

Minutes of Meeting #529 January 25, 2016 – Stony Brook Regional Sewerage Authority

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

MEMBERS PRESENT: Bartolini, Compton, Downey, Goldfarb, Morehouse,

MEMBERS ABSENT: Patel

CONSULTANTS: Alexander

STAFF PRESENT: Bixby, Carlino, Hess, Ireland, Kantorek, Kunert, Pchola, Rahimi, Redding, Roga

529.01 Chairman Bartolini 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.

529.02 Approval of Minutes

The minutes from the December 21, 2015 meeting were approved as presented on a motion by Dr. Downey, seconded by Mr. Goldfarb and passed by a vote of 5 to 0.

529.03 Board Related Activities

Appointment of Nominating Committee

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

Consultant List

The consultant list was provided for information. Mr. Kantorek indicated that two design contracts are pending award.

529.04 Planning and Administration

Mr. Kantorek reported that the most current 12-month average daily River Road plant flow is 8,803,509 gpd with 869,141 gpd of approved but inoperative flow for a total committed flow of 9,672,650 gpd with 3,387,350 gpd or 25.94% of available capacity. The most current 12-month average daily flow at the Hopewell Plant is 216,728 gpd with 1,200 gpd of inoperative flow, for a total committed flow of 217,928 gpd with 27.36% or 82,072 gpd of available capacity. The Pennington Plant presently has 242,149 gpd as the most current 12-month average daily flow, with 18,257 gpd of approved but inoperative flow, for a total

committed flow of 260,406 gpd, with 13.20% or 39,594 gpd of available capacity. Mr. Kantorek noted that most of the inoperative flow total for the Pennington Plant is the unused portion of Bristol-Meyers Squibb approved flow.

Monthly Flow Transmittal

The monthly flow transmittal for December was provided for information.

Mr. Kantorek noted that several adjustments were made for the month.

As reported in December there were hourly periods of time when the meter at the Princeton Pump Station was reading zero. The SBRSA Instrumentation Technicians went to troubleshoot the meter on December 7th and determined that the low range meter was being bypassed and only the high range meter was recording data. Based on the range and configuration of the high range meter, when the flows reached a specific low level the signal dropped to zero. The faulty instrumentation was replaced and the meter was reading normal starting on December 8, 2015.

Therefore the meter data from December 1st through the 7th required adjustment. Typically the flow from North Ridge is approximately 10% of the Princeton Pump Station flow. The North Ridge average percent flow to the Princeton Pump Station flow from December 8th through December 31st was approximately 10%. Therefore the flow for the Princeton Pump Station from December 1st through December 7th was calculated using the average percent flow of the North Ridge Meter to the Princeton Pump Station flow.

The meter certification conducted at Meter Station No. 6 on December 1, 2015 indicated that the meter was reading high by 1.23%. The meter verification conducted on December 31, 2015 indicated that the meter was reading high by 4.37%. Therefore the meter data was adjusted downward by 2.8% which is the average of the meter certification conducted on December 1, 2015 and the meter verification conducted on December 31, 2015.

Review of the Princeton Forrestal meter data indicated that on December 29, 2015 from 5 pm through December 30, 2015 until 8 am the meter data was reading a constant flow. This is an indication that there may have been a potential communication issue. The Princeton Forrestal flow data was compared to the Millstone Pump Station flow data. Princeton Forrestal meter data is approximately 23% of the Millstone Pump Station data. Therefore the meter data for those two days (December 29th and 30th) was replaced with 23% of the Millstone Pump Station flow data.

The meter certification conducted at the Pennington Influent Meter on December 1, 2015 indicated that the meter was reading high by 0.58%. The meter verification conducted on December 31, 2015 indicated that the meter was reading low by 3.73%. Therefore the meter data was adjusted upward by 1.575% which is the average of the meter certification conducted on December 1, 2015 and the meter verification conducted on December 31, 2015.

It was noted that the meter data at Princeton Farms was checked for hourly minimum flows to determine if the check valves were seating properly. The hourly meter data indicated that the flow was returning to zero except on several occasions. During those occasions there were substantial rainfall events and therefore we would not expect the hourly flow rate to return to zero.

Flow Adjustment

Mr. Kantorek indicated that as discussed at a previous Board meeting it was suggested that staff look at alternatives to the ± 2 percent for flow adjustments. Mr. Kantorek explained that Ms. Pchola compiled three years of meter adjustments for all of SBRSA's meters. Dr. Downey plotted and analyzed the data. The analysis suggested that the current limit of ± 2 percent for adjusting the flow data was too tight. The plot (handed out to the Board at the meeting) of the meter adjustment included the average deviation plus two standard deviations (5%) and average deviation plus three standard deviations (7%). Discussion followed and the Board agreed that flow adjustments would be made when the meters are within ± 5 percent instead of the current practice of ± 2 percent.

Staff will continue to adjust/calibrate the meter if the meter accuracy is off by ± 2 percent, but flow adjustments will be made when the meter accuracy is off by ± 5 percent.

Dr. Downey indicated that this was discussed at the Construction Committee and the Committee was in agreement. Dr. Downey moved for the approval of changing the percentage used by the Authority to adjust flows from ± 2 percent to ± 5 percent. The motion was seconded by Mr. Goldfarb.

