

Minutes of Meeting #576, December 16, 2019 – Stony Brook Regional Sewerage Authority

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

MEMBERS PRESENT: Downey, Goldfarb, Morehouse, Patel, Switlik

MEMBERS ABSENT: Vilaro-Munet

CONSULTANTS: Alexander, Bradley

STAFF PRESENT: Christiano, Doelling, Hess, Irizarry, Kunert, Pchola, Rahimi, Roga, Sears, Stewart, Thomas, Walker

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

576.02 Approval of Minutes

Chairman Downey asked for comments/questions on the November 18, 2019 Board meeting minutes. The minutes were approved as presented on a motion by Mr. Patel, seconded by Ms. Switlik and passed by a vote of 5 to 0.

Public Hearing

The Public Hearing to receive comments regarding the Authority's proposed Rate Schedule for the receipt and treatment of outside liquid sludge, sludge cake, septage, gray water and special waste in fiscal year 2020 was declared opened at 7:05 pm by Chairman Downey. A Certified Court Reporter was present to record the proceedings.

Ms. Pchola reported that this Public Hearing is to obtain any public comments on the 2020 Rate Schedule for the Stony Brook Regional Sewerage Authority for liquid sludge, sludge cake, gray water, special waste and high strength user surcharges.

Ms. Pchola indicated that the rates for year 2020 are the same as in year 2019 for all categories. Ms. Pchola noted the following changes to the Liquid Sludge Notes.

- On Note 3 - Discounted Items, we previously had a discount of \$5.00 per thousand gallons for Saturday and Sunday deliveries, and a \$5.00 deduct for deliveries in excess of three (3) million gallons per year. Note 3 has been changed to only include

a \$2.00 deduction per thousand gallons for all quantities in excess of 2.5 million gallons per year. All other discounts were deleted.

- We removed the Note 5 regarding C.O.D. for all non-contract deliveries.
- We clarified negotiated contracts between public entities by adding the N.J.S.A. reference.

Mr. Goldfarb questioned if SBRSA could negotiate with public entities.

Ms. Pchola stated that SBRSA can and does negotiate with public entities. The rates in the Rate Schedule are the rates for private entities.

Mr. Goldfarb questioned how many private customers does SBRSA have.

Ms. Pchola stated that SBRSA currently has about (4) four private customers.

Mr. Goldfarb questioned which private customer is our largest.

Ms. Pchola stated that Suez Water is our largest private customer and in year 2018 they brought approximately two (2) million gallons of liquid sludge.

Chairman Downey asked for additional questions or comments from the Board.

Chairman Downey asked for questions or comments from the public. As there were none, Chairman Downey closed the Public Hearing at 7:10 pm.

**2020 RATE SCHEDULE
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a public hearing will be held by the **STONY BROOK REGIONAL SEWERAGE AUTHORITY** on Monday, December 16, 2019 at 7:00 PM in the Conference Room, Operations Building, 290 River Road, Princeton, New Jersey

I.	Liquid Sludge													
	Percent Solids	ANNUAL COMMITTED VOLUME PER SOURCE:			Uncommitted Contract									
		Over 1 Million	0.5 - 0.99 Million	Up to 0.5 Million										
	0.0% - 5.5%	\$ 54	\$ 62	\$72	\$ 82									
5.5% - 7.0%	\$ 72	\$ 82	\$ 87	\$102										
<p>Notes:</p> <ol style="list-style-type: none"> 1) All cost quotes are in dollars per 1000 gallons. 2) Effective Date and Terms of Revised Schedule: These rates are in effect for calendar year 2020. See below additional discounts on longer-term contracts. 3) Discounted Items: Deduct \$2/1000 gallons for all quantities delivered in excess of 2.5 million gallons during 2020. 4) Sludge which has volatile solids between 40 and 49.9% will be surcharged \$5/1000 gallons. Sludge below 40% volatile solids is not accepted. 5) Pursuant to N.J.S.A. 40:14A-23, contracts between public entities may be negotiated. 														
II.	<p>Sludge Cake</p> <ol style="list-style-type: none"> a. \$62/Cubic Yard (14 - 22% Solids) b. \$60/Cubic Yard (22.1 - 30% Solids) c. \$2/Cubic Yard discount for Saturday/Sunday deliveries <p>Note: Pursuant to N.J.S.A. 40:14A-23, contracts between public entities may be negotiated.</p>													
III.	<p>Septage</p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Gallons</th> <th style="text-align: center;">All gallons Billed at</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - 200,000</td> <td style="text-align: center;">\$62</td> </tr> <tr> <td style="text-align: center;">200,000 - 400,000</td> <td style="text-align: center;">61</td> </tr> <tr> <td style="text-align: center;">400,000 - 800,000</td> <td style="text-align: center;">59</td> </tr> <tr> <td style="text-align: center;">800,000 - 1,200,000</td> <td style="text-align: center;">57</td> </tr> </tbody> </table> <p>Note: All cost quotes are in dollars per 1,000 gallons. Pursuant to N.J.S.A. 40:14A-23, contracts between public entities may be negotiated.</p>				Gallons	All gallons Billed at	0 - 200,000	\$62	200,000 - 400,000	61	400,000 - 800,000	59	800,000 - 1,200,000	57
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0 - 200,000	\$62													
200,000 - 400,000	61													
400,000 - 800,000	59													
800,000 - 1,200,000	57													
IV.	<p>Gray Water</p> <p style="text-align: center;">\$32</p> <p>Note: All cost quotes are in dollars per 1,000 gallons.</p>													
V.	<p>Special Waste (Industrial Users)</p> <ol style="list-style-type: none"> a. Flow Charge is \$0.9/1000 gallons b. Site Remediation flow charge from landfill or groundwater remediation projects is \$1.80/1000 gallons 													
VI.	<p>High Strength User Surcharges:</p> <ol style="list-style-type: none"> a. Biochemical Oxygen Demand (over 300 mg/l) - Suspended b. Total Suspended Solids (over 300 mg/l) - Suspended c. Ammonia Nitrogen (over 40 mg/l) - Suspended 													

Further information regarding this hearing may be obtained by contacting the **Stony Brook Regional Sewerage Authority** office (609) 924-8881.

Antonia Pchola
Secretary

576.03 Board Related Activities

Mr. Morehouse moved to adopt resolution 2019-100, To Adopt the 2020 Rate Schedule, Mr. Goldfarb seconded and passed by a roll call vote of 5 to 0. Resolution 2019-100 follows.

RESOLUTION TO ADOPT THE 2020 RATE SCHEDULE

Resolution No. 2019-100

WHEREAS, the Stony Brook Regional Sewerage Authority (hereinafter the Authority or SBRSA) is authorized by the Sewerage Authorities Law, and particularly N.J.S.A. 40:14A-7(11), to make and enforce rules and regulations for the management and regulation of its affairs and for the use, maintenance and operation of the sewerage system of the Authority, and to amend the same from time to time; and

WHEREAS, the Authority is authorized, when necessary and desirable, pursuant to N.J.S.A. 40:14A-8, to charge and collect rents, rates, fees or other charges in the nature of use or service charges, based or computed on various factors or on any combination of any such factors, and may give weight to the characteristics of the sewage and other wastes and any other special matter affecting the cost of treatment and disposal thereof, including chlorine demand, biochemical oxygen demand, concentration of solids and chemical composition [N.J.S.A. 40:14A-8(b)]; and

WHEREAS, the Authority desires to establish a Rate Schedule for 2020 so as to provide for the direct assessment and recovery of charges to Users discharging liquid sludge, sludge cake, septage, gray water, special wastes (Industrial Users) and high strength wastewater surcharges, as set forth in the 2020 Rate Schedule, attached hereto; and

WHEREAS, a notice of the 2020 Rate Schedule was published in accordance with the requirements of N.J.S.A. 40:14A-8, and public hearing held on December 16, 2019 at 7:00 PM, at the offices of the Authority, 290 River Road, Princeton, NJ, at which time the Authority solicited public comment on the proposed regulation.

