulting in a net increase in projected sanitary flow to SBRSA of 64,240 gpd.

WHEREAS, the project is more particularly described in the Treatment Works Approval Permit Application on file at the office of the SBRSA; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) presently requires the certification by the Wastewater Treatment Facility Owner, that the committed flow does not exceed the presently permitted design capacity and with the additional flow proposed by this application; and

WHEREAS, SBRSA has reviewed the application based on the requirements of N.J.A.C. 7:14A-23.3 Projected Flow Criteria, and the flow associated with this application is 76,650 gallons per day (gpd); and

WHEREAS, this project has been endorsed by the Mayor and Council of the Municipality of Princeton (Resolution 19-337); and

WHEREAS, this project has been endorsed by the municipal engineer, dated December 4, 2019 on Form WQM-003 Consent by Governing Body; and

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

Stony Brook recommends approval of the Treatment Works Approval application for the proposed allocation of 76,650 gpd.

The Executive Director of SBRSA is authorized and directed to execute the Treatment Works Approval (TWA-1 Application) Form WQM-003 in accordance with the SBRSA Resolution adopted August 21, 1984.

BE IT FURTHER RESOLVED by the Stony Brook Regional Sewerage Authority that the approval shall remain in effect as stipulated in SBRSA's Revised Resolution Affirming Terms for Approvals for TWA-1 Sewer Extension Applications as Amended 11/26/01.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Time Extensions

As requested at last month's Board meeting, a letter was provided to the Heritage at Pennington and Pennington Borough to notify them of the updated expected completion date for the Pennington WWTP Upgrade and Expansion Project. The letter was attached to the report.

Mr. Doelling reported that the Pennington WWTP Upgrade and Expansion Project is currently 84% complete and the Contractor has begun one of the more complicated portions of the project, the connection of the various new tanks and systems. Based upon a review of the contractor's submitted update to their construction schedule, it is anticipated that construction of the expanded capacity, limited in scope to Orbal Tank No. 1 online, will not be completed until late April 2020. Staff is working closely with the contractor to responsibly complete the necessary tie-ins.

Capacity Assurance

Mr. Doelling reported that on January 13, 2020 the Borough of Hopewell provided an update to its Inflow and Infiltration Remediation Plan. The update to the plan was provided in the report. This update will be forwarded to NJDEP.

Allocated Flow Update

Mr. Doelling reported that CPL Partnership reported six (6) of the thirty (30) units associated with Schoolhouse Village located in South Brunswick Township are completed and occupied. Another eighteen (18) units are under construction. CPL Partnership's annual report was attached. The January Capacity Status Report was updated to include the removal of 1,800 gallons per day of inoperative flow from South Brunswick Township.

577.06 Regulatory Report

Discharge Monitoring Report (DMR)/Residual Discharge Monitoring Report (RD MR)

Mr. Rahimi reported the following:

- The Discharge Monitoring Reports for the month of November 2019 and December 2019 were submitted with no violations reported.
- River Road Surface Water Discharge Waste Characterization Report (SWDWC) for the second half of 2019 was submitted to NJDEP.
- The quarterly bioassay for the River Road WWTP and semi-annual bioassay for the Hopewell and Pennington WWTPs were conducted in December 2019 and electronically reported to NJDEP on December 23, 2019. The results of this study for all three plants were >100%.
- The October 2019 RD MRs were submitted to NJDEP. All River Road parameters were compliant with the Air Permit requirements.
- The November 2019 RD MRs are currently being reviewed.

Air Reporting

Mr. Rahimi reported that the 2019 Annual Belt Filter Press Report was submitted to NJDEP. This report calculates hourly and annual emissions rates. The calculated emissions were less than the Title V Permit limits.

The 4th quarter 2019 Excess Emissions and Monitoring Report is currently being reviewed.

The federal 40 CFR 60 Subpart O 2019 Semi-annual Reports are currently being reviewed.

The 2019 combined Semi-annual and Annual Title V Compliance reports is currently being reviewed.

The 2019 Subpart-LLL second half semi-annual deviation report and the Subpart-LLL Annual Compliance Report are currently being reviewed.

