

Minutes of Meeting #587, November 16, 2020 – Stony Brook Regional Sewerage Authority

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

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

MEMBERS ABSENT: Patel

CONSULTANTS: Alexander, Carney

STAFF PRESENT: Chong, Christiano, Doelling, Pchola, Pizarro, Thomas, Walker

PUBLIC PRESENT: Unidentified

### **587.01**

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 the Authority's website.

Dr. Downey noted a change to the order of the Board Meeting to go into Executive Session at the beginning of the meeting.

Dr. Downey requested a motion on Resolution 2020-101, Authorizing Closed Session Pursuant to the Open Public Meetings Act to Discuss Issues Regarding Attorney/Client Privilege and the Award of Contract 19-2 River Road WWTP UV Disinfection and Effluent Filtration Project.

Resolution 2020-101 was moved by Mr. Morehouse, seconded by Ms. Switlik, and passed by a roll call vote of 5 to 0. Resolution 2020-101 follows.

**Resolution Authorizing Closed Session Pursuant to The Open Public Meetings Act to Discuss Issues Regarding Attorney/Client Privilege and the Award of Contract 19-2 River Road WWTP UV Disinfection and Effluent Filtration Project**

**Resolution No. 2020-101**

**BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority (“Authority”) on this 16<sup>th</sup> day of November 2020, as follows:

1. In accordance with the Open Public Meetings Act, the Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), to discuss issues regarding Attorney/Client Privilege and the award of Contract 19-2 River Road WWTP UV Disinfection and Effluent Filtration Project.

2. The minutes of the executive session will be released to the public at such time when they will not be detrimental to the public interest. In the event of litigation, the minutes shall be available to the public upon the issuance of an unappealable Order of a Court of competent jurisdiction; upon settlement of all issues in the matter; or the failure to institute litigation after the passage of reasonable time.
3. 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

As there was one (1) person from the public on the teleconference but they would not identify themselves. Hearing no comments from the public, the chairman indicated that the public portion of the meeting will return at approximately 7:20 PM. The public portion of the meeting was closed at 7:03 PM.

**587-19 Report of Executive Session**

A discussion took place regarding attorney/client privilege and the award of contract 19-2.

**Return to Public Session**

The Board returned to Public Session at 7:25 p.m. on a motion by Mr. Morehouse seconded by Ms. Switlik and passed by unanimous vote.

**587.02 Approval of Minutes**

Chairman Downey asked Ms. Pchola to note the changes to the October 26, 2020 Board Meeting minutes. The revised minutes were approved on a motion by Mr. Goldfarb, seconded by Mr. Vilaro-Munet, and passed by a vote of 5 to 0.

**587.03 Board Related Activities**

**Consultant List**

Ms. Pchola stated that there were five (5) contracts pending award that will be discussed in the Construction section and two (2) contracts for counsel pending award.

Ms. Pchola recommended approval of Resolution 2020-087, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 Labor/Employment Counsel, Cleary Giacobbe Alferi Jacobs, LLC. This firm was our labor counsel last year, the rates remain the same as last year, and the staff is very satisfied with the firm.

Resolution 2020-087 was moved by Mr. Goldfarb, seconded by Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2020-087 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract  
for  
2021 Labor/Employment Counsel**

**Resolution No. 2020-087**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need for Labor/Employment Counsel for the period starting on December 1, 2020 and continuing through the end of Fiscal Year 2021 (ending November 30, 2021) as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

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

**WHEREAS**, the term of this contract is 12 months; and

**WHEREAS**, Cleary Giacobbe Alferi Jacobs, LLC has submitted a proposal indicating they will provide Labor Counsel from December 1, 2020 through November 30, 2021. Legal services will be billed at \$165.00 per hour for Partners and Counsel and \$90.00 for Paralegals.

**WHEREAS**, Cleary Giacobbe Alferi Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary Giacobbe Alferi Jacobs, LLC has not made any reportable contributions to a political or candidate committee in the Stony Brook Regional Sewerage Authority service area, Mercer County, and Middlesex County in the previous one year, and that the contract will prohibit Cleary Giacobbe Alferi Jacobs, LLC from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Director of Finance has certified funds are available in the 2021 Budget Accounts 1000-4001.

**NOW THEREFORE, BE IT RESOLVED** that the Board of the Stony Brook Regional Sewerage Authority authorizes the Chairman to enter into a contract with Cleary Giacobbe Alferi Jacobs, LLC 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Ms. Pchola recommended approval of Resolution 2020-097, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Counsel, Maraziti Falcon, LLP. The firm’s rates have not increased for many years.

Resolution 2020-094 was moved by Mr. Goldfarb, seconded by Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2020-094 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract  
for  
2021 General Counsel**

**Resolution No. 2020-094**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need for a General Attorney for the period starting on December 1, 2020 and continuing through the end of Fiscal Year 2021 (ending November 30, 2021) as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

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

**WHEREAS**, the term of this contract is 12 months and

**WHEREAS**, Maraziti Falcon, LLP has submitted a proposal and Agreement dated November 3, 2020 indicating they will provide General advice from December 1, 2020 through November 30, 2021 for a retainer fee of \$18,000 (\$1,500 for preparation and attendance of monthly SBRSA Board meetings). Additional general legal services will be provided by Ms. Diane Alexander at the hourly rate of \$220, additional legal services will be billed at \$220 per hour for Partners, \$195 for Senior Associates, \$170 for Associates and \$90 per hour for Law Clerks; and

**WHEREAS**, Maraziti Falcon, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Maraziti Falcon, LLP has not made any reportable contributions to a political or candidate committee in the Stony Brook Regional Sewerage Authority service area, Mercer County, and Middlesex County in the previous one year, and that the contract will prohibit Maraziti Falcon, LLP from making any reportable contributions through the term of the contract; and

**WHEREAS**, the Director of Finance has certified funds are available in the 2021 Budget Accounts 1000-4001 and 4002.

**NOW THEREFORE, BE IT RESOLVED** that the Board of the Stony Brook Regional Sewerage Authority authorizes the Chairman to enter into a contract with Maraziti Falcon, LLP 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Mr. Goldfarb recommended that in the future, documents be signed by electronic signatures. Staff is investing this option.

Dr. Downey stated that Ms. Pchola will be notifying the Pennington Borough regarding Ms. Switlik’s Board term.

