

Minutes of Meeting #579, March 23, 2020 – Stony Brook Regional Sewerage Authority

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

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

MEMBERS ABSENT:

CONSULTANTS: Alexander

STAFF PRESENT: Christiano, Doelling, Hess, Pchola, Sears, Thomas,

579.01

Chairman Downey opened the regularly scheduled meeting at 7:00 pm. Chairman Downey indicated that pursuant to Section 13 of the Open Public Meetings Act, adequate notice of the time, 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 being posted on the Princeton Bulletin Board and on the Authority's website.

579.03 Board Related Activities

Ms. Pchola recommended Board approval for Resolution 2020-029, To Temporarily Amend the Stony Brook Regional Sewerage Authority Meeting Rules/Procedures to Conduct Business via Teleconference.

Resolution 2020-029 was moved by Mr. Patel, seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0. Resolution 2020-029 follows.

RESOLUTION TO TEMPORARILY AMEND THE STONY BROOK REGIONAL SEWERAGE AUTHORITY MEETING RULES/PROCEUDRES TO CONDUCT BUSINESS

Resolution No.: 2020-029

WHEREAS, the COVID-19 pandemic requires extraordinary steps to be taken to mitigate the spread of the virus for the health and safety of its employees and the public; and

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) must continue to conduct business during this time; and

WHEREAS, in accordance with the Open Public Meetings Act N.J.S.A 10:4-6, et seq., meetings may be held in person or by means of communication equipment; and

NOW, THEREFORE, BE IT RESOLVED that the Stony Brook Regional Sewerage Authority will in accordance with the Open Public Meetings Act and at the discretion of the Authority Board allow the regularly scheduled Board meetings to meet by means of

communication equipment during the COVID-19 pandemic or from future direction from Federal and/or State Agencies.

<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			

Ms. Pchola recommended approval of Resolution 2020-030, To Temporarily Amend the Stony Brook Regional Sewerage Authority Operating Procedures in Response to the COVID-19 Pandemic. A memo was provided outlining the general responses to the COVID-19 pandemic.

After a Board discussion, Resolution 2020-030 was amended as follows.

Paragraph 6 currently reads. "...that the Executive Director of SBRSA is authorized..." and was revised to read, "...that the Executive Director of SBRSA or her designee is authorized..." The amended resolution was moved by Ms. Switlik, seconded by Mr. Patel and passed by a roll call vote of 6 to 0. Resolution 2020-030 follows.

RESOLUTION TO TEMPORARILY AMEND THE STONY BROOK REGIONAL SEWERAGE AUTHORITY OPERATING PROCEEDRES IN RESPONSE TO THE COVID-19 PANDEMIC

Resolution No.: 2020-030

WHEREAS, the COVID-19 pandemic requires extraordinary steps to be taken to mitigate spread of the virus; and

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) must continue to conduct business and operations during this time; and

WHEREAS, it is prudent for the SBRSA to modify our business/operation practices and procedures for the health and safety of our employees and the public; and

WHEREAS, SBRSA has modified our operating procedures as outlined in the attached memo to the SBRSA Board and staff dated March 19, 2020; and

WHEREAS, SBRSA may modify the outlined procedures as deemed necessary and as information of the COVID-19 pandemic evolves.

NOW, THEREFORE, BE IT RESOLVED by the Stony Brook Regional Sewerage Authority that the Executive Director of SBRSA or her designee is authorized and directed to modify our business/operations practices and procedures as necessary to maintain the health and safety of our employees and the public until such time that there is relief from the COVID-19

pandemic or additional guidance from Federal and/or State Agencies.

<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			

Dr. Downey indicated that the provided memo was written for the current conditions and that the memo may be revised based on how the public health emergency changes, or if the federal and state guidelines are updated.

Consultant List

Ms. Pchola stated that there were no contracts pending award.

579.02 Approval of Minutes

The minutes from the February 24, 2020 Board meeting were approved as presented on a motion by Mr. Patel, seconded by Mr. Vilaro-Munet and passed by a vote of 6 to 0.