Staff responded to a December 30, 2019 NJDEP request for additional information regarding various hotline calls. The NJDEP request letter and the response cover letter was provided in the report.

Mr. Rahimi reported that one (1) affirmative defense was submitted to NJDEP during the reporting period. The reported incident was due to issues with commercial power on December 28, 2019.

577.07 Safety

Accident Report

Mr. Irizarry reported that there were zero “Lost Time” and “No Lost Time” Accidents/injuries this period. SBRSA has gone 1290 consecutive days without a “Lost Time Accident.”

2019 Annual Inspection Report

Mr. Irizarry stated that staff continues to address both priority-one and priority-two items and provided spreadsheets summarizing their status.

New Jersey Environmental Risk Management Fund (EJIF) Annual Inspection Report

Mr. Irizarry reported that the 2019 New Jersey Environmental Risk Management Fund (EJIF) annual inspection report was received. Staff reviewed the report with EJIF and submitted several comments and questions. Staff sent a follow up e-mail requesting the status of answers to our comments/questions on January 6, 2020.

Right-To-Know Compliance Inspection

Mr. Irizarry reported that on December 11, 2019, the New Jersey Department of Health and Human Services (NJDDH) was on-site to conduct a Right-To-Know (RTK) compliance inspection. The NJDDH found some chemicals whose contents were not properly labeled and also cited SBRSA for not labeling the contents of the wastewater tanks. The only remaining issue is labeling the wastewater tank contents.

Safety Meeting

Mr. Irizarry reported that on December 17, 2019, staff held its quarterly safety meeting. The minutes from the meeting were provided in the report.

Fire Alarm Annual Inspection for Hopewell and Pennington

Mr. Irizarry reported that on January 22, 2020, ADT Commercial, formally Redhawk, conducted the annual fire alarm inspection at the Hopewell and Pennington facilities. Staff is waiting for the report.

Mr. Goldfarb requested that all category 1 items listed on the Kleinfelder 2019 Annual Inspection Report indicate a comment referencing the status of repair. This report is to be updated and provided to the Board every three (3) months.

577.08 Litigation

Ms. Alexander stated that in respect to the Hopewell WWTP and the Pennington WWTP permit appeals, Judge James-Beavers has been appointed to the Superior Court and the matter has been assigned to Judge Tricia M. Caliquire, ALJ. Judge Caliquire is also assigned to the River Road WWTP matter, so she is familiar with NJDES Permit issues. In regard to the Pennington WWTP permit, this matter is on the inactive list while we pursue the socioeconomic evaluation and the NJDEP's review of the same.

With respect to the Hopewell WWTP we have a final permit, however we recently received a preliminary draft permit and comments on the preliminary draft permit have been submitted to NJDEP. With respect to issues that we disagree with we will see what changes are made between the preliminary draft and the draft permit. This is the unofficial period for submitting comments. The official period starts with the issuance of the draft permit.

Dr. Downey asked if we still are waiting for the final documents to close out the Hopewell final permit.

Ms. Alexander reported that we have a new Deputy Attorney General (DAG). The DAG will discuss this issue with NJDEP.

577.09 Operations Report

River Road Facility

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

Mr. Stewart reported that we experienced another break in the Effluent Flushing Water (EFW) piping. This piping delivers service water throughout the plant site. This break is below the water

surface in the Modified Aeration effluent channel. Staff is obtaining quotes to have this line cut, capped, and taken out of service. Until that work is completed, we can still use the EFW system but at a reduced pressure.

Mr. Stewart reported that Incinerator No. 2 had been de-slugged followed by an inspection performed by Chavond-Barry to determine if there were any immediate issues that needed to be taken care of prior to stack testing. All the preventative maintenance was completed by staff on Incinerator No. 2.

Mr. Stewart reported that the required stack testing of Incinerator No. 2 began on January 20, 2020. Stack testing on Incinerator No. 1 is scheduled for the end of February 2020.

Upstream Facilities

Mr. Stewart reported that the Upstream Facilities operated well during this reporting period.