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

1. The 2020 Rate Schedule, attached as Exhibit A hereto and made a part hereof, is hereby adopted. Any and all bills issued by the Authority by reason of this regulation shall be due and payable by the recipient within 30 days of the date thereof upon the failure of which the Authority shall be authorized to assess interest at the rate then in effect pursuant to N.J.S.A. 40:14A-21.
2. If any provision of this resolution or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision of the resolution and to this end the provisions of this resolution are declared to be severable.

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

Resolution 2019-101, Setting Regular Meeting Dates for the Stony Brook Regional Sewerage Authority for the Calendar Year 2020 in Accordance with the Provisions of the Open Public Meeting Act was amended to reflect the September 21, 2020 date, and was then moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2019-101 follows.

A RESOLUTION SETTING REGULAR MEETING DATES FOR THE STONY BROOK REGIONAL SEWERAGE AUTHORITY FOR CALENDAR YEAR 2020 IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC MEETINGS ACT

Resolution No. 2019-101

BE IT RESOLVED by the Stony Brook Regional Sewerage Authority:

- That the regular meeting day of the Authority be held on the fourth Monday of each month, except in May, September and November, when it will be held on the third Monday and December when the meeting will be held on the second Monday of the month.
- That the following dates are established as the regular meeting dates of the Stony Brook Regional Sewerage Authority in the calendar year 2020:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
JANUARY 27, 2020	7:00 PM	SBRSA Offices, River Road
FEBRUARY 24, 2020	7:00 PM	SBRSA Offices, River Road
MARCH 23, 2020	7:00 PM	SBRSA Offices, River Road
APRIL 27, 2020	7:00 PM	SBRSA Offices, River Road
MAY 18, 2020	7:00 PM	SBRSA Offices, River Road
JUNE 22, 2020	7:00 PM	SBRSA Offices, River Road
JULY 27, 2020	7:00 PM	SBRSA Offices, River Road
AUGUST 24, 2020	7:00 PM	SBRSA Offices, River Road
SEPTEMBER 21, 2020	7:00 PM	SBRSA Offices, River Road
OCTOBER 26, 2020	7:00 PM	SBRSA Offices, River Road

NOVEMBER 16, 2020	7:00 PM	SBRSA Offices, River Road
DECEMBER 14, 2020	7:00 PM	SBRSA Offices, River Road

3. That for the purposes of public inspection, a copy of this Resolution shall be forthwith:

- (a) Posted on the Princeton Municipal Building bulletin board and remain so posted throughout 2020;
- (b) Mailed to the Trenton Times, Princeton Packet, Home News Tribune, Hopewell Valley News and Town Topics
- (c) Posted on the Stony Brook Regional Sewerage Authority website www.sbrsa.org;
- (d) Filed with the Clerks of Hopewell Borough, Hopewell Township, Pennington Borough, Princeton, South Brunswick Township and West Windsor Township;
- (e) Mailed to those persons who have requested and paid any required charge for copies of the schedule and revision thereto, and shall be promptly mailed to those persons who shall hereafter make such request and prepay such charge by the Stony Brook Regional Sewerage Authority at their Board Meeting on December 16, 2019

<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 2019-102, Designation the Official Newspaper of the Stony Brook Regional Sewerage Authority was moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2019-102 follows.

**Resolution Designating the Official Newspaper of the
Stony Brook Regional Sewerage Authority**

Resolution No. 2019-102

WHEREAS, The Open Public Meetings Act, Chapter 231 of the Laws of 1975, and more specifically, N.J.S.A. 10:4-8, requires that all public bodies at least once a year shall designate two newspapers to receive advance notice of Public Meetings, one of which shall be designated the official newspaper;

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

1. The designated newspapers of the Authority are:
 - A. The Times of Trenton (Trenton Times)
 - B. Princeton Packet
2. The official newspaper of the Authority is The Times of Trenton (Trenton Times).
3. The Executive Director is authorized to:
 - A. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.
4. 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

Ms. Pchola stated that staff requested annual labor employment council proposals from three law firms. Staff received and reviewed the three proposals and had discussions with each law firm. Staff is recommending award of a one-year contract with Cleary Giacobbe Alfieri Jacobs, LLC.

Resolution 2019-100, Authorizing the Award of a “No Political Contributions Allowed” Contract for 2020 Labor/Employment Counsel was moved by Mr. Goldfarb, with the addition of Cleary Giacobbe Alfieri Jacobs, LLC in the second line of paragraph 5, seconded by Ms. Switlik, and passed by a roll call vote of 5 to 0. Resolution 2019-110 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract
for
2020 Labor/Employment Counsel**
Resolution No. 2019-110

WHEREAS, the Stony Brook Regional Sewerage Authority has a need for a Labor/Employment Counsel for the period starting on December 16, 2019 and continuing through the end of Fiscal Year 2020 (November 30, 2020) 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 to the end of Fiscal Year 2020 and

WHEREAS, the Cleary Giacobbe Alfieri Jacobs, LLC has submitted an Agreement indicating they will provide Labor Counsel from December 16, 2019 through November 30, 2020. Legal services will be billed at \$165.00 per hour for Partners and Counsel; \$165.00 per hour for Associates and \$90.00 per hour for Paralegals and Law Clerks; and

WHEREAS, the Cleary Giacobbe Alfieri Jacobs, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Cleary Giacobbe Alfieri 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 the Cleary Giacobbe Alfieri Jacobs, LLC from making any reportable contributions through the term of the contract; and

WHEREAS, the CFO has certified funds are available in the 2020 Budget Legal Non-Retainer line account 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 the Cleary Giacobbe Alfieri 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

576.04 Planning and Administration

Ms. Pchola reported that the most current 12-month average daily flow at the River Road WWTP is 10,263,760 gpd with 2,173,634 gpd of available capacity. The current 12-month average daily flow at the Hopewell WWTP is 279,271 gpd with 20,729 gpd of available

capacity. The current 12-month average daily flow at the Pennington WWTP is 292,363 gpd and is over capacity by 23,866 gpd.

Monthly Flow Transmittal

Ms. Pchola stated that the monthly meter certifications were performed by W.G. Malden on December 2, 2019.

Ms. Pchola reported that the Princeton Farms pumps operate on an on/off control. When the pump is off, the flow is zero. The Princeton Farms meter drifted away from its zero flow condition starting on November 8, 2019. SBRSA staff adjusted the meter zero on November 11, 2019 and the meter was returned to service. The average daily zero offset was removed from meter data for the operating period of November 8 through November 11, 2019 and the flows were adjusted accordingly.

Ms. Pchola reported that on November 5, 2019, the Princeton Forrestal Connector flow meter started reporting erratic flow data. The condition corrected itself on November 6, 2019. The meter data for November 5 and November 6, 2019, was replaced with the average weekday flow measured during the month.

576.05 Approval Requests and Actions

TWA Approvals

None.

Capacity Assurance

None.

Allocated Flow Update

None.

Miscellaneous

Mr. Doelling reported that American Properties Realty, Inc. has submitted, to the NJDEP, its Certificate of Completion for the Treatment Works associated with its Phase 1 Heritage at Pennington project. The submittal was provided.