**587.04 Planning and Administration**

Ms. Pchola reported that the most current 12-month average daily flow at the River Road WWTP is 9,738,341 gpd with 732,726 gpd of inoperative flow leaving an available capacity of 2,588,933 gpd. The current 12-month average daily flow at the Hopewell WWTP is 262,142 gpd with 0 gpd of inoperative flow leaving an available capacity of 37,858 gpd. The current 12-month average daily flow at the Pennington WWTP is 266,940 gpd with 31,380 of inoperative flow leaving an available capacity of 1,680 gpd.

Ms. Pchola stated that of the 31,380 gpd of inoperable flow at the Pennington WWTP, 24,480 gpd is from the Princeton West Innovation Campus, formerly owned by Bristol-Myers Squibb, and a portion of the remaining balance is committed for the Heritage at Pennington units.

A discussion took place regarding the Pennington WWTP permit capacity and allocated flows.

Ms. Pchola reported that the monthly meter verification was performed by staff on November 2, 2020. All flow meters were within  $\pm 5\%$ .

Ms. Pchola reported that the Princeton Farms meter drifted away from its zero-flow condition starting on October 31, 2020. SBRSA staff adjusted the meter zero on November 2, 2020, and the meter was returned to service. The average daily zero offset was removed from the October 31, 2020 meter data and the flows were adjusted accordingly.

Ms. Pchola reported that the Princeton Forrestal flow meter is SBRSA's oldest installed flow meter. The meter appears to be failing and it is scheduled for replacement; we are currently waiting for parts to install the meter. The Princeton Forrestal flow meter provided intermittently incorrect flow readings on October 22 through October 25, October 27, and October 29, 2020. All other days appeared normal. The hourly average flow data for the incorrect periods were replaced with the average hourly flow of the hour before and the hour after the corrupted period. Daily flow data for October 22 through October 25, October 27, and October 29, 2020, were recalculated using the substituted hourly data. The new meter is expected to be installed on November 17, 2020.

Ms. Pchola stated that the River Road rainfall gauge data is reported on the Flow Report.

#### **587.05 Approval Requests and Actions**

Mr. Doelling reported that the Capacity Assurance Program WQM-007 Form for the Hopewell Wastewater Treatment Plant for the third quarter of 2020, July 1, 2020, through September 30, 2020, was submitted to NJDEP on October 27, 2020.

Mr. Doelling stated he reported at the October's Board meeting that the Pennington WWTP was able to accept expanded flow. A copy of the letter sent to the Borough of Pennington to enable the Borough to issue Certificates of Occupancy (CO), as appropriate, for the remaining Heritage at Pennington units was provided in the Board report.

#### **587.06 Regulatory Report**

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

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

The Discharge Monitoring Reports for September were submitted with no violations reported.

The Discharge Monitoring Reports for October are currently being prepared.

The quarterly bioassay for the River Road WWTP and semi-annual bioassay for the Hopewell and Pennington WWTPs were conducted in October 2020 and electronically

reported to NJDEP on November 10, 2020. The results of this study for all three plants were >100%.

**B. Residuals Discharge Monitoring Report (RDMR)**

The August Residuals Discharge Monitoring Reports were submitted. All River Road parameters were compliant with the Air Permit requirements.

The September 2020 RDMR is currently being prepared.

**C. Air Reporting**

The 3<sup>rd</sup> quarter 2020 Incinerator Sludge Metals Report was submitted to NJDEP on November 10, 2020. There were no exceedances of the monthly, 12-month weighted average, and 15-month rolling metals concentration limits. There were also no exceedances of the 12- month rolling average emission limits for lead and mercury.

The 3<sup>rd</sup> quarter 2020 Excess Emissions and Monitoring Performance Reports (EEMPR) were submitted to the NJDEP. Incinerator No. 1, operating with the RTO (OS27), had 0.083 hours of excess Oxygen emissions (Oxygen <3.0%). Carbon Monoxide (CO) concentrations during these periods were less than 100 ppm<sub>dv</sub> at 7% Oxygen.

The 2020 Annual Ozone Season, May 15 through September 15, 2020, report was submitted to NJDEP on November 10, 2020.

One affirmative defense was submitted to NJDEP during this reporting period due to a Scrubber Water System malfunction on October 10, 2020. The Emergency Bypass was open for one (1) minute.

Thus far in 2020, there have been seven (7) Emergency Bypass events, for a cumulative total of 90 minutes. These events have been reported to NJDEP.

**D. Miscellaneous**

The Platinum Peak Performance Awards by NACWA, for all three facilities, were received on October 28, 2020. The River Road facility received a Platinum 20 award and the Hopewell and Pennington facilities received Platinum 12 awards.

**587.07 Safety**

Mr. Goldfarb inquired about the status of the priority items from the Kleinfelder Annual Inspection Report.

Mr. Doelling reported that the December 2020 Board Safety Report will provide an update on the status of the priority one items listed in the 2020 Kleinfelder Inspection Report. The update will include the start of a Headworks Building painting project.

There were no other Board member 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 September 15, 2020, Stony Brook Regional Sewerage Authority has gone 1581 consecutive days without a “Lost Time” accident. Provided was an up to date graph depicting the historic annual trends of “Lost Time” and “No Lost Time” accidents and injuries.

#### Kleinfelder Annual Inspection Reports

Staff will provide the Board with an updated status on the priority one and two items from the 2020 Kleinfelder Inspection at the December meeting.

#### Inspections

On October 21, 2020, the annual hoist inspection for River Road and all three pump stations was conducted by Konecranes. Staff received the report. It noted one hoist as having a seized load hook. Staff will have the hook replaced.

On October 19<sup>th</sup> and 20<sup>th</sup>, 2020 the annual fire alarm inspection for River Road and Princeton Pump Station was conducted by ADT Commercial. Staff has yet to receive the report.

On November 9, 2020, the Joint Insurance Fund (JIF) inspected the Hopewell Plant, Princeton Pump Station, and the South Brunswick Pump Station. Staff is waiting for the report.

On November 10, 2020, the annual fire inspection was conducted at the Hopewell and Pennington Plants. Staff is waiting for the report.

#### Training

New Employee Orientation training was provided by the Joint Insurance Fund via webinar to our new employee.

#### Miscellaneous

Staff continues to attend the weekly COVID-19 web-conference check-in meetings hosted by the New Jersey Association of Environmental Authorities (AEA).