Dr. Downey indicated that the Board reports will be included in the March 23, 2020 Board meeting minutes and that the main focus of tonight's Board meeting are the action items. After each section the Board members will be asked if there are any comments or questions regarding the provided reports.

579.04 Planning and Administration

Ms. Pchola reported that the most current 12-month average daily flow at the River Road WWTP is 9,889,231 gpd with 2,473,313 gpd of available capacity. The current 12-month average daily flow at the Hopewell WWTP is 270,118 gpd with 29,882 gpd of available capacity. The current 12-month average daily flow at the Pennington WWTP is 274,282 gpd and is over capacity by 6,792 gpd.

Monthly Flow Transmittal

Ms. Pchola stated that the quarterly meter certifications were performed by W. G. Malden on March 2, 2020. All meters were within $\pm 5\%$ accuracy.

Ms. Pchola reported that at the Pennington WWTP the Contractor is tying in critical process equipment which occasionally requires the flow meters to be bypassed while work is performed. Influent flow was diverted around the flow meter due to ongoing construction on February 6,

February 7, and February 27, 2020. The Influent flow data for February 6 and February 7, 2020 was replaced with effluent flow data.

Ms. Pchola reported that there was an intermittent PLC fault that caused both the influent and effluent daily totalizers to reset mid-day on February 19 and February 27, 2020. In order to represent the total daily flow for those days, the totalizer value stored before the mid-day reset was added to the totalizer reading recorded at the end of the day. The February 19, 2020 influent flow data was calculated based on the sum of the influent mid-day and end of day totalizer readings. Due to ongoing influent bypassing, the February 27, 2020 flow data was replaced with the sum of the effluent mid-day and end of day totalizer.

579.05 Approval Requests and Actions

Nothing to report

579.06 Regulatory Report

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

Discharge Monitoring Report (DMR)/Residual Discharge Monitoring Report (RDMR)

- The Discharge Monitoring Reports for the month of January 2020 were submitted with no violations reported. The February 2020 DMRs are currently being prepared.
- Semi-annual Surface Water Discharge Characterization (SWDWCR) for Hopewell and Pennington were submitted. The results were within the expected ranges for these facilities.
- The December 2019 RDMRs were submitted. All River Road parameters were compliant with the Air Permit requirements. The January 2020 RDMRs are currently being reviewed.
- Annual Residuals Waste Characterization Report (RWCR) was submitted to NJDEP. All parameters were in the expected range for this facility.

Air Reporting

On February 24, 2020 staff submitted the requested 2019 Emission Statement dataset to KEMS, LLC for review and preparation of the report.

Laboratory

The NJDEP 2020 Proficiency Test (PT) samples were received on March 11, 2020. The study close date is April 23, 2020.

Miscellaneous

Incinerator Slag disposal annual recertification application was submitted to Waste Management of

Pennsylvania on February 27, 2020 and was approved.

579.07 Safety

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

Accident Report

There were zero “Lost Time” and “No Lost Time” accidents/injuries this period. As of March 17, 2020, Stony Brook Regional Sewerage Authority has gone **1345** consecutive days without a “Lost Time” accident. Included in the report was an up to date graph depicting the historic annual trends of “Lost Time” and “No Lost Time” accidents and injuries.

2019 Annual Inspection Report

Staff has addressed all priority-one items. Provided was a spreadsheet summarizing their status.

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

The updated EJIF annual inspection report was provided.

Right-To-Know Compliance Inspection

On March 12, 2020 the New Jersey Department of Health conducted a reinspection of the River Road facility. The purpose was to confirm that all outside tanks were labeled with their contents.

Underground Storage Tank (UST) Inspections

Two contractors were contacted to have the four (4) UST sumps hydrostatically tested. The second contractor was on-site to review the work; however, they were non-responsive. Staff will contract with CROMPCO to have the testing performed.