Mr. Doelling stated that staff recently received an extension request letter for the completion of the Pennington WWTP Upgrade and Expansion Project from the contractor but has not received a formal change order to date. The new estimated final completion date could be as late as May 31, 2020. Staff asked the contractor to submit a schedule. An update on the estimated completion date of this project will be reported at the next Board meeting.

The Board recommended that staff send a letter to Pennington Borough and the Heritage at Pennington contractor stating the new expected completion date of this project.

576.06 Regulatory Report

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

Mr. Rahimi reported the following:

- The Discharge Monitoring Reports for the month of October 2019 were submitted with no violations reported. November DMRs are currently being prepared.
- The September 2019 RDMRs were submitted to NJDEP. All River Road parameters were compliant with the Air Permit requirements.
- The October 2019 RDMRs are currently being reviewed.

Air Reporting

Mr. Rahimi reported that two (2) affirmative defense letters were submitted to NJDEP during the reporting period. One reported incident was due to a missed daily performance evaluation of pH and pressure instruments on November 5, 2019. The second incident was due to a bumped emergency stop switch for the scrubber pump skid on November 6, 2019.

Mr. Doelling reported that to prevent these reported incidents another layer of checking has been put in place to ensure that the pH performance evaluation is performed daily, and a cover over the emergency stop switch for the scrubber pump skid is being reviewed for installation.

Laboratory

Mr. Rahimi reported the 2019 make-up Proficiency Test study result was validated by the NJDEP, Office of Quality Assurance. The letter was provided in the report.

576.07 Safety

Accident Report

Mr. Irizarry reported that there were zero “Lost Time” and “No Lost Time” Accidents/injuries this period. SBRSA has gone 1248 consecutive days without a “Lost Time Accident.”

2019 Annual Inspection Report

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

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

Mr. Irizarry reported that the 2019 New Jersey Environmental Risk Management Fund (EJIF) annual inspection report was received. Staff reviewed the report with EJIF to address some comments/questions. Once EJIF addresses our comments/questions, the final report will be presented to the Board.

River Road Paving Repair Project

Mr. Irizarry reported that the paving project was completed on November 25, 2019 by Pave Patrol.

Hopewell and Pennington Annual Fire Inspection

Mr. Irizarry reported that the annual fire inspection was conducted by the Hopewell Township Fire Department. Both facilities passed inspection.

Training

Mr. Irizarry reported that three (3) training sessions were held during this reporting period.

Miscellaneous

Mr. Irizarry reported that on November 14, 2019 he attended a seminar on the Underground Storage tank UST regulations.

576.08 Litigation

Ms. Alexander stated there was no change to the litigation report.

Ms. Alexander reported that Deputy Attorney General (DAG) Dru has left the Attorney General's Office, and the matter of SBRSA has been reassigned to DAG Michael Schuit.

576.09 Operations Report

River Road Facility

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

Mr. Kunert reported that staff started feed to Incinerator No. 1 in early December. Incinerator No. 2 is scheduled to be de-slagged the week of January 6, 2020. Staff replaced the media in all four (4) biofilters located near the Odor Control Building.

Upstream Facilities

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

Staff received training on the newly installed equipment at the Pennington WWTP Facility which included the UV System and the Sludge Storage Tank Mixer.

Odor Report

Mr. Kunert reported that staff received one odor complaint from our surrounding area during the month of November. Staff received no odor complaints during the partial December 2019 reporting period. The full December number will be reported in January 2020.

Customer Septage and Sludge Deliveries

Mr. Kunert reported that for the month of November 2019 the quantity of liquid sludge was 34% below the budgeted amount, sludge cake was 8.5% above the budgeted amount, and gray water was 44% below the budgeted amount.

576.10 Maintenance

Mr. Stewart reported that during the inspection of the scrubber system for Incinerator No. 1 on November 12, 2019, it was found that the heat shields for the lance tube spray nozzles had eroded significantly and needed replacement. The lance tubes were removed so they could be reconditioned with new stainless-steel shields and fasteners that were fabricated in house. After reinstalling the shields and tubes, the scrubber system was put online for inspection and to test the spray nozzles for proper operation. Once testing was completed the scrubber was taken offline and placed in standby.

Turbo Fan No. 3 for Incinerator No. 1 was internally inspected on November 18, 2019 to ensure proper operation. The fan blades were removed due to accumulating ash deposits and were pressure washed to prevent vibration during operation. After completing the reinstallation of the blades, sealing the fan and reconnecting the duct work, the blower was tested and placed in standby.

On November 25, 2019 Shafts and Sleeves were onsite to replace the impeller for Induced Draft Fan No. 1 for Incinerator No. 1. A spare impeller from inventory that was previously sent out for inspection and balancing was reinstalled with new bearings and housings. The fan was tested and left online so staff could begin the dry out procedure of the incinerator.

A generator load test was performed at the River Road Facility on December 6, 2019. The natural gas and turbine generator were tested for a period of thirty minutes under load. Both units performed well during the test period. Upon completion of the test, both units were placed back into standby.

Mr. Stewart provided the preventive maintenance graphs and monthly work orders for November.

576.11 Construction Report

Beneficial Onsite Use of Biofilter Media as Ground Cover or Landscape Mulch

Mr. Doelling reported that a Certificate of Authority to Operate (CAO) for beneficial onsite use of biofilter media as ground cover or landscaping mulch was issued to SBRSA on November 6, 2019. Dr. Sharma, Senior Environmental Health Specialist from the Mercer County Department of Human Services, Division of Public Health was onsite on December 3, 2019 and met with staff to review the Beneficial Reuse Permit issued by NJDEP and the reuse of the biofilter media. Dr. Sharma mentioned that there was no detectible odor and seemed satisfied with our work. Staff is waiting for a copy of his report. Currently staff is waiting for drier weather, as muddy soil conditions are limiting our equipment's access and ability to move the material.

Sludge Business Analysis

Mr. Doelling reported that staff had a meeting with Ms. Trudy Johnston from Material Matters, Inc. on December 4, 2019 regarding the specialized services they can offer in assisting SBRSA in developing/evaluating alternatives for SBRSA sludge disposal other than incineration. Their services include being able to provide information to staff in reference to other liquid and cake sludge disposal options and assisting SBRSA in developing the cost analysis associated with alternative disposal methods. Staff will request a proposal for professional services, and it is anticipated that a recommendation to award the professional services contract will be presented at the January 2020 Authority Board meeting.

River Road WWTP UV Disinfection/Filtration Design

Mr. Doelling reported that staff has received the 90% plans and specifications. Staff is reviewing the design documents. Staff additionally met with Kleinfelder on November 26, 2019 to review, discuss, and provide comment on Kleinfelder's support documentation for SBRSA's submission to the Princeton Planning Board. A draft submittal document is being reviewed by staff.

The New Jersey Department of Environmental Protection has reviewed the project for potential environmental impacts in accordance with N.J.A.C. 7:22-10. The NJDEP determined that the project qualifies for a Level 1 environmental review and subsequently approved planning information for the proposed project. NJDEP's notification letter was provided in the report.

On December 12, 2019 Kleinfelder submitted two amendment requests for additional funding due to the need to address several additional items and unexpected issues. Amendment No. 1 addresses several out-of-scope items requested by SBRSA and changes

in conditions. Amendment No. 2 addresses unexpected issues encountered following completion of the preliminary design. Background information related to these amendment requests, including the scope of additional work and corresponding additional cost, was presented in the Kleinfelder amendment request letters, dated December 12, 2019.

Resolution 2019-103 presents Amendment No. 1 for an increase in the authorized fee of \$828,320 by \$123,460. The additional design services are billed on a lump sum fixed price basis for a total amended contract amount of \$951,780.