One employee was reported to have tested positive for COVID-19. The employee is currently quarantined and will not be able to return to work until they test negative. No other employee was



affected.

On November 5, 2020, Executive Order 192 required that SBRSA begin to screen its employees. Staff instituted a health screening protocol to comply with the order. It includes performing self-assessments before beginning work and a reminder to follow current CDC guidelines.

### **587.08 Litigation**

The Litigation Report included the following update:

Stony Brook Regional Sewerage Authority vs. New Jersey Department of Environmental Protection, Docket No. ELU 10493-2015S (Pennington STP)

Ms. Alexander reported that on November 16, 2020, there was a conference call with Judge Caliguire and DAG Schuit regarding the Pennington negotiations. The update will be included in next month's Litigation Report.

### **587.09 Operations Report**

A discussion took place regarding odor complaints and the importance of topping off the biofilters with media.

There were no other Board member 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.

Incinerator No. 1 is scheduled to be de-slugged the week of November 9, 2020. The work is being performed by Albertus Energy under a bid contract.

Staff added sodium hypochlorite, hosed, then backwashed all six (6) multi-media filters at the River Road Facility.

#### Upstream Facilities

Both Upstream Facilities operated well during this reporting period.

Staff continues to experiment with the new 4-ring Orbal Tank at the Pennington Facility. This includes fine-tuning aerator speeds, dissolved oxygen concentrations, sludge return rates, solids concentration (MLSS), etc. This will take some time but thus far we are experiencing very good results.

## Odor Report

The staff received no odor complaints from our surrounding area during October. Staff received no odor complaints during the partial November 2020 reporting period. The full November number will be reported in December 2020.

## Customer Septage and Sludge Deliveries

The reported quantity of liquid sludge was 1% above the budgeted amount, sludge cake was 32% above the budgeted amount, and gray water was 4% below the budgeted amount for October 2020.

## **587.10 Maintenance**

Dr. Downey inquired about the gearbox installed on the new Schwing Pump.

Ms. Pchola reported that sludge leaking from the Storage Hopper onto the gearbox is potentially causing the issues. Once the packing and screws are replaced as part of the upcoming Sludge Cake Storage Hopper Project, we should not have this issue.

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

A boom lift was rented the week of October 26, 2020, to make repairs throughout the River Road Facility streetlights. The repairs consisted of replacing seven photosensors and replacing one light fixture over MA Settler No.1 with a new LED fixture for improved lighting during routine nighttime surveillance by Operations staff. The boom rental also allowed Maintenance to clean the Disinfection Building Roof and remove debris from the gutter that was clogging the downspout drain.

Incinerator No. 2 was taken offline on October 30, 2020, so Shaft & Sleeves could perform their annual I.D. Fan wheel and bearing replacement. The fan was removed from service and locked out so the fan and shaft could be disassembled. A spare fan and shaft assembly from inventory that was previously rebalanced was installed with two new bearings and a coupling hub. The fan that was removed will be sent out for rebalancing and then placed into inventory for future use. After the installation was completed the fan was tested and placed back into operation.

Magnesium Hydroxide Pump No. 3 was reported inoperable due to a motor overload during routine surveillance on November 1, 2020. After further investigation, it was decided to replace the pump with a new pump from inventory. Once the installation was completed the pump was tested and placed in standby. The defective pump will be dismantled and reconditioned in house.

During Routine Preventive Maintenance on November 2, 2020, it was noticed that Schwing Pump No. 4 gearbox was low on oil due to the lower inner shaft seals leaking. The repair required a new gearbox to be installed. Before installing the new gearbox, the two screw conveyor packings were removed and replaced with new packings along with cleaning and inspecting the shafts. A new

gearbox from inventory was installed, tested, and placed into service on November 3, 2020. The leaking gearbox will be evaluated and repaired if possible and placed into inventory

Provided in the report were several graphs that monitor our monthly progress. The current monthly open work requests stand at nineteen (19). On the Preventive Maintenance graphs, we currently are averaging five (5) days overdue and the number of overdue units is approximately four (4).

**587.11 Construction Report**

Mr. Doelling reported that staff requested proposals from CBE, KEMS, Kleinfelder, and ELECSYS for the 2021 Annual Advice Contracts.

All contracts are on a time charge basis. Each consultant has provided the required pay to play forms. The following table summarizes the amount spent for each advice contract in 2020 (up to the end of October, except where noted).

<b>Consultant</b>	<b>2020 Contract Amount</b>	<b>2020 Contract Amount Spent to Date</b>	<b>2021 Contract Amount</b>
CBE	\$25,000	\$8,359 <sup>(1)</sup>	\$50,000
ELECSYS	\$15,000	\$0 <sup>(1)</sup>	\$15,000
KEMS	\$310,400 <sup>(3)</sup>	\$291,861 <sup>(1)</sup>	\$49,380
Kleinfelder General Advice	\$35,000	\$10,274 <sup>(2)</sup>	\$35,000
Kleinfelder NJPDES Permit Advice	\$50,000	\$17,232 <sup>(1)</sup>	\$50,000

<sup>(1)</sup> Costs incurred up to the end of October 2020.

<sup>(2)</sup> Cost incurred including the submitted November 2020 invoice.

<sup>(3)</sup> Total contract amount - included stack testing (\$197,440 pass through cost/no markup for Montrose and \$70,120 for KEMS stack test coordination, on-site services and data review, for a stack test total cost of \$267,560).

The proposals were requested from the consultants through the no political contributions allowed process and as outlined in SBRSA’s Resolution 2017-03.

Mr. Doelling reported that the General Advice account with Chavond-Barry Engineering Corp. (CBE) contains a notable increase from previous years due to staff requesting a proposal for optional work associated with a review of the incinerator’s existing system shutdown interlocks. The goal of this review is to determine if adjustments or additions to these safety interlocks can help to limit the number of emergency bypass and/or shutdown events.

All contracts are on a time charge basis. Each consultant has provided the required pay to play forms.

Staff recommended approval of resolutions 2020-088, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Advice to Chavond-Barry Engineering

Corporation, 2020-089, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 Electrical Engineering Advice from ELECSYS Engineering Group, 2020-090, Authorizing the Award of a "No Political Contributions Allowed" Contract for 2021 General Advice to KEMS, LLC, 2020-091, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Advice to Kleinfelder and 2020-092 Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 NJPDES Permit Advice from Kleinfelder.