Safety Committee Meeting

Staff held its quarterly Safety Committee Meeting on March 16, 2020. Minutes will be presented to the Board at the April meeting.

Training

The following training was completed during this reporting period.

- Defensive Driving training was provided by the Joint Insurance Fund (JIF) to twenty (20) employees on February 26, 2020 and March 11, 2020.
- Underground Storage Tank training was provided by Rutgers to one (1) employee on March 10, 2020.

- Arc Flash Electrical Safety with Skills and Certification training was provided by TPC Training to four (4) employees on March 11-13, 2020.

Miscellaneous

Staff continues to monitor COVID-19 and notify employees on the latest information. Provided was a Centers for Disease (CDC) control and prevention information regarding COVID-19 that was posted at various locations at the River Road WWTP, Pennington WWTP, and Hopewell WWTP for employee guidance.

579.08 Litigation

Ms. Alexander reported that the status conference for the River Road WWTP (NJPDES Permit Appeal and Permit Modification Appeal) was adjourned to a later date as a result of the public health emergency posed by the coronavirus.

There were no comments from the Board.

579.09 Operations Report

Dr. Downey reported that the stack testing on Incinerator No. 1 and on Incinerator No. 2 were both completed using the Afterburner and the Regenerative Thermal Oxidizer.

Mr. Doelling reported that staff should receive the results from the stack tests within 60 days. Montrose is currently working on the stack test reports and annual Relative Accuracy Test Audit (RATA) report.

The Board had no additional comments on the Operations Report. The following Operations Report is included in the meeting minutes for information.

River Road Facility

The River Road Facility operated well during this reporting period.

The stack test on Incinerator No. 1 was conducted using the Afterburner the week of February 24, 2020. The stack test for Incinerator No. 1 using the Regenerative Thermal Oxidizer (RTO) was completed the following week.

The RATA test for both incinerators was conducted the week of February 17, 2020.

Gravity Sludge Thickener No. 1 was taken off-line, dewatered, cleaned, inspected, and placed back into service.

Upstream Facilities

The Upstream Facilities operated well during this reporting period.

At the Pennington WWTP the piping connections were made allowing staff to put the new Primary Clarifiers on-line. We are now using the new sludge pumps located in the new sludge pumping building to pump sludge to the newly constructed sludge holding tank.

Odor Report

Staff received one (1) Odor Complaint from our surrounding area during the month of February and no odor complaints during the partial March 2020 reporting period. The full March number will be reported in April 2020. The number of odor complaints are recorded on the provided graph showing each year from January 1997 through present day March 2020.

Customer Septage and Sludge Deliveries

Reported for the month of February 2020 the quantity of liquid sludge was 9% below the budgeted amount, sludge cake was 10% above the budgeted amount, and gray water was 4% below the budgeted amount.

579.10 Maintenance

Mr. Goldfarb requested further information about the reported conduit corrosion associated with the Regenerative Thermal Oxidizer (RTO).

Ms. Pchola stated that the electrical conduit was found to be corroded due to the exposure of the outside elements. The RTO has been in service since 2009.

The Board had no additional comments on the Maintenance Report. The following Maintenance Report was included in the meeting minutes for information.

During the week of February 10, 2020, thickener sludge pumps one, two and three were removed from service to replace the existing deteriorating six-inch check valves with new epoxy lined valves. Once installation was completed the pumps were tested and placed into service as needed.

While performing preventive maintenance on the Regenerative Thermal Oxidizer (RTO) a seven-foot section of three-quarter inch diameter electrical conduit was found to be severely corroded with exposed wires running along the base of the forced draft fan housing. The RTO was deenergized, locked out and the conduit replaced. After completing the installation, the RTO was reenergized and placed back into operation.

Modified Aeration Tank Return Sludge Pump No. 1 was removed from service on February 21, 2020 due to the output shaft side motor bearing making a loud noise. The motor was replaced with

a new forty (40) horsepower motor from inventory on February 24, 2020. The damaged motor was sent to Lockwood's Motor Repair for reconditioning and will be placed in inventory when returned.