Resolution 2019-108 presents Amendment No. 2 for an increase in the authorized fee of \$951,780 (pending approval of Resolution 2019-103) by \$43,140. The additional design services are billed on a lump sum fixed price basis for a total amended contract amount of \$994,920.

Mr. Doelling introduced Mr. Tim Bradley from Kleinfelder who was present at the meeting to answer any detailed questions regarding these proposals. These proposals were also discussed in the Construction Committee meeting earlier this evening.

A discussion took place regarding Amendment No. 1 and Amendment No. 2. Mr. Bradley indicated the total construction cost of this project, reflecting the most recent amendments, is approximately seventeen million dollars. The initial cost estimate was a little over sixteen million dollars. There may be some other smaller additional costs, but staff recently reviewed and discussed the drawings with Kleinfelder to verify that there would be no additional impact on engineering cost. It was pointed out that one of the SBRSA requested changes will have a negative impact on cost.

Resolution 2019-103, Authorizing Amendment No. 1 to the “No Political Contributions Allowed” Contract to Kleinfelder for the Design of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant was moved by Mr. Goldfarb, seconded by Mr. Patel and passed by a roll call vote of 4 to 0, 1 abstention. Resolution 2019-103 follows.

Resolution Authorizing Amendment No. 1 to the “No Political Contributions Allowed” Contract to Kleinfelder for the Design of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant

Resolution No. 2019-103

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) entered into a contract with Kleinfelder for design services of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant 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, Kleinfelder has submitted a detailed proposal dated February 16, 2018 outlining the tasks included for the design of the UV Disinfection System and the new Filtration System for the River Road WWTP; and

WHEREAS, Kleinfelder submitted an Agreement indicating they will provide the design on a lump sum basis not to exceed \$828,320 without prior written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, the level of effort required to address several additional scope items requested by SBRSA has exceeded the amount anticipated; and

WHEREAS, Kleinfelder has submitted Amendment No. 1 dated December 12, 2019 for an amended design contract lump sum amount of \$123,460 for a total amended contract amount of \$951,780 (lump sum); and

WHEREAS, Kleinfelder has on file with SBRSA 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 Stony Brook Regional Sewerage Authority has sufficient funds in the Capital Budget Program.

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to amend the contract with Kleinfelder through Amendment No. 1 as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications 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 2019-108, Authorizing Amendment No. 2 to the “No Political Contribution Allowed” Contract to Kleinfelder for the Design of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant was moved by Mr. Goldfarb, seconded by Mr. Patel.

A detailed discussion took place regarding Resolution 2019-108.

Mr. Bradley reported that during the design, Kleinfelder developed preliminary design drawings for the new disc filter facility based on a proposal from the disc filter manufacturer, which included specific dimensions of the disc filters. Following the preliminary design, an oversight of the design-basis by the disc filter manufacturer resulted in a significant impact on Kleinfelder’s design effort and cost. During the final design phase for the new Filter Building, the disc filter basis-of-design required that the physical size of the disc filter equipment be increased. This occurred due to discussions with the manufacturer and a re-evaluation of the system’s hydraulics during peak flow conditions, which they concluded would require two additional discs per filter. The larger disc filters necessitated substantial revisions to the drawings. The design revisions were complicated since the overall footprint of the building was confined by existing site features. The overall building design was successfully modified to accommodate the larger equipment. The building design revision included additional mechanical, architectural, and structural support. This is not due to any fault of SBRSA or Kleinfelder, it was an oversight by the manufacturer. Mr. Bradley stated that this is an unusual situation that he has not encountered before. The redesign is the least expensive cost alternative since we are staying within the footprint of building.

Resolution 2019-108, passed by a roll call vote of 4 to 0, 1 abstention. Resolution 2019-108 follows.

Resolution Authorizing Amendment No. 2 to the “No Political Contributions Allowed” Contract to Kleinfelder for the Design of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant

Resolution No. 2019-108

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) entered into a contract with Kleinfelder for design services of the Ultraviolet (UV) Disinfection System and Filtration System for the River Road Wastewater Treatment Plant 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, Kleinfelder has submitted a detailed proposal dated February 16, 2018 outlining the tasks included for the design of the UV Disinfection System and the new Filtration System for the River Road WWTP; and

WHEREAS, Kleinfelder submitted an Agreement indicating they will provide the design on a lump sum basis not to exceed \$828,320 without prior written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, Kleinfelder submitted Amendment No. 1 dated December 12, 2019 for an amended design contract lump sum amount of \$951,780; and

WHEREAS, the level of effort required to address additional unexpected issues following completion of the preliminary design has exceeded the budget of Amendment No. 1 of the contract agreement; and

WHEREAS, Kleinfelder has submitted Amendment No. 2 dated December 12, 2019 for the presented additional design effort resulting in an increase in the design contract lump sum amount by \$43,140, for a total amended design contract lump sum amount of \$994,920; and

WHEREAS, Kleinfelder has on file with SBRSA 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 Stony Brook Regional Sewerage Authority has sufficient funds in the Capital Budget Program.

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to amend the contract with Kleinfelder through Amendment No. 2 as described herein; and,

BE IT FURTHER RESOLVED that the Business Disclosure Entity Certifications 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

River Road Sludge Storage Hopper Feed Screw Replacement Project

Mr. Doelling reported that on December 3, 2019 a single proposal for the River Road Sludge Storage Hopper Feed Screw Replacement Project Design services was received. Staff has reviewed the proposal and recommends award of the design project to GHD for the lump sum fixed price of \$52,584. Staff recommends approval of Resolution 2019-98, Authorizing the Award of a “No Political Contributions Allowed” Contract to GHD for the Design of the Sludge Cake Storage Hopper Screw Replacement Project.

Resolution 20019-98 was moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2019-98 follows.

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract to GHD for the Design of the Sludge Cake Storage Hopper Screw Replacement Project

Resolution No. 2019-98

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) owns and operates a Sludge Cake Receiving Facility; and

WHEREAS, an integral component of the Sludge Cake Receiving Facility is the Sludge Cake Storage Hopper; and

WHEREAS, SBRSA has a need to repair/replace the existing live bottom screws, drives, and associated equipment in the Sludge Cake Storage Hopper; and

WHEREAS, on November 1, 2019 SBRSA solicited a Request for Proposals (RFP) from four (4) qualified engineering firms with experience in the rehabilitation of sludge cake handling systems; and

WHEREAS, of the four RFPs distributed, one proposal was received; and

WHEREAS, GHD submitted a detailed proposal dated December 2, 2019 outlining the tasks included for the design of Sludge Cake Storage Hopper Screw Replacement Project; and

WHEREAS, the proposal from GHD was reviewed for completeness, experience of personnel, and comprehension of the proposed project scope and goals; and

WHEREAS, GHD successfully completed the design and construction services for the Dewatered Sludge Handling Pump Replacement Project, Contract 16-1 which included the work similar to the work proposed for the abovementioned project; and

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

WHEREAS, GHD has submitted an Agreement indicating they will provide the design on a lump sum basis not to exceed \$52,584 without prior written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, GHD has submitted a Business Entity Disclosure Certification on December 6, 2019 which certifies that GHD, 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 Authority CFO has certified funds are available in the unrestricted fund balance.

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Chairman to enter into a contract with GHD 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

Contract 17-1 Pennington WWTP Upgrade and Expansion

Mr. Doelling reported that as of Progress Payment No. 16 this project stands at approximately 82% complete. The progress of this project was outlined in the report.

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

Mr. Doelling reported that as of Progress Payment No. 3 this project stands at approximately 76% complete. Iron Hills Construction expects the unit to be ready for startup and checkout by December 20, 2019.