Mr. Morehouse moved resolutions 2020-088, 2020-089, and 2020-090, seconded by Ms. Switlik and passed by a roll call vote of 5 to 0. Resolutions 2020-088, 2020-089, 2020-090 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Advice to Chavond-Barry Engineering Corporation**

**Resolution No. 2020-088**

**WHEREAS**, the Stony Brook Regional Sewerage Authority “Authority” has a need for general advice for the period starting on December 1, 2020 through the end of Fiscal Year 2021 (November 30, 2021) for Consulting Engineering Services related to the operation and maintenance of the Authority’s incinerators as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” Contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

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

**WHEREAS**, the term of this contract is December 1, 2020 through November 30, 2021 and,

**WHEREAS**, Chavond-Barry Engineering has submitted a proposal dated November 3, 2020 indicating they will provide general engineering consulting advice from December 1, 2020 through November 30, 2021 for a time charge fee not to exceed \$50,000 without written permission from Stony Brook Regional Sewerage Authority; and

**WHEREAS**, Chavond-Barry Engineering has submitted a Business Entity Disclosure Certification which certifies that Chavond-Barry Engineering 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 Director of Finance has certified funds are available in the 2021 Budget Account 4000-4004 and the unrestricted fund balance; 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 Chavond-Barry Engineering 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract For 2021 Electrical Engineering Advice from ELECSYS Engineering Group**

**Resolution No. 2020-089**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need for general advice for the period starting on December 1, 2020 through the end of Fiscal Year 2021 (November 30, 2021) for Electrical Engineering Advice and Related Matters as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

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

**WHEREAS**, the term of this contract is December 1, 2020 through November 30, 2021 and,

**WHEREAS**, ELECSYS Engineering Group has submitted a proposal dated October 28, 2020 indicating they will provide Electrical Engineering Advice during December 1, 2020 through November 30, 2021 for a time charge fee not to exceed \$15,000 without written permission from Stony Brook Regional Sewerage Authority; and

**WHEREAS**, ELECSYS Engineering Group has submitted a Business Entity Disclosure Certification which certifies that ELECSYS Engineering Group 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 Director of Finance has certified funds are available in the 2021 Budget Account 4000-4004; 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 ELECSYS Engineering Group as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value is on file.

<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			

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Advice to KEMS, LLC**

**Resolution No. 2020-090**

**WHEREAS**, the Stony Brook Regional Sewerage Authority “Authority” has a need for general advice for the period starting on December 1, 2020 through the end of Fiscal Year 2021 (November 30, 2021) for Consulting Engineering Services related to the regulatory requirements including the USEPA Subpart LLL requirements, permit reporting, changes to our Title V Permit, and operation and maintenance of the Authority’s incinerators as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” Contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

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

**WHEREAS**, the term of this contract is December 1, 2020 through November 30, 2021 and,

**WHEREAS**, KEMS, LLC has submitted a detailed proposal dated November 3, 2020 for the tasks to be performed under this contract and indicating they will provide general consulting advice from December 1, 2020 through November 30, 2021 on a time charge fee not to exceed \$49,380 without written permission from Stony Brook Regional Sewerage Authority; and

**WHEREAS**, KEMS, LLC has completed and submitted a Business Entity Disclosure Certification certifies that KEMS, LLC 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 Director of Finance has certified funds are available in the 2021 Budget Engineering Advice line account 4000-4004 and Environmental Consulting line account 4000-4009; 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 KEMS, LLC 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			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Resolutions 2020-091 and 2020-092 were moved by Mr. Vilaro-Munet, seconded by Ms. Switlik, and passed by a roll call vote of 4 to 0, 1 abstain. Resolution 2020-091 and 2020-092 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2021 General Advice to Kleinfelder**

**Resolution No. 2020-091**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need for general advice for the period starting on December 1, 2020 through the end of Fiscal Year 2021 (November 30, 2021) for General Consulting Services as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

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

**WHEREAS**, the term of this contract is 12 months and,

**WHEREAS**, Kleinfelder has submitted an Agreement on October 29, 2020 indicating they will provide general engineering consulting advice from December 1, 2020 through November 30, 2021 for a time charge fee not to exceed \$35,000 without written permission from Stony Brook Regional Sewerage Authority; and

**WHEREAS**, Kleinfelder has submitted a Business Entity Disclosure Certification which certifies that Kleinfelder 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 Director of Finance has certified funds are available in the 2021 Budget Account 4000-4004; 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 Kleinfelder 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			
David A. Goldfarb	X			
C. Schuyler Morehouse			X	
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			



**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract  
For 2021 NJPDES Permit Advice from Kleinfelder**

**Resolution No. 2020-092**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need for NJPDES Permit Advice and Related Matters for the period starting on December 1, 2020 through the end of Fiscal Year 2021 (November 30, 2021) for our three wastewater treatment plants as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

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

**WHEREAS**, Kleinfelder has submitted a proposal dated October 2, 2020 indicating they will provide NJPDES Permit Advice and Related Matters during December 1, 2020 through November 30, 2021 for a time charge fee not to exceed \$50,000 without written permission from Stony Brook Regional Sewerage Authority; and

**WHEREAS**, Kleinfelder has submitted a Business Entity Disclosure Certification which certifies that Kleinfelder 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 Director of Finance has certified funds are available in the 2021 Budget Account 4000-4004; 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 Kleinfelder as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value is on file.

<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	

Mr. Doelling reported that there are three (3) change orders for Contract 17-1 Pennington WWTP Upgrade and Expansion Project.

Change Order No. 15 in the amount of \$4,695.09 for labor and material to form and place a concrete encasement around pipes located along the floor of Orbal Tanks Nos. 1 and 2. This is to prevent the piping from collecting debris, which could dislodge and damage the aerators.

Staff recommended approval of Resolution 2020-098, Authorizing the Approval of Change Order No. 15 for the Labor and Material to Install Concrete Encasement Around Floor Level Piping Within Orbal Tanks No. 1 and No. 2 for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1.

Change Order No. 16 in the amount of \$5,312.64 will compensate the Contractor for the labor and materials necessary to relocate the dissolved oxygen (DO) Transmitter and DO probe. The DO probe will be relocated to an area closer to the aerator for improved operation process control. The DO transmitter will be relocated to the PACL Building to facilitate plant maintenance and routine operational surveillance.