Mr. Stewart reported that staff bypassed pumped the influent from the pre-treatment structure to the Primary Tanks so the Influent Pumps could be taken out of service and replaced. Staff needed to empty the wet well and drain the force main. This was done twice giving the contactor two influent pumps at a time. We now have two new Influent Pumps and the other two are currently being replaced at the Pennington WWTP.

Odor Report

Mr. Stewart reported that staff received no odor complaints from our surrounding area during the month of December. Staff received no odor complaints during the partial January 2020 reporting period. The full January number will be reported in February 2020.

Customer Septage and Sludge Deliveries

Mr. Stewart reported that for the month of December 2019 the quantity of liquid sludge was 5% below the budgeted amount, sludge cake was 10% above the budgeted amount, and gray water was 4% above the budgeted amount.

577.10 Maintenance

Mr. Roga reported that the Cake Storage Hopper Bin Screw No. 7 was removed from service on December 13, 2019. The chain guard was leaking oil from a hole that developed over a period of time due to the drive chain continuously rubbing within the chain guard. The remaining oil was drained so the cover could be removed to make the necessary repairs. Included in the repairs were removing the slack from the chain, patching the chain guard hole, modifying the mounting brackets, and replacing the screw packing. After completing the repairs and testing the equipment the unit was placed back into service.

On January 8, 2020 it was found that the existing explosion proof start/stop control station located at Sludge Thickener No. 3 drive unit was not operating properly. Once the unit was de-energized a new explosion proof control station was installed, tested and placed back into operation.

Mr. Roga provided the preventive maintenance graphs and monthly work orders for December.

577.11 Construction Report

NJDEP Permits

Mr. Doelling reported that on January 10, 2020 the Bureau of Surface Water Permitting issued a pre-draft Surface Water Renewal Permit for the Hopewell WWTP. A site tour of the Pennington and Hopewell facilities with NJDEP staff occurred on January 16, 2020. Kleinfelder and staff intend to submit several comments in response to the pre-draft permit on January 24, 2020.

Sludge Business Analysis

Mr. Doelling reported that staff is waiting for a proposal from Material Matters, Inc. for professional services regarding the Sludge Business Analysis. Staff anticipates presenting the proposal for approval at the February Board meeting.

Mr. Goldfarb requested that Material Matters attend the Board meeting to discuss their proposal.

River Road WWTP UV Disinfection/Filtration Design

Mr. Doelling reported that staff has received the 90% plans and specifications documents. Staff had a meeting with Klinefelter to discuss our comments. Provided was a list of several permit applications filed during the past reporting period. Additionally, listed were three (3) applications that are scheduled to be submitted in late January or early February along with the indicated permit application fees.

River Road Sludge Storage Hopper Feed Screw Replacement Project

Mr. Doelling reported that on January 8, 2020 staff met with GHD to discuss the scope of the project and set design goals. The 30% preliminary design report is schedule for delivery on or about February 28, 2020.

Contract 17-1 Pennington WWTP Upgrade and Expansion

Mr. Doelling reported that this project stands at approximately 84% complete and staff has begun connections to the various new tanks and systems. Staff is working closely with CMS to responsibly complete the necessary tie-ins. This period's progress has been outlined in the report.

Contract 19-1, Nitrification Clarifier No. 2 Improvements Project

Mr. Doelling reported that as of Progress Payment No. 4 this project stands at approximately 97% complete. During the past reporting period Iron Hills Construction (IHC) completed all mechanical and site work. The manufacturer's start-up and commissioning of the drive was completed on January 7, 2020. All Punch List items have been completed with the exception of the submission of the manufacturer's start-up report and the 1-year maintenance bond. It is anticipated that the final payment application will be submitted for approval at the February 2020 Board meeting.

River Road Wastewater Treatment Plant - Operations Building Roof Replacement Project

Mr. Doelling reported that the installation of the new roof is 100% complete. VMG Group has completed all Punch List items and submitted the required roofing system warranties. The final payment application has been submitted.