River Road Wastewater Treatment Plant - Operations Building Roof Replacement Project

Mr. Doelling reported that the installation of the new roof is 99% complete with only the punch list items remaining. As part of removing and replacing the existing roofing system, VMG Group installed temporary roofing and flashing to prevent water infiltration into the building until the new, permanent roofing and flashing could be installed. On October 2, 2019 VMG Group removed the existing roofing and flashing installed around the roof curb for the roof exhaust fan serving the solids analyzer located on the 2nd floor Operations Office and installed temporary roofing. On October 2 and October 3, 2019, a leak occurred through the temporary roofing and onto the solids analyzer while the unit was energized, damaging the unit's circuitry. The solids analyzer was sent to the manufacturer for repair. Approval of Change Order No. 1 provides a \$2,452.06 credit from the contract for the repairs to the solid analyzer. The change order has been reviewed and negotiated by staff and VGM Group. Staff recommends approval of Resolution 2019-97, Authorizing the Approval of Change Order No. 1 for the Credit for the Repairs to the Solids Analyzer for the Operations Building Roof Replacement Project. Resolution 2019-97 was moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2019-97 follows.

**Credit for the Repairs to the Solids Analyzer for the
Operations Building Roof Replacement Project**

Resolution No. 2019-97

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) solicited proposals in accordance with the requirements of the Mercer County Cooperative Contract

Purchasing System, Bid No. CK09MERCER2018-06 COUNTWIDE ROOF REPAIRS FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM for the “River Road WWTP Operations Building Roof Replacement Project”; and

WHEREAS, the SBRSA at its June 24, 2019 Board meeting, awarded the River Road WWTP Operations Roof Replacement Project to Mike’s Roofing, Inc. t/a VMG GROUP in the amount of \$187,568.30; and

WHEREAS, as part of the removal process of the existing roofing system, VMG Group installed temporary roofing and flashing to prevent water infiltration into the building until the new, permanent roofing and flashing could be installed; and

WHEREAS, on October 2, 2019 VMG Group removed the existing roofing and flashing installed around the roof curb for the roof exhaust fan serving the solids analyzer located in the 2nd floor Operations Office and installed temporary roofing / flashing; and

WHEREAS, on the morning of October 3rd, 2019 Operations personnel reported that water from the roof had leaked onto the analyzer and damaged the unit; and

WHEREAS, SBRSA Engineering staff and representatives of VMG Group determined that overnight rainfall on October 2-3, 2019 leaked through the temporary roofing and flashing and onto the solids analyzer while the unit was energized damaging the unit’s circuitry; and

WHEREAS, the solids analyzer was shipped to the manufacturer for analysis and repair; and

WHEREAS, VMG Group accepted responsibility for the damage to the solids analyzer and agreed to reimburse SBRSA for the expenses incurred for the repair of the solids analyzer; and

WHEREAS, SBRSA drafted a change order request in the credit amount of (\$2,452.06); and

WHEREAS, the abovementioned changes to River Road WWTP Operations Roof Replacement Project are more fully set forth and incorporated within the December 6, 2019 Change Order No. 1 document in the amount of (\$2,452.06) resulting in an adjusted contract amount of \$185,116.24; 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. 1 with Mike’s Roofing, Inc. t/a VMG GROUP in the amount (\$2,452.06) resulting in an adjusted contract amount of \$185,116.24.

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

Process Control/SCADA

Mr. Doelling reported the monthly meter certifications were conducted by W.G. Malden and staff on December 2, 2019.

Preventative maintenance was completed for all field devices and process control loops.

Plant Influent Flow Meter

Mr. Doelling stated that staff continues a comparison summary of the sum of our billing meters and the River Road plant influent meter. This month there was a 1.75% difference.

Meter Certification Services

Mr. Doelling reported a request for proposals/quotations for the quarterly meter certifications was distributed to several vendors on December 2, 2019. Staff have requested quotations be submitted by January 3, 2020 and anticipates that a recommendation to award the certification services will be presented at the January 2020 Authority Board meeting.

Miscellaneous Repair

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

Information Technology

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

Mr. Thomas reported after staff completed the installation of the new Historian at the Pennington WWTP and Hopewell WWTP, staff noticed there were a few modifications

required for the River Road Historian. Staff is in the process of re-installing the Historian at the River Road WWTP.

RRWWTP Operations Building Structured Cabling Project

Mr. Thomas reported that as of Payment No. 2 this project stands at 13% complete. The majority of the cables are installed, and the contractor started terminating them today.

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

There are nine (9) users who have not completed the initial training. Staff is working with personnel to ensure they have access to email and the KnowBe4 training.

576.12 Finance

Payment of Bills and Claims

Mr. Goldfarb moved for approval of Resolution 2019-96 for the payment of bills and claims in the amount of \$1,784,820.83 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 Regarding Payment of Bills and Claims

Resolution No. 2019-96

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 \$1,784,820.83 be approved for payment with checks bearing two authorized signatures instead of three authorized signatures.

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

Treasurer's Report

Mr. Sears reported that the net income for twelve months of the 2019 fiscal year, ending November 30, 2019, was \$2,102,121. The Authority has total cash and investments of \$15,612,267. The current construction projects balance is \$5,295,186. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is \$16,692,372. There was one (1) bond payment on December 2, 2019.

Monthly Sludge Business Analysis

Mr. Sears reported that the monthly net income figure for the month of November is \$88,730 and the cumulative net income year to date is \$1,295,229.

A discussion took place relating to the revenue and the cost of incineration

Mr. Sears recommended approval of Resolution 2019-104, Adoption of the 2020 Cash Management Plan. The intent of the plan is to provide assurances that decisions made with regard to the deposits and the permitted investments will be done in such a manner to ensure the safety, the liquidity, and the maximum investment return within such limits. The plan identifies who is authorized to take action for the Authority which is the Chairman, Treasurer, Chief Financial Officer, and Executive Director. Resolution 2019-104 was moved by Mr. Goldfarb, seconded by Mr. Patel and passed by a roll call vote of 5 to 0. Resolution 2019-104 follows.

CASH MANAGEMENT PLAN OF THE STONY BROOK REGIONAL SEWERAGE AUTHORITY, IN THE COUNTY OF MERCER, NEW JERSEY

I. STATEMENT OF PURPOSE

This Cash Management Plan (the "Plan") is prepared pursuant to the provisions of N.J.S.A. 40A:5-14 in order to set forth the basis for the deposits ("Deposits") and investment ("Permitted Investments") of certain public funds of the SBRSA pending the use of such funds for the intended purposes. The Plan is intended to assure that all public funds identified herein are deposited in interest bearing Deposits or otherwise invested in Permitted Investments hereinafter referred to. The intent of the Plan is to provide that the decisions made with regard to the Deposits and the Permitted Investments will be done to insure the safety, the liquidity, (regarding its availability for the intended purposes), and the maximum investment return within such limits. The Plan is intended to ensure that any Deposit or Permitted Investment matures within the time period that approximates the prospective need for the funds deposited or invested so that there is not a risk to the market value of such Deposits or Permitted Investments.

II. IDENTIFICATION OF FUNDS AND ACCOUNTS TO BE COVERED BY THE PLAN

The Plan is intended to cover the deposit and/or investment of all accounts of the SBRSA

III. DESIGNATION OF OFFICIALS OF THE SBRSA AUTHORIZED TO MAKE DEPOSITS AND INVESTMENTS UNDER THE PLAN

Appointment of Authorized Representatives which includes The Chairman, Treasurer, Executive Director and Chief Financial Officer. Prior to making any such deposits or any Permitted Investments, such officials of the SBRSA are directed to supply to all depositories or any other parties with whom the Deposits or Permitted Investments are made, a written copy of this Plan which shall be acknowledged in writing by such parties and a copy of such acknowledgment kept on file with such officials.