Staff recommended approval of Resolution 2020-099, Authorizing the Approval of Change Order No. 16 for the Labor and Material to Relocate the DO Transmitter and DO Probe for Orbal Tank No. 1 for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1.

Change Order No. 17 in the amount of \$5,046.69 for labor and material to wire and mount the Orbal Tank No. 1 Flow Meter.

Due to the scheduled demolition of an existing duct bank, a new conduit with power and signal wire is needed for the reconnected meter. A new termination point, closer to the point of the operation was also selected. The flow meters will be terminated in the PACL building.

Staff recommended approval of 2020-100, Authorizing the Approval of Change Order No. 17 for the Labor and Material to Wire and Mount the Orbal No. 1 Return Sludge Flow Meter for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1.

Mr. Morehouse moved 2020-98, 2020-099, and 2020-100. The three (3) changes orders were discussed in the Construction Committee Meeting. The motion was seconded by Ms. Switlik and passed by a roll call vote of 5 to 0. Resolutions 2020-098, 2020-099, and 2020-100 follows.

**Resolution Authorizing the Approval of Change Order No. 15 for the Labor and Material to Install Concrete Encasement Around Floor Level Piping Within Orbal Tanks No. 1 and No. 2 for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1**

**Resolution No. 2020-098**

**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; and at its March 24, 2020 meeting approved Change Order No. 8 in the amount of \$21,909.58; and at its August 24, 2020 meeting approved Change Order No. 9 in the amount of \$8,953.31, and Change Order No. 10 in the amount of \$8,366.84; and at its September 21, 2020 meeting approved Change Order No. 11 in the amount of \$5,481.35 and Change Order No. 12 in the amount of \$16,528.36; and at its October 26, 2020 meeting approved Change Order No. 13 in the amount of \$3,200.93 and Change Order No. 14 in the amount of \$3,064.89 the resulting adjusted contract amount is \$9,792,229.32; and

**WHEREAS**, the original project scope includes the installation of a new piping which extends across the floor of the outer ring of each Orbal Tank; and

**WHEREAS**, a buildup of rags and debris in the area beneath the pipe may dislodge and damage an aeration disc; and

**WHEREAS**, concrete encasement of the piping would prevent any rag or debris build up; and

**WHEREAS**, the project plans and specifications do not call for any concrete encasement around the piping; and

**WHEREAS**, this issue was reviewed with Staff, and it was concluded that concrete encasement should be provided for the piping; and

**WHEREAS**, CMS Construction Inc. was asked to submit a change order request to provide the material and labor for the concrete piping encasement; and

**WHEREAS**, CMS Construction Inc. submitted a change order request for the labor and material to encase the piping in the amount of \$4,695.09; and

**WHEREAS**, the abovementioned changes to Contract 17-1 are more fully set forth and incorporated within the November 10, 2020 Contract Change Order No. 15 document in the amount of \$4,695.09 resulting in an adjusted contract amount of \$9,796,924.41 and

**WHEREAS**, the contract completion date for the project shall remain unchanged as a result of Change Order No. 15; and

**WHEREAS**, the Director of Finance 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. 15 with CMS Construction, Inc. in the amount of \$4,695.09 resulting in an adjusted contract amount of \$9,796,924.41.
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			

**Resolution Authorizing the Approval of Change Order No. 16 for the Labor and Material to Relocate the DO Transmitter and DO Probe for Orbal Tank No. 1 for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1**

**Resolution No. 2020-099**

**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; and at its March 24, 2020 meeting approved Change Order No. 8 in the amount of \$21,909.58; and at its August 24, 2020 meeting approved Change Order No. 9 in the amount of \$8,953.31, and Change Order No. 10 in the amount of \$8,366.84; and at its September 21, 2020 meeting approved Change Order No. 11 in the amount of \$5,481.35 and Change Order No. 12 in the amount of \$16,528.36; and at its October 26, 2020 meeting approved Change Order No. 13 in the amount of \$3,200.93 and Change Order No. 14 in the amount of \$3,064.89 the resulting adjusted contract amount is \$9,792,229.32; and assuming Change Order No. 15 in the amount of \$4,695.09 is approved at the November 16, 2020 meeting, the resulting adjusted contract amount is \$9,796,924.41; and

**WHEREAS**, the original project scope includes the installation of a new Dissolved Oxygen (DO) Transmitter within the PACL Building and DO Probe No. 1 located at the center walkway of Orbal Tank No. 1; and

**WHEREAS**, to facilitate plant maintenance and routine operational surveillance, the DO probe transmitter is required to be located near the DO probe; and

**WHEREAS**, the specified DO probe No. 1 location would provide consistently low and inaccurate DO reading; and

**WHEREAS**, relocation of the DO probe closer to the aerators will provide improved plant operational information and reliable data; and

**WHEREAS**, this issue was reviewed with Staff, and it was concluded that the proposed areas for relocation would provide benefit to the Authority; and

**WHEREAS**, CMS Construction Inc. was asked to submit a change order request to provide the material and labor for the relocation of the DO probe and transmitter; and

**WHEREAS**, CMS Construction Inc. submitted a change order request for the for the labor and material to relocate of the DO probe and transmitter in the amount of \$5,312.54; and

**WHEREAS**, the abovementioned changes to Contract 17-1 are more fully set forth and incorporated within the November 10, 2020 Contract Change Order No. 16 document in the amount of \$5,312.54 resulting in an adjusted contract amount of \$9,802,236.95 and

**WHEREAS**, the contract completion date for the project shall remain unchanged as a result of Change Order No. 16; and

**WHEREAS**, the Director of Finance 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:

3. The Executive Director is authorized and directed to execute Change Order No. 16 with CMS Construction, Inc. in the amount of \$5,312.54 resulting in an adjusted contract amount of \$9,802,236.95.
4. 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			

**Resolution Authorizing the Approval of Change Order No. 17 for the Labor and Material to Wire and Mount the Orbal No. 1 Return Sludge Flow Meter for the Pennington WWTP Upgrade and Improvements Project, Contract 17-1**

**Resolution No. 2020-100**

**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; and at its March 24, 2020 meeting approved Change Order No. 8 in the amount of \$21,909.58; and at its August 24, 2020 meeting approved Change Order No. 9 in the amount of