On February 27, 2020 while operating Incinerator No. 1, the bucket elevator chain snapped on the drive side causing the drive unit to jam. In order to further assess the damage, the idler sprocket and shaft needed to be removed. Once the broken section of chain was replaced the unit was reassembled, tested and placed back into operation.

Provided were the preventive maintenance graphs and monthly work orders for February 2020.

579.11 Construction Report

Mr. Doelling reported that the Contract 17-1 Pennington WWTP Upgrade and Expansion Project stands at 86.5% complete and connections to the various new tanks and systems was initiated.

Mr. Doelling reported that during the installation of the 18-inch pipeline connecting the Secondary Distribution Chamber (SDC) to Secondary Settler No. 2, it was discovered that the existing Return Sludge Line and the Plant Influent Force Main crossed the new 18-inch line at the same elevation.

To avoid interference with the new 18-inch pipe, the Contractor was asked to submit a change order to re-route the two pipelines below the new 18-inch ductile iron pipe. The Return Sludge Line and the Plant Influent Force Main are both pressure pipes therefore the change in direction / elevation will not adversely affect the pipeline's operation.

Approval of Change Order No. 8 will compensate the Contractor for the labor and materials required to relocate the Return Sludge Line and the Plant Influent Force Main.

Mr. Doelling reported that the change order has been reviewed and negotiated by staff with CMS Construction Inc. Staff recommended approval of Resolution 2020-020, Authorizing the Approval of Change Order No. 8 for the Labor and Material to Relocate Return Sludge Line and the Plant Influent Force Main for the Pennington WWTP Upgrade and Improvements Project in the amount of \$21,909.58. Resolution 2020-020 was moved by Mr. Morehouse, seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0. Resolution 2020-020 follows.

**Resolution Authorizing the Approval of Change Order No. 8 for the
Labor and Material to Relocate Return Sludge Line and
the Plant Influent Force Main for the
Pennington WWTP Upgrade and Improvements Project, Contract 17-1**

Resolution No. 2020-020

WHEREAS, on April 13, 2018, the Stony Brook Regional Sewerage Authority (SBRSA) issued a Notice to Bidders seeking the receipt of sealed public bids for the "Pennington WWTP Upgrade and Expansion Project, Contract 17-1"; and

WHEREAS, the SBRSA, at its June 25, 2018 Board meeting, awarded the Pennington WWTP Upgrade and Expansion Project, Contract 17-1, to CMS Construction, Inc. (CMS) in the amount of \$9,669,500; and

WHEREAS, the SBRSA at its February 25, 2019 Board meeting approved Change Order No. 1 in the amount of \$19,509.37; and at its February 25, 2019 Board meeting approved Change Order No. 2 in the amount of \$12,145.42; and at its March 25, 2019 meeting approved Change Order No. 3 in the amount of \$1,015.30, and Change Order No. 4 in the amount of \$11,447.33, and Change Order No. 5 in the amount of \$3,652.22; and at its October 28, 2019 meeting approved Change Order No. 6 in the amount of \$1,864.80 and Change Order No. 7 in the amount of \$5,589.62 resulting in an adjusted contract amount of \$9,724,724.06; and

WHEREAS, the original project scope included the installation of a new Secondary Distribution Chamber (SDC); and

WHEREAS, the new SDC will receive the effluent from the two Orbal aeration tanks and distribute the received flow to the two new Secondary Settling Tanks via two 18-inch ductile iron pipelines; and

WHEREAS, the flow into and out of the SDC is by gravity, so the elevation of the new pipelines is critical and cannot be changed; and

WHEREAS, during the installation of the 18-inch pipeline connecting the SDC to Secondary Settler No. 2 it was discovered that the existing Return Sludge Line and the Plant Influent Force Main crossed the new 18-inch line at the same elevation; and