IV. DESIGNATION OF DEPOSITORIES

The following banks and financial institutions are hereby designated as official depositories for the Deposit of all public funds referred to in the Plan, including any certificates of deposit.

PNC Bank - New Jersey, Bank of America, US Bank (For Trust Accounts), Wells Fargo Bank, TD Bank, New Jersey Cash Management Fund, First Constitution Bank, Fulton Bank, Hudson City Savings Bank, The Bank of Princeton, and Any other bank meeting the requirements of the Governmental Unit Deposit Protection Act, N.J.S.A. 17:9-41, et seq. ("GUDPA")

All funds shall be deposited within 48 hours of receipt to maximize interest earnings. All such depositories shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

V. DESIGNATION OF BROKERAGE FIRMS AND DEALERS WITH WHOM THE DESIGNATED OFFICIALS MAY DEAL

The following brokerage firms and/or dealers and other institutions are hereby designated as firms with whom the Designated Official(s) of the SBRSA referred to in this Plan may deal for purposes of buying and selling securities identified in this Plan as Permitted Investments or otherwise providing for Deposits. All such brokerage firms and/or dealers shall acknowledge in writing receipt of this Plan by sending a copy of such acknowledgment to the Designated Official(s) referred to in Section III above.

None noted at this time

VI. AUTHORIZED INVESTMENTS

A. Except as otherwise specifically provided for herein, the Designated Official is hereby authorized to invest the public funds covered by this Plan, to the extent not otherwise held in Deposits, in the following Permitted Investments:

- (1) Bonds or other obligations of the United States of America or obligations guaranteed by the United States of America;
- (2) Government money market mutual funds;
- (3) Any obligation that a federal agency or a federal instrumentality has issued in accordance with an act of Congress, which security has a maturity date not greater than 397 days from the date of purchase, provided that such obligation bears a fixed rate of interest not dependent on any index or other external factor;
- (4) Bonds or other obligations of the Local Unit or bonds or other obligations of school districts of which the Local Unit is a part or within which the school district is located;
- (5) Bonds or other obligations, having a maturity date not more than 397 days from the date of purchase, approved by the Division of Investment of the Department of the Treasury for investment by local Units;
- (6) Local government investment pools;
- (7) Deposits with the State of New Jersey Cash Management Fund established pursuant to section 1 of P.L. 1977, c.281 (C.52:18A-90.4); or
- (8) Agreements for the repurchase of fully collateralized securities if:

- (a) the underlying securities are permitted investments pursuant to paragraphs (1) and (3) of this subsection A;
- (b) the custody of collateral is transferred to a third party
- (c) the maturity of the agreement is not more than 30 days;
- (d) the underlying securities are purchased through a public depository as defined in section 1 of P.L.1970, c.236 (C.17:9-41); and
- (e) a master repurchase agreement providing for the custody and security of collateral is executed.

For purposes of the above language, the terms "government money market mutual fund" and "local government investment pool" shall have the following definitions:

Government Money Market Mutual Fund:

An investment company or investment trust:

- (a) which is registered with the Securities and Exchange Commission under the "Investment Company Act of 1940," 15 U.S.C. sec. 80a-operated in accordance with 17 C.F.R. sec. 270.2a-7.
- (b) the portfolio of which is limited to U.S. Government securities that meet the definition of any eligible security pursuant to 17 C.F.R. sec.

270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities; and

(c) which has:

(i) attained the highest ranking or the highest letter and numerical rating of a nationally recognized statistical rating organization; or

(ii) retained an investment advisor registered or exempt from registration with the Securities and Exchange Commission pursuant to the "Investment Advisors Act of 1940," 15 U.S.C. sec. 80b-1 et seq., with experience investing in U.S. Government securities for at least the most recent past 60 months and with assets under management in excess of \$500 million.

Local Government Investment Pool:

An investment pool:

(a) which is managed in accordance with 17 C.F.R. sec. 270.2a-7;

(b) which is rated in the highest category by a nationally recognized statistical rating organization;

(c) which is limited to U.S. Government securities that meet the definition of an eligible security pursuant to 17 C.F.R. sec. 270.2a-7 and repurchase agreements that are collateralized by such U.S. Government securities;

(d) which is in compliance with rules adopted pursuant to the "Administrative Procedure Act," P.L. 1968, c.410 (c.52:14B-1 et seq.) by the Local Finance Board of the Division of Local Government Services in the Department of Community Affairs, which rules shall provide for disclosure and reporting requirements, and other provisions deemed necessary by the board to provide for the safety, liquidity and yield of the investments;

(e) which does not permit investments in instruments that: are subject to high price volatility with changing market conditions; cannot reasonably be expected, at the time of interest rate adjustment, to have a market value that approximates their par value; or utilize an index that does not support a stable net asset value; and

(f) which purchases and redeems investments directly from the issuer, government money market mutual fund, or the State of New Jersey Cash Management Fund, or through the use of a national or State bank located within this state, or through a broker-dealer which, at the time of purchase or redemption, has been registered continuously for a period of at least two years pursuant to section 9 of P.L. 1967 c.9 (C.49:3-56) and has at least \$25 million in capital stock (or equivalent capitalization if not a corporation), surplus reserves for contingencies and undivided profits, or through a securities dealer who makes primary markets in U.S. Government securities and reports daily to the Federal Reserve Bank of New York its position in and borrowing on such U.S. Government securities.

VII.CONFLICTS OF INTEREST:

None of the Designated Official(s) listed in Section III above, or any governing body member of the SBRSA has any conflict of interest with respect to the banks, financial institutions or brokerage firms listed in Sections IV and V above, except for the following:

None

VIII.SAFEKEEPING, CUSTODY, PAYMENT AND ACKNOWLEDGMENT OF RECEIPT OF PLAN

To the extent that any Deposit or Permitted Investment involves a document or security which is not physically held by the SBRSA, then such instrument or security shall be covered by a custodial agreement with an independent third party, which shall be a bank or financial institution in the State of New Jersey. Such institution shall provide for the designation of such investments in the name of the SBRSA to assure that there is no unauthorized use of the funds or the Permitted Investments or Deposits. Purchase of any Permitted Investments that involve securities shall be executed by a "delivery versus payment" method to ensure that such Permitted Investments are either received by the SBRSA or by a third-party custodian prior to or upon the release of the SBRSA's funds.

To assure that all parties with whom the SBRSA deals either by way of Deposits or Permitted Investments are aware of the authority and the limits set forth in this Plan, all such parties shall be supplied with a copy of this Plan in writing and all such parties shall acknowledge the receipt of that Plan in writing, a copy of which shall be on file with the Designated Official(s).

IX.REPORTING REQUIREMENTS

On the first day of each month during which this Plan is in effect, the Designated Official(s) referred to in Section III hereof shall supply to the governing body of the SBRSA a written report of any Deposits or Permitted Investments made pursuant to this Plan, which shall include, at a minimum, the following information:

- A. The name of any institution holding funds of the SBRSA as a deposit or a Permitted Investment.
- B. The amount of securities or Deposits purchased or sold during the immediately preceding month.
- C. The class or type of securities purchased, or Deposits made.
- D. The book value of such Deposits or Permitted Investments.
- E. The earned income on such Deposits or Permitted Investments. To the extent that such amounts are actually earned at maturity, this report shall

provide an accrual of such earnings during the immediately preceding month.