\$8,953.31, and Change Order No. 10 in the amount of \$8,366.84; and at its September 21, 2020 meeting approved Change Order No. 11 in the amount of \$5,481.35 and Change Order No. 12 in the amount of \$16,528.36; and at its October 26, 2020 meeting approved Change Order No. 13 in the amount of \$3,200.93 and Change Order No. 14 in the amount of \$3,064.89; and assuming Change Order No. 15 in the amount of \$4,695.09 and Change Order No. 16 in the amount of \$5,312.54 are approved at the November 16, 2020 meeting, the resulting adjusted contract amount is \$9,802,236.95; and

**WHEREAS**, the original project scope includes the re-connection of the existing Orbal Tank No. 1 return sludge flow meter which terminates in the Operations Building; and

**WHEREAS**, the existing conduit and wiring for the return sludge meter was located within an existing ductbank that was slated for demolition; and

**WHEREAS**, the installation of new conduit and additional wiring to reconnect the existing flow meters was not shown on the plans or specifications; and

**WHEREAS**, this issue was reviewed with Staff and Kleinfelder Engineering, and it was concluded that the proposed conduit and wiring would be necessary to reconnect the flow meter; and

**WHEREAS**, CMS Construction Inc. was asked to submit a change order request to provide the material and labor for reconnect the flow meter; and

**WHEREAS**, CMS Construction Inc. submitted a change order request for the labor and material to Mount Orbal No. 1 return sludge flow meter and install conduit and power wiring in the amount of \$5,046.69; and

**WHEREAS**, the abovementioned changes to Contract 17-1 are more fully set forth and incorporated within the November 10, 2020 Contract Change Order No. 17 document in the amount of \$5,046.69 resulting in an adjusted contract amount of \$9,807,283.64 and

**WHEREAS**, the contract completion date for the project shall remain unchanged as a result of Change Order No. 17; and

**WHEREAS**, the Director of Finance 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:

5. The Executive Director is authorized and directed to execute Change Order No. 17 with CMS Construction, Inc. in the amount of \$5,046.69 resulting in an adjusted contract amount of \$9,807,283.64.
6. 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			

Mr. Doelling recommended approval of Resolution 2020-096, Authorizing the Approval of Change Order No. 1 for the Labor and Material for Steel Repair and Replacement for MA Clarifier No. 2 Mechanism for the River Road Wastewater Treatment Plant Modified Aeration (MA) Clarifier No. 2 Improvements Project, Contract 20-3 in the amount of \$13,800.00.

As part of the project, the MA Clarifier No. 2 mechanism was sandblasted to remove rust and prepare the steel for painting. After the structure was sandblasted, it was found that there was a significant metal loss in several of the critical steel members. This work repairs/replaces the critical structures.

Mr. Morehouse moved Resolution 2020-096. This change order was discussed in the Construction Committee Meeting. The motion was seconded by Mr. Vilaro-Munet and passed by a roll call vote of 5 to 0. Resolution 2020-096 follows.

**Resolution Authorizing the Approval of Change Order No. 1 for the Labor and Material for Steel Repair and Replacement for MA Clarifier No. 2 Mechanism for the River Road Wastewater Treatment Plant Modified Aeration (MA) Clarifier No. 2 Improvements Project, Contract 20-3**

**Resolution No. 2020-096**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (Authority) advertised for the receipt of sealed competitive bids in accordance with the requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. for Contract 20-3, the “River Road WWTP Modified Aeration Clarifier No. 2 Improvements” Project; and

**WHEREAS**, the SBRSA, at its July 27, 2018 Board meeting, awarded the River Road WWTP Modified Aeration Clarifier No. 2 Improvements Project, Contract 20-3, to JP Smith Contractors in the amount of \$164,430; and

**WHEREAS**, the original project scope included sand blasting and painting of the steel clarifier mechanism, originally installed in 1972; and



**WHEREAS**, after the structure was sandblasted, it was found that there was significant metal loss in several of the steel members; and

**WHEREAS**, plans and specifications did not indicate any steel repair; and

**WHEREAS**, the damaged structural members need to be repaired or replaced to ensure successful future operation of the mechanism and extend its useful life; and

**WHEREAS**, JP Smith Contractors was asked to submit a change order request for the replacement of deteriorated steel angles holding up the skimmer arm, repair of lower mechanism angle steel in several locations, replacement of the outer skimmer arm column base plate and repair of one section of the Scum Scraper; and

**WHEREAS**, JP Smith Contractors submitted a change order request for the for the labor and material for steel repair and replacement of the MA Clarifier No. 2 Mechanism in the amount of \$13,840.00; and

**WHEREAS**, the abovementioned changes to Contract 20-3 are more fully set forth and incorporated within the November 16, 2020 Contract Change Order No. 1 document in the amount of \$13,840.00 resulting in an adjusted contract amount of \$178,270.00; and

**WHEREAS**, the contract completion date for the project shall remain unchanged as a result of Change Order No. 1; and

**WHEREAS**, the Director of Finance 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:

7. The Executive Director is authorized and directed to execute Change Order No. 1 with JP Smith Contractors in the amount of \$13,840.00 resulting in an adjusted contract amount of \$178,270.00.

8. 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			

There were no additional Board member comments on the Construction Report. The following Construction and Information Technology Reports are included in the meeting minutes for information.

### Studies/General

**Sludge Business Analysis:** Material Matters submitted a draft report on November 13, 2020. Staff is reviewing the report and is in the process of preparing comments.

### Design

**River Road Sludge Storage Hopper Feed Screw Replacement Project:** GHD continues its work on finalizing the design plans and specifications for this project. Staff anticipates advertising this project for bid during the early spring of 2021.

### Construction

**Contract 18-3 Millstone Pump Station Odor Control Improvements:** During the past reporting period all remaining contract work was completed. As-built shop drawings and O&M manuals were received. The contractor will be submitting forms to close out the contract. Staff anticipates recommending approval for final payment at the December board meeting.

**Contact 19-2 River Road WWTP UV Disinfection and Filtration Project:** On November 5, 2020 bids for Contract 19-2, River Road WWTP UV Disinfection and Effluent Filtration Project were received. Of the twenty-three (23) bidding documents distributed to potential bidders, eleven (11) bids were received. A summary of the bid results is shown below.