Contact 20-1, Inspection and Cleaning of the Millstone and Stony Brook Interceptors

Mr. Doelling reported on January 15, 2020 the project was advertised for bid and on January 23, 2020 a pre-bid site visit was held. The bid opening for this project is scheduled for February 13, 2020 and staff expects to recommend award of the project at the February 24, 2020 Board meeting.

Plant Influent Flow Meter

Mr. Doelling stated that staff continues a comparison summary of the sum of our billing meters and the River Road plant influent meter. This month there was a 8.9% difference. A calibration adjustment was performed at the River Road WWTP influent meter.

Meter Certification Services

Mr. Doelling reported a request for proposals/quotations for the quarterly meter certifications was distributed to several vendors. Staff did not receive any quotations. Staff has been in contact with a couple of contractors requesting their quotes by the next Board meeting.

Miscellaneous Repair

Mr. Doelling provided a list of unscheduled Instrumentation Department repairs, and items cleared from the draft 2019 Annual Inspection Report.

Information Technology

Mr. Thomas reported that preventative maintenance was completed for all devices and services.

Mr. Thomas reported that the new GE Historian® is fully installed and has been performing satisfactorily. IT plans to begin the integration of Operator 10® software next month.

On January 10, 2020 upstream operators reported a loss of phone service. Our telephone provider

was contacted, and service was fully restored on January 14, 2020.

Staff met with Bayshore Networks regarding a SCADA network security appliance called SCADAFUSE. Staff is currently reviewing this product for its advantages.

Municipal Excess Liability Joint Insurance Fund (MEL JIF) Cyber-Security Tier 1 Status

There are four (4) users who have not completed the initial training. Staff is working with personnel to ensure they have access to email and the KnowBe4 training.

RRWWTP Operations Building Structured Cabling Project

Mr. Thomas reported that as of Progress Payment No. 3, this project stands at approximately 38% complete. During the past reporting period TeleQuest has installed all remaining copper network runs. A few locations are yet to be terminated at the wall plates and all runs still need to be tested for acceptable signal levels. The optical fiber installation and several re-terminations remain.

577.12 Finance

Payment of Bills and Claims

Mr. Goldfarb moved for approval of Resolution 2020-001 for the payment of bills and claims in the amount of \$1,601,016.83 with two signatures instead of three. The motion was seconded by Mr. Patel and passed by a roll call vote of 6 to 0.

Resolution Regarding Payment of Bills and Claims

Resolution No. 2020-001

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 \$1,601,016.83 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

Pamela Switlik X
Miguel Vilaro-Munet X

Treasurer's Report

Mr. Sears reported a net loss for the one-month of 2020 fiscal year, ending December 31, 2020, of \$115,658. The net loss was mostly related to the rollover of prior year purchase orders. The Authority has total cash and investments of \$13,705,877. The current construction projects balance is \$4,605,713. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is \$16,387,372.

Monthly Sludge Business Analysis

Mr. Sears reported the net income figure for the month of December is \$88,614.

Staff recommends approval of Resolution 2020-002, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units for fiscal year 2020. These contracts are for parts and services as stated in the resolution. Resolution 2020-002 was moved by Mr. Goldfarb, seconded by Mr. Patel and passed by a roll call vote of 6 to 0. Resolution 2020-002 follows.

**RESOLUTION AUTHORIZING CONTRACTS WITH CERTAIN APPROVED
STATE CONTRACT VENDORS FOR CONTRACTING UNITS
PURSUANT TO N.J.S.A. 40A:11-12a**

Resolution No. 2020-002

WHEREAS, the Stony Brook Regional Sewerage Authority, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Purchasing Program for any State contracts entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury; and

WHEREAS, the Stony Brook Regional Sewerage Authority has the need on a timely basis to purchase goods or services utilizing State contracts; and

WHEREAS, the Stony Brook Regional Sewerage Authority intends to enter into contracts with the attached Referenced State Contract Vendors through this resolution and properly executed contracts, which shall be subject to all the conditions applicable to the current State contracts;

NOW, THEREFORE, BE IT RESOLVED, that the Stony Brook Regional Sewerage Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