F. The fees incurred to undertake such Deposits or Permitted Investments.

G. The market value of all Deposits or Permitted Investments as of the end of the immediately preceding month.

H. All other information which may be deemed reasonable from time to time by the governing body of the SBRSA.

X.TERM OF PLAN

This Plan shall be in effect from December 1, 2019 to November 30, 2020. Attached to this Plan is a resolution of the governing body of the SBRSA approving this Plan for such period of time. The Plan may be amended from time to time. To the extent that any amendment is adopted by the governing body of the SBRSA, the Designated Official is directed to supply copies of the amendments to all of the parties who otherwise have received the copy of the originally approved Plan, which amendment shall be acknowledged in writing in the same manner as the original Plan was so acknowledged.

AUTHORITY ADOPTING A CASH MANAGEMENT PLAN

Resolution No. 2019-104

WHEREAS, N.J.S.A. 40A:5-14 requires that the governing body must approve, by a majority vote, an annual cash management plan;

NOW, THEREFORE, BE IT RESOLVED by the SBRSA that the Cash Management Plan, attached hereto, is hereby approved for the fiscal year ending November 30, 2020 and that the Chief Financial Officer is directed to implement said Cash Management Plan in accordance with all applicable statutes.

<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. Sears recommended approval of Resolution 2019-105, To Appoint a Public Agency Compliance Officer (PACO), this is necessary for the Authority to fulfill its affirmative action requirements. Staff recommends that Madelene Karlowitsch be appointed as the Authority's PACO for the calendar year 2020. Resolution 2019-105 was moved by Mr. Goldfarb, seconded by Mr. Morehouse and passed by a roll call vote of 5 to 0. Resolution 2019-105 follows.

**RESOLUTION TO APPOINT A PUBLIC AGENCY
COMPLIANCE OFFICER FOR 2020**

Resolution No. 2019-105

BE IT RESOLVED, by the Stony Brook Regional Sewerage Authority that Madelene Karlowitsch be and is hereby appointed to serve as the Authority's Public Agency Compliance Officer (PACO) for the calendar year 2020 to fulfill the requirements of the Affirmative Action Office, Department of the Treasury of the State of New Jersey.

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

Staff recommends approval of Resolution 2019-106, 2020 Participants' Estimated Charge. The base charge is calculated on the previous five years average flow and the project debt service adjustment is based on 7 years average flow. Resolution 2019-106 was moved by Mr. Goldfarb, seconded Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2019-106 follows.

2020 Participants' Estimated Charge Resolution

Resolution 2019-106

BE IT RESOLVED by the Stony Brook Regional Sewerage Authority on December 16, 2019:

1. Pursuant to Section 609(2) of the Bond Resolution, the Authority adopted an Annual Budget of Operating Expenses in the amount of \$15,854,525 for its fiscal year 2020 which commences December 1, 2019. A copy of the Annual Budget, as adopted, shall be promptly filed with the Trustee and the Consulting Engineer.

2. Pursuant to Section 406(B) of the Amended Service Contract, the Authority is required to estimate the "Net Annual Cost" for the ensuing fiscal year. For this purpose, "items of expense" are \$15,854,525; "items of receipt" are \$ 2,403,700 The "Net Annual Cost" which the Authority will use for computing the "Base Charge" is \$ 13,450,825.

3. Pursuant to Section 406(B) of the Amended Service Contract, the Authority, on or before December 20, is required to estimate the "Annual Charge" for each participant for the ensuing fiscal year. The "Annual Charge" is composed of (a) the "Base Charge" (b) the "Connecting Installment" and (c) the modified "Project Debt Service Adjustment". The "Connecting Installment" was included for the years 1984 to 1993 and no longer applies.

(a) The "Base Charge" is figured by allocating the "Net Annual Cost" among the participants in accordance with the Authority's estimate of each participant's expected proportion of actual flow for the ensuing fiscal year.

(1) The Authority hereby adopts the following percentages using flow estimates based on 5 years of average flow method as the allocation figures to be used for FY 2020:

Princeton	32.832%
South Brunswick Township	39.550
West Windsor Township	23.255
Hopewell Borough	1.673
Pennington Borough	2.690

(2)(a) Applying these allocation percentages to the estimated "Net Annual Cost" produces the "Base Charge" component of the "Annual Charge" as shown below:

Princeton	\$4,416,116.08
South Brunswick Township	5,319,902.20
West Windsor Township	3,127,970.90
Hopewell Borough	225,072.66
Pennington Borough	<u>361,763.16</u>
TOTAL	<u>\$13,450,825.00</u>

(b) The allocation factors, based on an average of flows from 2012 through 2018, (seven-year average) to be used for the computation of the "Project Debt Service Adjustment" are as follows:

Princeton	32.603%
South Brunswick Township	40.002
West Windsor Township	23.153
Hopewell Borough	1.617
Pennington Borough	2.625

(c) The computation of the new modified "Project Debt Service Adjustment" produces the following figures:

Princeton	-428,873.57
South Brunswick Township	+269,393.64
West Windsor Township	+141,970.68
Hopewell Borough	+3,833.49
Pennington Borough	<u>+13,675.76</u>
TOTAL	<u>\$ 0.00</u>

Unless revised by the Authority the "Annual Charge" to the participants for the ensuing fiscal year will be:

	<u>Base</u> <u>Charge</u>	+	<u>Project Debt</u> <u>Service</u> <u>Adjustment</u>	=	<u>Annual</u> <u>Charge</u>
Princeton	\$4,416,116.08		-428,873.57		\$3,987,242.51
South Brunswick Township	5,319,902.20		+269,393.64		5,589,295.84
West Windsor Township	3,127,970.90		+141,970.68		3,269,941.58
Hopewell Borough	225,072.66		+3,833.49		228,906.15
Pennington Borough	<u>361,763.16</u>		<u>+13,675.76</u>		<u>375,438.92</u>
TOTAL	<u>\$13,181,825.00</u>		<u>0.00</u>		<u>\$13,450,825.00</u>

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

Staff recommends approval of 2019-107, Authorizing the Award of a “No Political Contributions Allowed” Contract for the 2019 Audit to Suplee, Clooney & Company for a fee of \$20,700. Suplee, Clooney & Company performed the 2018 audit at cost of \$20,100. Resolution 2019-107 was moved by Mr. Goldfarb, seconded by Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2019-107 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed”
Contract
for the 2019 Audit to Suplee, Clooney & Company**

Resolution No. 2019-107

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

WHEREAS, the Stony Brook Regional Sewerage Authority “SBRSA” is in need of auditing services to be performed on the Financial Statements of the Authority for the fiscal year ending November 30, 2019; and

WHEREAS, Suplee, Clooney & Company has submitted a proposal indicating they will provide auditing services to the Stony Brook Regional Sewerage Authority for the year ending November 30, 2019 for a fee not to exceed \$ 20,700.00; and

WHEREAS, the services to be rendered are to be performed by persons authorized by law to practice a recognized profession within the definition of a professional service pursuant to N.J.S.A. 40A:11-5; and

WHEREAS, Suplee, Clooney & Company has completed and submitted a Business Entity Disclosure Certification which certifies that Suplee, Clooney & Company. 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 Suplee, Clooney & Company from making any reportable contributions through the term of the contract; and

WHEREAS, the CFO has certified funds are available in the 2020 Budget Fiscal Audit line account 1000-4005.

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

1. That the Executive Director is hereby authorized to execute a professional services agreement between Suplee, Clooney & Company and the Stony Brook Regional Sewerage Authority, for the performance of the 2019 audit for the year ending November 30, 2019, as described herein, in an amount not to exceed \$ 20,700.00 without further authorization.

2. Notice of the within action shall be provided in accordance with N.J.S.A. 40A:11-5(1) (a) (i).

3. 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

576.13 Personnel Report

Ms. Pchola reported that three (3) operators advanced to Operator V position and they are taking the online class for their Operator I License.