WHEREAS, Staff reviewed this issue with Kleinfelder, and it was determined that to avoid the interference with the new 18-inch pipeline, the existing Return Sludge Line and the Plant Influent Force Main should be re-routed below the new 18-inch pipeline; and

WHEREAS, CMS Construction Inc. was asked to submit a change order request for the labor and material to re-route the existing Return Sludge Line and the Plant Influent Force Main below the new 18-inch pipeline; and

WHEREAS, CMS Construction Inc. submitted a change order request for the for the labor and materials required to relocate the Return Sludge Line and the Plant Influent Force Main in the amount of \$21,909.58; and

WHEREAS, the abovementioned changes to Contract 17-1 are more fully set forth and incorporated within the March 4, 2020 Contract Change Order No. 8 document in the amount of \$21,909.58 resulting in an adjusted contract amount of \$9,746,633.64; and

WHEREAS, the contract completion date for the project shall remain unchanged as a result of Change Order No. 8; and

WHEREAS, the CFO has certified funds are available from the unrestricted fund balance; and

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

1. The Executive Director is authorized and directed to execute Change Order No. 8 with CMS Construction, Inc. in the amount of \$21,909.58 resulting in an adjusted contract amount of \$9,746,633.64.
2. This Resolution shall take effect immediately; and

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			

A discussion took place regarding the continued construction of the Pennington WWTP.

Dr. Downey reported that Hopewell Township indicated that Bristol Myers Squibb (BMS) will be moving out of their location on or about June 2020. Currently, only one (1) company is expected to move into the location. At this time, no move in date has been announced. BMS is marketing the site to research companies.

There were no additional comments from the Board. The following Construction Report (including the Information Technology Report) is included in the meeting minutes for information.

Studies/General

Hopewell Facilities Process Evaluation/Planning Study: There has been no change to the status of this project.

Phosphorous Impact Modeling Study: There has been no additional action from NJDEP on the study and it is still under their review.

NJPDES Permits: There has been no change to the status of the permits.

Sludge Business Analysis: A project kick-off conference call with Material Matters for the 2020 Solids Alternative Handling Assessment was held on March 17, 2020.

Design

River Road WWTP UV Disinfection/Filtration Design: The Water Bank Loan Application for this project (Project Number: S340400-11) was submitted online on February 25, 2020. During the past reporting period we received the attached review letter from the Delaware and Raritan Canal Commission (DRCC) and responded (also attached) to the Commission on March 16, 2020. The NJDEP Treatment Works Application (TWA) has been deemed administratively complete and is currently under review by NJDEP. Staff has been instructed by NJDEP to check back in three weeks for an update on the status of our permit application. Our application to the Mercer County Soil Conservation District is currently scheduled to be certified by County Board of Supervisors at their April 9, 2020 meeting.

River Road Sludge Storage Hopper Feed Screw Replacement Project: There has been no change to the status of this project.

Construction

Contract 17-1 Pennington WWTP Upgrade and Expansion: The Pennington WWTP expansion project is currently 86.5% complete and we continue to make connections to the various new tanks and systems. Staff is working closely with the contractor to responsibly complete the necessary tie-ins. This month's work included the continued integration of the SCADA System; the completion of fiber optic communication between the PACL Building and the Operations Building; installation of baffles and startup of the aerator at the Post Aeration Tank; installation of temporary scum piping from the Primary Tank, installation and painting of the Secondary Scum Chamber piping, installation of temporary aerators in Orbal No. 2, and the completion of influent and effluent piping connections to the new Primary Tanks. Additionally, the Sludge Pumps and Sludge Storage Tank were placed into operation. The Contractor also completed the installation of two Orbal shutoff gate valves, interconnection of the new disc filter overflow piping, interconnection of Post Aeration effluent piping, and installation and startup of the UV recirculation pumps.

SBRSA's IT staff worked with the Contractor's system integrator to configure and merge the new SCADA workstation, containing display and controls for the new processes and systems, into our existing network infrastructure.

Contract 18-3 Millstone Pump Station Odor Control Improvements: There has been no change to the status of this project.