BE IT FURTHER RESOLVED, that the governing body of the Stony Brook Regional Sewerage Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall

either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer; and

BE IT FURTHER RESOLVED, that the duration of the contracts between the Stony Brook Regional Sewerage Authority and the Referenced State Contract Vendors shall be from December 1, 2019 to November 30, 2020.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

STATE CONTRACT VENDORS FOR CONTRACTING UNITS

Commodity/Service	Vendor	State Contract #
Gases: Medical, Specialty and Industrial	Airgas USA LLC	T-0081
Telecommunications Equipment	Avaya Inc.	T-1316
Influent Meters	Applied Analytics	T-0983
Vehicles	Byers Ford	T-88727
Data, NASPO, Software Licenses & Related Serv.	Dell Marketing LP	M-7000, M-0483, M-0003
Automotive Parts & Accessories	Eastern Warehouse Distributors Inc.	T-2761
Industrial/MRO Supplies & Equipment	Fastenal Company	M-0002
Electrical Equipment & Supplies Electric Equipment & Supplies (Light Poles, Luminaires w/Associated Lamps)	Franklin Griffith LLC	T-0167
Misc. supplies and tools	Home Depot	M-8001
Copiers & Multi-Function Devices	Kyocera Document Solutions	G-2075
#2 Fuel	Majestic Oil	T-1845
Software Licenses & Related Serv. & Appliances	PCM-G	M-0003
Unleaded Gas	Pedroni	T-0083
Express Courier, Delivery Service	UPS (United Parcel Service)	M-4000
Wireless Phones	Verizon Wireless	T-216A
Water, Bottled 5 Gallon, Office Supplies	WB Mason	T-0002, T-0052
Industrial/MRO Supplies & Equipment	WW Grainger	M-0002

Staff recommends approval of Resolution 2020-003, Award of a “No Political Contributions Allowed” Contract(s) for Non-Professional Service Vendors. This is the Pay-to-Play provision; staff expects to make purchases that will exceed the \$17,500 limit. Staff has obtained the appropriate documents from the vendor(s). Resolution 2020-003 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0. Resolution 2020-003 follows.

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract(s) for Non-Professional Service Vendors

Resolution No. 2020-003

WHEREAS, the Stony Brook Regional Sewerage Authority has a need to acquire goods or services as a no political contribution allowed contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

WHEREAS, the purchasing agent has determined and certified in writing that the value of each contract (by purchase orders) will likely exceed \$17,500; and,

WHEREAS, the anticipated term of this contract is for fiscal year 2020 (1 year) and may be extended as approved by this governing body; and,

WHEREAS, the attached list of vendors has completed and submitted a Business Entity Disclosure Certification which certifies that each vendor has not made any reportable contributions to a political or candidate committee served by the Stony Brook Regional Sewerage Authority in the previous one year, and that the contract will prohibit the (attached list of vendors) from making any reportable contributions through the term of the contract; and,

WHEREAS, the CFO has certified funds are available in the 2020 Budget Parts line account 5000-4525.

NOW THEREFORE, BE IT RESOLVED, that the Stony Brook Regional Sewerage Authority authorizes the attached list of vendors to enter into contracts by purchase order; 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Year 2020 No Political Contribution Allowed Contracts:	
Company Name	Service
Alfa Laval, Inc.	Dewatering Parts

Staff recommends approval of Resolution 2020-006, Appointing Brown & Brown Metro, LLC as Risk Management Consultant. Mr. Sears reported that staff requested two (2) proposals for a Risk Management Consultant (RMC), one from Brown & Brown Metro and the other from Conner Strong & Buckelew. Proposals were received from both firms. Both firms have clients who operate incinerators. Staff reviewed the proposals and with both being essentially equal, staff found Brown & Brown Metro had an extensive training program for staff. The RMC fee is paid directly by the Joint Insurance Fund (JIF) which is 6% of the SBRSA annual insurance premium or approximately \$20,000. By choosing a RMC, SBRSA will forgo the refund received in the past from the JIF. Resolution 2020-006 was moved by Mr. Goldfarb, seconded by Ms. Switlik.