576.14 Correspondence

No correspondence was provided this month.

576.15 Old Business

There was nothing to report.

576.16 New Business

Mr. Kunert reported that on December 4, 2019 at 11:30 a.m., sealed bids for the supply of a liquid odor control product were opened. These bids were based on the results of trials that were conducted prior to bidding. During these trials, each bidder had to meet the qualifications regarding product effectiveness and determine the dosage necessary to meet these qualifications. Two vendors performed trials and their bids are below.

	12 MONTHS	24 MONTHS
Evoqua Water Technologies	\$0.915/lb. / \$136,963.15	\$0.915/lb. / \$136,963.15 (1st) \$0.915/lb. / \$136,963.15 (2nd)
		2Yr. Total = \$273,926.30
Coyne Chemical Co.	\$0.8088/lb. / \$84,409.97	\$0.8088/lb. / \$84,409.97 (1st) \$0.8088/lb. / \$84,409.97 (2nd)
		2Yr. Total = \$168,819.94

When reviewing the bid packages a calculation error was discovered in Coyne Chemical's bid package. On the Bid Proposal Forms the chemical usage rate in lbs/day/press is necessary to complete the bid price. The trials are 8-hour durations and when calculating lbs/day that value has to be multiplied by three (3). Coyne took that value and did not multiply it by three (3). After recalculating the usage rate and total bid price, Coyne Chemical Co. is still the lowest bidder with an adjusted 12-month total of \$84,409.97 and a 24 month total of \$168,819.94.

Our last contract was a two-year contract with Evoqua Water Technologies for a total two (2)-year price of \$124,882.56.

After reviewing the bid package and finding Coyne Chemical Co. to be the lowest responsible bidder, staff recommends that a two-year contract be awarded to Coyne Chemical Co. at a price of \$0.8088 per pound for the first and second 12-month period. Resolution 2019-99 was moved by Mr. Goldfarb, seconded by Mr. Morehouse, and passed by a roll call vote of 5 to 0. Resolution 2019-99 follows.

**Resolution Awarding Contract for the
Supply of a Liquid Odor Control Chemical**

Resolution No. 2019-99

WHEREAS, the 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 a Liquid Odor Control Chemical; and

WHEREAS, the following sealed bids were received by the Authority on December 4, 2019, as more fully set forth as follows:

	<u>12 MONTHS</u>	<u>24 MONTHS</u>
Evoqua Water Technologies	\$0.915/lb. / \$136,963.15	\$0.915/lb. /\$136,963.15 (1st) \$0.915/lb. / \$136,963.15 (2nd) 2Yr. Total = \$273,926.30
Coyne Chemical	\$0.8088/lb. / \$84,409.97	\$0.8088/lb. / \$84,409.97 (1st) \$0.8088/lb. / \$84,409.97 (2nd) 2Yr. Total = \$168,819.94

WHEREAS, the responsible low bidder, Coyne Chemical Co. made a mathematical error when calculating the usage rate in the Bid Proposal Forms. After recalculating with the correct usage rate, the 12 month bid price is \$84,409.97 and 24 month bid price is \$168,819.94. With the new calculations Coyne Chemical Co. is still the lowest responsible bidder.

WHEREAS, the responsible low bidder, Coyne Chemical Co. submitted a bid of \$0.8088 per pound for the first year and \$0.8088 per pound for the second year for a total two-year price of \$168,819.94; and

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

WHEREAS, the CFO has certified funds are available in the 2020 Budget Liquid Odor Control line account 3000-4519. Only amounts for the 2020 Budget Year have been certified. Amounts for future years are contingent upon sufficient funds being appropriated; and

NOW, THEREFORE, BE IT RESOLVED by the Stony Brook Regional Sewerage Authority that it hereby awards a 24-month contract to Coyne Chemical Co., the lowest responsible bidder for the supply of a Liquid Odor Control Chemical in the estimated amount of \$168,819.94; 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.

<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 reported on the award of electricity. SBRSA engaged in a contract with Gabel Associates as our Energy Agent and they prepared the bidding documents. Bids were received on December 3, 2019. The bid results were provided to the Board. There are six (6) different groups. SBRSA is in Group 1, 2, and 5. Group 1 is our large power for Millstone Pump Station and South Brunswick Pump Station, Group 2 is the River Road Solar, and Group 5 is for Princeton Pump Station, Hopewell WWTP and Pennington WWTP. All the bidders were qualified. They gave bids for 12 months, 18 months and 24-months contracts. The aggregate had decided to choose the 24-month contracts based on the recommendation of Gabel Associates. Constellation Energy was the lowest bidder for Group 1 and Group 2, and Progressive Energy was the lowest bidder for Group 5.

Mr. Goldfarb stated that the proposed electric rates are lower than our current rates.

Resolution 2019-109 was moved by Mr. Goldfarb, seconded by Mr. Patel, and passed by a roll call vote of 5 to 0. Resolution 2019-109 follows.

**RESOLUTION AWARDING CONTRACT FOR THE SUPPLY OF
ELECTRICITY**

Resolution. No. 2019-109

WHEREAS, the cost of electricity is a major component of the Stony Brook Regional Sewerage Authority’s operating budget; and

WHEREAS, in an effort to reduce the cost of electricity, the Authority joined the New Jersey Sewerage and Municipal Utilities Authority Electrical Supply Aggregation (“NJMUAESA”) for the purpose of consolidating the electricity supply demands of the group in order to obtain a lower price for the supply of electrical service; and

WHEREAS, in accordance with the regulations of the New Jersey Board of Public Utilities, the Authority is required to seek the purchase of its basic generation service for electricity from the open market in accordance with the provisions of the Local Public

Contracts Law; and

WHEREAS, to that end the Authority, as part of the NJMUAESA Group, proceeded with the procurement of basic electric supply service through a competitive public bidding process on December 3, 2019 and

WHEREAS, Constellation New Energy (CNE) was the lowest bidder for a 24-month period from the May 2020 meter read at a fixed rate in the amount of \$0.06600 per kilowatt hour (“kWh”) for the PSE&G LPLP tariff accounts; CNE was the lowest bidder for a 24-month period from May 2020 meter read at a fixed rate in the amount of \$0.05403 per kWh for PSE&G LPLP Solar; and Aggressive Energy was the lowest bidder for a 24-month period from May 2020 meter read at a fixed rate in the amount of \$0.07533 per kWh for PSE&G GLP/LPLS accounts; and

WHEREAS, funds are provided for these purposes from General Operating Funds.

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

1. Antonia Pchola, Executive Director, through Resolution 2019-77 is authorized to execute an Electric Supply Service Agreement with Constellation New Energy, to provide electric generation service and transmission to the Authority, for a 24-month fixed price of \$0.06600 per kWh for the “PSE&G LPLP” accounts and a 24-month fixed price of \$0.05403 per kWh for “PSE&G LPLP Solar” and Aggressive Energy for a 24-month fixed rate of \$0.07533 per kWh for “PSE&G GLP/LPLS” accounts. This agreement shall be effective from the commencement date (first meter read date in May 2020) until the termination date (first meter read date in May 2022).
2. A copy of the Resolution shall be available for public inspection at the office of the SBRSA.
3. Notice of Contract Award shall be published as required by law within ten (10) days of its execution.

<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

576.17 Open to the Public

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

576.18 And such other issues as may come before the Board

Nothing to report.

576.19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 8:10 p.m. on a motion by Mr. Goldfarb, seconded by Ms. Switlik and passed by unanimous vote.

Respectfully Submitted,

Antonia Pchola
Secretary

Recorded and Written by
Angela Christiano
January 15, 2020