<b>ENGINEERS ESTIMATE (05/16/2020)</b>	<b>\$17,911,945</b>
Biding Contractor	Bid Cost
Allied Construction Group Inc.	\$15,963,000
Coppola Services, Inc.	\$15,998,890
CMS Construction	\$16,893,525
Tomar Construction Services, Inc.	\$17,410,000
PFK Mark III	\$18,222,000
PACT Two, LLC	\$19,360,000
Stone Hill Contracting Co., Inc.	\$20,733,900
Thomas P. Carney, Inc.	\$23,888,643
North East REMSCO Construction, Inc.	\$26,060,000
Walsh Construction Company II, LLC	\$27,722,722
Clyde N. Lattimer & Son Construction Co., Inc.	\$31,400,000

## **Small Capital Projects**

**Headworks Painting Project:** Quotations from two painting contractors were received on October 26, 2020. JP Smith Contractors provided the lowest quotation price of \$42,400.00. JP Smith Contractors is currently onsite working on the MA Clarifier No. 2 Improvements Project and is performing the work satisfactorily. Staff have received the required Pay-to-Play forms and are working towards authorizing them to proceed with the work later this month.

## **Process Control/SCADA**

The monthly meter verifications were performed by staff on November 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. The comparison summary of the sum of our billing meters versus the River Road plant influent meter is included in the Board report.

## **Miscellaneous Repair:**

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

- River Road WWTP
  - Incinerator PLC repairs
  - VFD installation at the liquid sludge odor control building
  - Repair, replacement, and backup of the MicroDCI burner controllers
  - Replaced the breaker panel switch for Scrubber No. 2 pump skid
  - Replace boiler gas flow integrator
- Pennington WWTP
  - Assisted w/ transitioning to new power wiring at Pennington WWTP
  - Troubleshooting and repair of DO instrumentation

## **Information Technology**

Preventative maintenance was completed for all Information Technology devices and services

### **General:**

Issues found while updating the GE iFix program on the Pennington WWTP SCADA workstations were corrected by switching to new hardware.

The Public Address (PA) system was migrated over to the VoIP phone system.

A new virtualization platform was implemented and is performing well.

### **Cyber-Security:**

A password construction training webinar was sent to all email users on October 14, 2020, approximately 38% of training was complete. The staff and Board members should check your

email mailbox and complete this training.

SBRSA participated in a cybersecurity assessment performed by NJ Water, in cooperation with the EPA. The assessment surveyed SBRSA's performance in the following categories. Staff received a favorable review.

1. Cybersecurity Leadership, Roles and Responsibilities
2. Asset Inventory and Vulnerabilities
3. Emergency Response Plan
4. Secure Data Backup
5. Vulnerability Management and Endpoint Protection
6. Minimize the Exposure of Control Systems to Cyber Attacks
7. Enforce Access Controls

**RRWWTP Operation Building Structured Cabling Project:**

The Cabling project remains at 99% complete.

**587.12 Finance**

Payment of Bills and Claims

Mr. Goldfarb moved for approval of Resolution 2020-095 for the payment of bills and claims in the amount of \$1,111,717.56 with two signatures instead of three. The motion was seconded by Mr. Morehouse and passed by a roll call vote of 5 to 0. Resolution 2020-095 follows.

**Resolution Regarding Payment of Bills and Claims**

**Resolution No. 2020-095**

**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 \$1,111,717.56 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. Chong reported the net income for the eleven-months of 2020 fiscal year, ending October 31, 2020, was \$1,481,929. The Authority has total cash and investments of \$15,537,034. The current construction project balance is \$2,536,648. There are sufficient funds for these projects. The outstanding bond principal balance is \$18,891,356.

Monthly Sludge Business Analysis

Mr. Chong reported the net income figure for October is \$145,289 and the cumulative year to date net income is \$1,432,886.

Staff recommended approval of Resolution 2020-084, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a. These are vendors who staff anticipates purchases to likely exceed \$17,500 from December 1, 2020, through November 30, 2021. A list of those vendors is listed in the resolution.

Resolution 2020-084 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet, and passed by a roll call vote of 5 to 0. Resolution 2020-084 follows.

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

**Resolution No. 2020-084**

**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 provided 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 provided 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 Director of Finance; and

**BE IT FURTHER RESOLVED**, that the duration of the contracts between the Stony Brook Regional Sewerage Authority and state contract vendors shall be from December 1, 2020 to November 30, 2021.

<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:**

<b>Vendor</b>	<b>Commodity/Service</b>	<b>State Contract #</b>
Airgas USA.	T0081 Gases: Medical, Specialty, Industrial	83289
Applied Analytics	T0983 Environmental Testing Instruments	85089
CDW Government	M0003 - Software License & Related Services	89849
	M0003 - Software License & Related Services	89850
	M7000 - Data Communications Equipment	88796
Dell Marketing LP	M0483 - Computer Equipment, Peripherals & Related Services	19-TELE-00656
Eastern Warehouse Distributors	T2761 Automotive Parts & Accessories	86011
Fastenal Company	M0002 Facilities Maintenance and Repair & Operations (MRO) and Industrial Supplies	19-FLEET-00565
Hach Company	T0983 Environmental Testing Instruments	85091
Home Depot	M8001 Building Supplies & Tools	18-FLEET-00234

Kyocera Document Solutions	G2075 Copiers & Multi-Function Devices	40465
Majestic Oil	T0077 #2 Heating Fuel Oil	17-FOOD-00398
Pedroni	T0083 Unleaded Automotive Gas	19-FLEET-00971
United Electric Supply Co.	T0167 Electrical Equipment and Supply	85581
UPS (United Parcel Service)	M4000 Express Courier & Delivery Service	17-GNSV2-00099
Vaisala	T0983 Environmental Testing Instruments	85085
Verizon Wireless	T216A Wireless Devices & Services	82583
WB Mason Co Inc.	T0002 Bottled Spring Water/ Cooler Rental T0052 Office Supplies and Recycled Copy Paper Statewide	18-FOOD-00424 0000003
WW Grainger	M0002 Facilities/Industrial MRO & Supplies	19-FLEET-00566

Staff recommended approval of Resolution 2020-085, 2021 Adopted Budget Resolution beginning fiscal year December 2020. The DCA has approved the adoption of the budget on October 28, 2020.