Small Capital Projects

Contract 20-1: Inspection and Cleaning of the Millstone and Stony Brook Interceptors: A project Kick-off meeting is scheduled for March 25, 2020.

Process Control/SCADA

The quarterly meter certifications were conducted by W. G. Malden on March 2, 2020. Preventative maintenance was completed for all field devices and process control loops.

Plant Influent Flow Meter: SBRSA staff continues with the calibration checks on the two (2) flow transmitters to establish historical accuracy data for each transmitter.

Staff has been working to obtain a new Plant Influent low side flow meter. The new meter, once received, will be installed and the existing low side meter will be sent to the manufacturer (ABB) for evaluation and factory calibration. In speaking with ABB, they have suggested a different model than the model we are currently using. The new model has a much lower span and should provide a more accurate flow measurement at the lower differential pressures. ABB has provided an estimated shipping date of April 13, 2020 for the new meter.

Miscellaneous Repairs: Instrumentation staff completed the following list of unscheduled repairs during the previous reporting period.

Pennington WWTP:

- In response to the influent pumps repeatedly becoming air bound, staff lowered influent pump minimum speed and calibrated the influent wet well level transmitter and signal isolators.
- Uninstalled, and returned to inventory, the abandoned influent pump variable frequency drives and all associated control circuit components.
- Removed all abandoned SCADA wiring.

River Road WWTP:

- Redesigned the incinerator combustion air control circuit to incorporate water separators for increased longevity of components.
- Installed an uninterruptible power source (UPS) for the programmable logic controller (PLC) and network components in the River Road WWTP Headworks building.
- The central processing unit module in the RR WWTP Headworks PLC was replaced to correct an error where the network connection would intermittently disconnect.
- Rebuilt the effluent valve actuator on Filter No. 5 after a complete failure due to corrosion.
- The pH controller display on the Incinerator Control Panel for Incinerator No. 1 was replaced.
- The Human-Machine Interface (HMI) for Scrubber No. 1 was displaying the Quencher Water Weir Flow with the incorrect units, so the logic was modified to correct this issue.
- Rebuilt the surface wash valve solenoid on Filter No. 6 after it seized due to corrosion.
- Fixed a low fuel oil fault alarm appearing on the RTO HMI by resetting the fuel oil flow meter.

Information Technology

General

Preventative maintenance was completed for all devices and services. During this reporting period it was found that the server used for our *share drive* had a fault that prevented backups from completing. This was a repeat issue from last month and additional steps are being taken to repair the fault and broadcast alerts when a circumstance such as this arises.

On March 16, the network *share drive* experienced a fault that greatly reduced its performance. The *share drive* was unavailable for the day but was repaired overnight and placed back into service before start of business on March 17.

IT has been working with Operations and the Instrumentation Mechanics to troubleshoot and resolve an issue where all the alarms for the Headworks (HW) Building would activate at the same time. After troubleshooting and testing it was determined the fault was in the Programmable Logic Controller (PLC) that runs the various HW systems. After replacing the HW PLC the issue has stopped.

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

KnowBe4 training has been completed for all end-users. IT staff is currently developing basic technology practices policy and cybersecurity incident response plans for common threat scenarios.

River Road WWTP Operations Building Structured Cabling Project:

As of progress payment No. 5, this project stands at approximately 84% complete. During the past reporting period TeleQuest has completed installation of the remaining Operations Building conduit runs and begun the process of installing conduit for the new fiber optics cable to the Engineering Trailer.

Training:

On March 12, 2020 members of the IT staff attended a workshop regarding GE iFIX and its new software and features.

579.12 Finance

Payment of Bills and Claims

Mr. Goldfarb moved for approval of Resolution 2020-022 for the payment of bills and claims in the amount of \$1,272,905.24 with two signatures instead of three. The motion was seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0. Resolution 2020-022 follows.