Dr. Downey stated that the hiring of a RMC was discussed during a prior Board meeting.

Resolution 2020-006 was passed by a roll call vote of 6 to 0. Resolution 2020-006 follows.

**RESOLUTION APPOINTING BROWN & BROWN METRO, LLC.
AS RISK MANAGEMENT CONSULTANT**

Resolution No. 2020-006

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

WHEREAS, the bylaws of said Fund state that each Authority 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 Stony Brook Regional Sewerage Authority Board hereby appoints Brown and Brown Metro, Inc. as its Risk Management Consultant in accordance with the bylaws of the New Jersey Utility Authorities Joint Insurance 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.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Staff recommends approval of Resolution 2020-007, Authorizing a No Political Contributions Allowed Contract with Gabel Associates, Inc. as Energy Agent-For Natural Gas. Mr. Sears reported that an energy agent will assist with the procurement process and to monitor the commodity market that will help to ensure that the Authority is getting the best price for natural gas. The cost of these services is \$0.005 per therm or approximately \$6,000 per year. Last year SBRSA used 1,166,447 therms of natural gas with an associated cost of \$627,506. Resolution 2020-007 was moved by Mr. Goldfarb, seconded by Ms. Switlik and passed by a roll call vote of 6 to 0. Resolution 2020-007 follows.

**Resolution of the Stony Brook Regional Sewerage Authority
Authorizing a No Political Contributions Allowed Contract with Gabel Associates, Inc.
As Energy Agent-For Natural Gas**

Resolution No. 2020-007

WHEREAS, the State of New Jersey has been engaged in a process to establish a competitive market place through deregulation and restructuring the electric and natural gas utility markets; and

WHEREAS, the establishment of a governmental energy aggregation program ("GEA Program") to purchase electric generation service and natural gas pursuant to the Government Energy Act of 2003, N.J.S.A. 48:3-93.1 et seq. ("Act") and the New Jersey Board of Public Utilities' implementing rules at N.J.A.C. 14:4-6.1 et seq. ("Rules") will increase competition for the provision of electric power and natural gas to residential and non-residential electricity and gas ratepayers, thereby increasing the likelihood of lower electric rates and natural gas rates for these users without causing an interruption in service; and

WHEREAS, Gabel Associates, Inc. with a principal place of business located at 417 Denison Street, Highland Park, New Jersey 08904 has submitted a proposal dated December 5, 2020 to serve as the Energy Agent for the Stony Brook Regional Sewerage Authority (SBRSA) to assist SBRSA in the procurement of natural gas; and

WHEREAS, Gabel Associates, has completed and submitted a Business Entity Disclosure Certification which certifies that this vendor has not made any reportable contributions to a political or candidate committee served by the Stony Brook Regional Sewerage Authority in the previous one year, and any contract entered into with Gabel Associates will prohibit Gabel Associates from making any reportable contributions through the term of the contract; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11 5(1) a (ii) exempts the award of contracts for extraordinary, unspecifiable services from the requirements of public advertisement and bidding; and

WHEREAS, the Stony Brook Regional Sewerage Authority (the "Authority") has reviewed the Certification filed with the Authority by the Executive Director describing the nature of the registered Energy Agent. Gabel Associates is registered with the State to perform these duties; and

WHEREAS, it is not reasonably possible to draft bid specifications for services necessary to assist the Authority in connection with the purchase of natural gas, which Certification was reviewed by legal counsel, Maraziti Falcon, to ensure that it meets the provisions of the Local Public Contracts law and the rules promulgated by the Department of Community Affairs; and

WHEREAS, the Authority is satisfied that, for the reasons articulated in the Certification dated January 15, 2020 from Antonia Pchola, Executive Director, attached hereto and made a part hereof, the proposed work is an extraordinary unspecifiable service and meets the requirements of the Local Public Contracts Law and N.J.A.C. 5:34-2.3.; and

WHEREAS, the award of this contract meets the statute and regulations governing the award of said contracts; and

WHEREAS, the Energy Agent shall not receive any monetary compensation directly from the Authority for the services to be provided. The Authority and the Energy Agent agree that the Natural Gas supply contract(s) ("NGSC") between the Authority and the awarded supplier(s) shall provide that the awarded supplier pay the Energy Agent a monthly administrative fee for each account served at a rate of \$0.005 per Therm for all months of the NGSC; and

WHEREAS, such term may be extended not to exceed two (2) one-year extensions, at the sole discretion of the Authority, provided sufficient funds are available therefore, in accordance with the proposal for the same submitted December 5, 2019. The Authority will provide thirty (30) days' written notice prior to expiration of the term of this Agreement, if the Authority is exercising its option to extend this Agreement.