Resolution 2020-085 was moved by Mr. Goldfarb, seconded by Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2020-085 follows.

**2021 ADOPTED BUDGET RESOLUTION  
Stony Brook Regional Sewerage Authority  
Resolution # 2020-085**

**FISCAL YEAR:** 2021      **FROM:** December 1, 2020      **TO:** November 30, 2021

WHEREAS, the Annual Budget and Capital Budget for the Stony Brook Regional Sewerage Authority for the fiscal year beginning, December 1, 2020, and ending, November 30, 2021, has been presented before the governing body of the Stony Brook Regional Sewerage Authority at its open public meeting of November 16, 2020; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$ 16,293,825, Total Appropriations, including any Accumulated Deficit if any, of \$ 16,293,825 and Total Unrestricted Net Position utilized of \$ 0.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$23,600,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$1,800,000; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Stony Brook Regional Sewerage Authority, at an open public meeting held on November 16, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Stony Brook Regional Sewerage Authority for the fiscal year beginning, December 1, 2020 and ending, November 30, 2021 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

Governing Body Member:	Recorded Vote:			
	Aye	Nay	Abstain	Absent
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

Staff recommended approval of Resolution 2020-093, Authorizing the Award of a “No Political Contributions Allowed” Contract(s) for Non-Professional Service Vendors. This is the Pay-to-Play provision. Staff anticipates making purchases from the listed vendors that will exceed the \$17,500 limit. The staff has obtained the appropriate documentation from these vendors. Resolution 2020-095 was moved by Mr. Goldfarb and seconded by Mr. Vilaro-Munet.

Mr. Goldfarb suggested that when SBRSA has a resolution for non-professional services that will exceed \$17,500 the Board is requesting a summary of the number of quotes received. Resolution 2020-093 was passed by a roll call vote of 5 to 0. Resolution 2020-093 follows.

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

**Resolution No. 2020-093**

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 term of this contract is 12 months. Commencing on December 1, 2019 and ending November 30, 2020 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 Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X
Pamela Switlik	X			
Miguel Vilaro-Munet	X			

<b>Year 2021 No Political Contribution Allowed Contracts:</b>	
<b>Company Name</b>	<b>Service</b>
ALS Group USA Corp	Lab testing
JP Smith Contractors	Headworks painting

**587.13 Personnel Report**

Ms. Pchola reported that Mr. Robbins was promoted to Operator I during the reporting period.

Mr. Goldfarb would like staff to give an update on the standard operating procedures for when there is a loss of power at SBRSA at next month’s Board Meeting.

**587.14 Correspondence**

For information only.

**587.15 Old Business**

There was nothing to report.

**587.16 New Business**

Ms. Pchola reported that on Wednesday, October 28, 2020, at 11:00 a.m., sealed bids for the supply and delivery of Sodium Bisulfite were opened. Two bids were received.

The last contract was a two-year contract with Coyne Chemical Co., at a unit price of \$1.6536/gallon for a one-year price of \$66,144.00 and \$1.6930/gallon for a two-year price of \$67,720.00 for a two-year total of \$ 133,864.00. The current contract with Coyne Chemical will end on December 31, 2020.

After reviewing the low bidder’s package and finding that all the necessary documentation was furnished, I would recommend that a one-year contract be awarded to PVS Chemical Inc., at a unit price of \$2.20/gallon for a total one-year price of \$88,000.00.

Ms. Pchola indicated that in the year 2022, SBRSA should have the UV Disinfection system online therefore we would not need Sodium Bisulfite.

Staff recommended approval of Resolution 2020-086, Authorizing the Award of Contract for the Supply of Sodium Bisulfite (38%) to PVC Chemical Solutions.

Resolution 2020-086 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet, and passed by a roll call vote of 5 to 0. Resolution 2020-086 follows.

**Resolution Authorizing the Award of Contract for the Supply of Sodium Bisulfite (38%)**

**Resolution No. 2020-086**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (Authority) advertised for the receipt of sealed competitive bids in accordance with the requirements of the Local Public Contracts Law, N.J.S.A. 40A:11-1 et seq. for the supply of sodium bisulfite; and

**WHEREAS**, sealed competitive bids were received by the Authority on October 28, 2020, as more fully set forth as attached; and

<b><u>Bidder</u></b>	<b><u>12 Months</u></b>	<b><u>24 Months</u></b>
PVS Chemical Solutions	\$2.20/gal / \$88,000.00	\$2.20/gal / \$88,000.00 (1 <sup>st</sup> ) \$3.00/gal / \$120,000.00 (2 <sup>nd</sup> ) <b>Total 2 Years = \$208,000.00</b>
Univar Specialists	\$3.35/gal / \$134,000.00	\$3.34/gal / \$134,000.00 (1 <sup>st</sup> )

\$3.35/gal / \$134,000.00 (2<sup>nd</sup>)  
**Total 2 Years = \$268,000.00**

Holland Company Inc.	No Bid
Bid Prime, Inc.	No Bid
Main Pool & Chemical Co., Inc.	No Bid

**WHEREAS**, the Authority has determined that the bid of PVS Chemical Solutions is the lowest 12-month bid; and

**WHEREAS**, the bidder, PVS Chemical Solutions submitted a bid of \$2.20 per gallon for the first year and \$3.00 per gallon for the second year with a total 12-month price of \$88,000.00; and

**WHEREAS**, the bid has been reviewed by the Authority and its counsel and has been determined to be in compliance with the bid specifications and in accordance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq.; and

**WHEREAS** the Director of Finance has certified funds are available in the 2021 Sodium Bisulfite line account 3000-4518.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority that it hereby waives all immaterial defects in the bid of PVS Chemical Solutions, if any, and awards a 12-month contract to the lowest responsible bidder for the supply of sodium bisulfite; 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			

**587.17 Open to the Public**

Chairman Downey opened the public portion of the meeting. As there was one (1) person from the public on the teleconference but they would not identify themselves. Hearing no comments from the public, the public portion of the meeting was closed.

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

Nothing to report.

**587.19 Adjournment**

As there was no further business to come before the Board, the meeting was adjourned at 8:08 p.m. on a motion by Ms. Switlik, seconded by Mr. Morehouse and passed by unanimous vote.

Respectfully Submitted,

Antonia Pchola  
Secretary

Recorded and Written by  
Angela Christiano  
November 20, 2020