Resolution Regarding Payment of Bills and Claims

Resolution No. 2020-022

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 \$1,272,905.24 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			

The Board had no comments on the Finance Report. The following Finance Report is included in the meeting minutes for information.

Treasurer’s Report

Reported net income for the three-months of 2020 fiscal year, ending February 29, 2020, was \$68,425. The Authority has total cash and investments of \$14,238,553. The current construction projects balance is \$3,689,256. There are sufficient funds for these projects. The outstanding bond principal balance is \$16,235,214.

Monthly Sludge Business Analysis

The monthly net income figure for the month of February is \$82,972 and the cumulative net income is \$256,088.

Mr. Sears recommended approval of Resolution 2020-023, Authorizing the Award of a “No Political Contribution Allowed” Contract(s) for Non-Political 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 2020-023 was moved by Mr. Goldfarb, seconded by Mr. Patel and passed by a roll call vote of 6 to 0. Resolution 2020-023 follows.

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

Resolution No. 2020-023

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 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 Authority has Funds available in its current budget.

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
Motion Industries, Inc.	Equipment Parts
Vizcarra’s Landscaping LLC	Landscaping Service

Mr. Sears recommended approval of Resolution 2020-025, Delegating Authority to The Stony Brook Regional Sewerage Authority's Executive Director Shurott-Pchola or in Her Absence Chief Financial Officer Sears to Award or Reject the Natural Gas Bid Contract, in order to minimize the risk premiums included in bid prices and to maximize the participation of licensed suppliers in the bid, it is necessary to mitigate market risk by awarding a contract before the end of the same trading day on which bids are submitted. Resolution 2020-025 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0.

**RESOLUTION DELEGATING AUTHORITY TO THE STONY BROOK REGIONAL
SEWERAGE AUTHORITY'S EXECUTIVE DIRECTOR SHUROT-PCHOLA OR IN
HER ABSENCE CHIEF FINANCIAL OFFICER SEARS TO AWARD OR REJECT THE
NATURAL GAS BID CONTRACT**

Resolution No. 2020-025

WHEREAS, the existing natural gas supply contract will expire July 31, 2020; and

WHEREAS, it is the intent of the Stony Brook Regional Sewerage Authority (SBRSA) to bid natural gas supply in advance of the existing contract expiration date to take advantage of desirable market conditions; and

WHEREAS, SBRSA's intent is to receive bids on or about March 31, 2020; and

WHEREAS, in order to minimize the risk premiums included in bid prices and to maximize the participation of licensed suppliers in the bid, it is necessary to mitigate market risk by awarding a contract before the end of the same trading day on which bids are submitted; and

WHEREAS, logistics do not permit the convening of a special meeting of the SBRSA Board prior to the end of the energy trading day; and

WHEREAS, in order to be able to issue a contract award before the end of the trading day in which pricing is received, it is beneficial and necessary for the award of a contract to be made to a selected natural gas supplier by no later than 3:00 p.m. on the trading day provided that the contract will result in benefits to the SBRSA and participants.

NOW, THEREFORE, BE IT RESOLVED by SBRSA that it hereby authorizes SBRSA's Executive Director Antonia F. Shurott-Pchola or Chief Financial Officer Jonathan Sears, to act in their sole discretion as the Authority's designated representative to award or reject the natural gas bid.

BE IT FURTHER RESOLVED that the notwithstanding the foregoing, SBRSA's Executive Director Antonia F. Shurott-Pchola, P.E. or in her absence Chief Financial Officer Jonathan Sears may reject any bid, including, if necessary, all bids (and not award a contract), provided that such rejection is in accordance with the provisions of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.

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

Mr. Sears recommended approval of Resolution 2020-026, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a. This contract is for the potential equipment and services related to the upgrade of our telephone system. Resolution 2020-026 was moved by Mr. Goldfarb, seconded by Mr. Patel and passed by a roll call vote of 6 to 0. Resolution 2020-026 follows.