WHEREAS, the Executive Director, in consultation with counsel, is authorized to make minor modifications to the Energy Agreement without changing the overall intent of the Agreement;

NOW, THEREFORE, BE IT RESOLVED that the Authority shall enter into a 24-month agreement with Gabel Associates, Inc. to serve as Energy Agent for SBRSA for the purpose of Natural Gas purchasing.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

577.13 Personnel Report

There was nothing new to report

577.14 Correspondence

No correspondence was provided this month.

577.15 Old Business

There was nothing to report.

577.16 New Business

Staff recommended approval of Resolution 2020-004, Authorizing the Award of a Three-Year Sludge Cake Contract with the Raritan Township Municipal Utilities Authority. Raritan Township MUA will deliver approximately 125 cubic yards of sludge cake per week. The accepted disposal rate will be \$54 per cubic yard. Resolution 2020-004 was moved by Mr. Morehouse and seconded by Mr. Vilaro-Munet.

Mr. Ireland reported that River Road WWTP maximum capacity for Sludge Cake is between 900 and 1000 cubic yards and Liquid Sludge maximum capacity is about 400,000 gallons per week. With approval of this agreement, River Road WWTP will be receiving approximately 825 cubic yards of Sludge Cake per week.

Resolution 2020-004 was passed by a roll call vote of 6 to 0. Resolution 2020-004 follows.

**Resolution Authorizing the Award of a Three-Year Sludge Cake Receiving Contract
with the Raritan Township Municipal Utilities Authority**

Resolution No. 2020-004

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) receives liquid sludge and sludge cake at its River Road Wastewater Treatment Plant; (RRWTP) by and through its liquid sludge depot and its sludge cake receiving facilities, respectively; and

WHEREAS, the Raritan Township Municipal Utilities Authority (RTMUA), located at 365 Old York Road 250 in Flemington, New Jersey, has a need to dispose of its sludge cake; and

WHEREAS, the Raritan Township Municipal Utilities Authority has requested an Agreement with SBRSA for the disposal, excluding transportation, of sludge cake; and

WHEREAS, SBRSA has reviewed this request and has determined that SBRSA is projected to have the capacity and ability to accept sludge cake from RTMUA for processing and incinerating at SBRSA's River Road Wastewater Treatment Plant; and

WHEREAS, per RTMUA Resolution #2019-86, dated December 19, 2019, RTMUA agrees that sludge cake will be accepted for disposal at a rate of \$54 per cubic yard; and

WHEREAS, the term of this Agreement will be from January 1, 2020 to December 31, 2022; and

WHEREAS, the SBRSA is desirous of entering into an acceptable agreement for disposal of RTMUA's sludge cake; and

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

1. The Chairman is hereby authorized and directed to enter into a contract with Raritan Township Municipal Utilities Authority as described herein.
2. This Resolution shall take effect immediately.

BE IT FUTHER RESOLVED that the Executive Director, staff, and consultants are authorized to take all appropriate measures to ensure that all appropriate documents, are provided by the Contractor.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

577.17 Open to the Public

Chairman Downey opened the public portion of the meeting. As there was no one from the public present, the public portion of the meeting was closed.

577.18 And such other issues as may come before the Board

Nothing to report.

577.19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 7:55 p.m. on a motion by Ms. Switlik, seconded by Mr. Patel and passed by unanimous vote.

Respectfully Submitted,

Antonia Pchola
Secretary

Recorded and Written by
Angela Christiano
January 30, 2020