**Resolution Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units
PURSUANT TO N.J.S.A. 40A:11-12a**

Resolution No. 2020-026

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			

Commodity/Service	Vendor	State Contract #
Telecommunication equipment and services	Extel Communications	T1316

579.13 Personnel Report

Dr. Downey reported that there were no changes to the personnel staffing this reporting period.

579.14 Correspondence

No correspondence was provided this month.

579.15 Old Business

There was nothing to report.

579.16 New Business

Ms. Pchola reported that on March 11, 2020, staff received sealed bids for the River Road WWTP Incinerator De-Slagging and Cleanout contract. Two bids were received, one bid from Industrial Furnace Company and the other bid from Albertus Energy Inc. The bid quotes were for a twelve (12) month and a twenty four (24) month period. The lowest bid was from Albertus Energy Inc. for a two-year bid price total of \$58,800. The previous contract with Albertus Energy Inc. in 2018 was a two-year contract for a total two-year price of \$56,800.

After reviewing the lowest bidder’s package and finding it to be in order, staff recommended that the contract for the River Road WWTP Incinerator De-Slagging and Cleanout be awarded to Albertus Energy Inc., as a two-year contract for a total two-year price of \$58,800 as presented in Resolution 2020-024, Authorizing the Award of the Contract River Road WWTP Multiple Hearth Incinerator De-Slagging and Cleanout. Resolution 2020-024 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by a roll call vote of 6 to 0. Resolution 2020-024 follows.

**Resolution Authorizing the Award of the Contract
River Road WWTP Multiple Hearth Incinerator
De-Slagging and Cleanout**

Resolution No. 2020-024

WHEREAS, the Stony Brook Regional Sewerage Authority (Authority) advertised for the receipt of sealed competitive bids in accordance with the requirements of the New Jersey Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. for the “River Road WWTP Multiple Hearth Incinerator De-Slagging and Cleanout”; and

WHEREAS, sealed competitive bids were received by the Authority on March 11, 2020 as more fully set forth as follows

Industrial Furnace Company Inc.	12 month Bid \$14,600.00/unit Total <u>\$29,200.00</u>	24 month Bid \$14,600.00/unit Total \$29,200.00 (1 st YR) \$15,500.00/unit Total \$31,000.00 (2 nd YR) 2 Year Total <u>\$60,200.00</u>
Albertus Energy Inc.	\$14,500.00/unit Total <u>\$29,000.00</u>	\$14,500.00/unit Total \$29,000.00 (1 st YR) \$14,900.00/unit Total \$29,800.00 (2 nd YR) 2 Year Total <u>\$58,800.00</u>

; and

WHEREAS, the Authority has determined that the bid of Albertus Energy Inc. is the lowest two-year bid in the amount of \$58,800.00; and

WHEREAS, the bid has been reviewed by the Authority and has been determined to be in compliance with the bid specifications in accordance with the Local Public Contracts Law NJSA 40A:11-1 et seq; and

WHEREAS, the CFO has certified funds are available in the unrestricted fund balance.

NOW, THEREFORE, BE IT RESOLVED, by the Stony Brook Regional Sewerage Authority that all immaterial defects contained in the bid of Albertus Energy Inc. are waived, if any, and it awards the River Road WWTP Multiple Hearth Incinerator De-Slagging and Cleanout

contract to Albertus Energy Inc. in the bid amount of \$58,800 as the lowest responsible bidder in accordance with the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq.; and

BE IT FURTHER RESOLVED by the Stony Brook Regional Sewerage Authority that all bid security, except the security of the three apparent lowest responsible bidders shall be returned. The Bid Security of all unaccepted bidders shall be released or returned within three days, Sundays and holidays excepted, after the awarding and signing of the contract and the approval of the contractor's performance bond in accordance with N.J.S.A. 40A:11-24; and

BE IT FURTHER 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 and to take all measures necessary to effectuate the terms of this Resolution and;

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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

579.17 Open to the Public

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

579.18 And such other issues as may come before the Board

Nothing to report.

579.19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 7:38 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
March 27, 2020