Chairman Bartolini recommended that the use of ± 5 percent be written as a policy with the graph and table as attachments. Staff agreed.

The motion was then approved by unanimous vote.

It was noted that a revised Adjusted Monthly Average Daily Flows page for the December flow report was provided to the Board. The last column on the original table was corrected.

529.05 Approval Requests and Actions

TWA-1 Approvals

Schoolhouse Village, Block 53, Lots 2, 3.01 and 3.03, South Brunswick Township

Ms. Pchola explained that this project is for a sewer extension of 3,483 feet of 8-inch diameter PVC pipe and the construction of 30 single-family homes.

30	3-bedroom units	300 gpd/unit	9,000 gpd
		Total Flow	9,000 gpd

Ms. Pchola indicated that the TWA has been endorsed by the South Brunswick Township Engineer as to conformance with the requirements of the municipal ordinance, and endorsed by the South Brunswick Township Engineer as to the capacity of the downstream conveyance system.

This project has also received approval for the subdivision from the South Brunswick Township Board of Adjustment.

Staff recommended approval of this application at the requested flow. So moved by Dr. Downey, seconded by Mr. Compton and passed by a vote 5 to 0

Time Extensions

None.

NJPDES Enforcement Requested

None.

Water Quality Management Plan Amendments

Mr. Kantorek reported that staff received a letter on November 16, 2015 from Scarinci Hollenbeck, LLC regarding an amendment to the Mercer County Water Quality Management Plan. A copy of the letter was provided to the Board. This amendment request is for the expansion of the Stony Brook Regional Sewerage Authority’s River Road STP service area to include a net increase of 1.18 acres to Block 11201, Lot 1 associated with the Institute of Advanced Study located in Princeton. A copy of the amendment public notice in a letter from NJDEP dated October 29, 2015 was provided to the Board. A public hearing was held on December 9, 2015.

Mr. Kantorek indicated that this amendment has been approved by the Mercer County Planning Division. A copy of the County’s letter dated January 13, 2016 was provided to the Board. Although this amendment has been approved by the Mercer County planning Division, NJDEP requested that SBRSA also provide a resolution to address the amendment.

Mr. Kantorek explained that the Board has three options regarding the amendment. The Board can consent by way of approving the Resolution; provide comments against the amendment; or take no action on the amendment which is the same as consenting.

Mr. Goldfarb expressed his concern regarding DEP taking action prior to SBRSA consenting to the amendment. A lengthy discussion followed regarding the receipt of the consent to the amendment, the classification of wetlands, the Authority's role in consenting to this amendment as well as future amendments and the Authority's service area.

Staff recommended approval of Resolution 2016-1, Consenting to the Proposed Water Quality Management (WQM) Plan Amendment Entitled: Amendment to the Mercer County Water Quality Management Plan and Mercer County Wastewater and Expansion of the Stony Brook Regional Sewerage Authority River Road Sewage Treatment Plant Sewer Service Area. The Resolution was moved by Dr. Downey and seconded by Mr. Goldfarb.

Following a discussion regarding conveyance capacity, treatability, capacity at the plant as it relates to the amendment and the new amendment approval process, the resolution was passed by a roll call vote of 5 to 0. Resolution 2016-1 follows.

**Resolution Consenting to the Proposed Water Quality Management (WQM) Plan
Amendment Entitled: Amendment to the Mercer County Water Quality
Management Plan and Mercer County Wastewater Management Plan and Expansion
of the Stony Brook Regional Sewerage Authority River Road Sewage Treatment
Plant Sewer Service Area**

Resolution No. 2016-1

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) desires to provide for the orderly development of wastewater facilities within the Authority's River Road Sewage Treatment Plant sewer service area; and

WHEREAS, the New Jersey Department of Environmental Protection (NJDEP) requires that proposed wastewater treatment and conveyance facilities and wastewater treatment service area, as well as related subjects, be in conformance with an approved WQM plan; and

WHEREAS, the NJDEP has established the WQM plan amendment procedure as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment noticed in the DEP Bulletin on November 4, 2015 for a proposed Amendment to the Mercer County Water Quality Management Plan, the Mercer County Wastewater Management Plan and Expansion of the SBRSA River Road Sewer Service Area has been prepared by Van Note Harvey representing the Institute of Advanced Study.

NOW, THEREFORE, BE IT RESOLVED on this 25th day of January 2016, by the governing body of the Stony Brook Regional Sewerage Authority that:

1. The Stony Brook Regional Sewerage Authority hereby consents to the amendment entitled Amendment to the Mercer County Water Quality Management Plan, the Mercer County Wastewater Management Plan and Expansion of the SBRSA River Road Sewer Service Area, and publicly noticed on November 4, 2015, prepared by Van Note Harvey representing the Institute of Advanced Study, for the purpose of its incorporation in the Mercer County WQP.

2. This consent shall be submitted to the NJDEP in accordance with N.J.A.C. 7:15-3.4.

Recorded Vote:	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Robert A. Bartolini	X			
Harry Compton	X			
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Allocated Flow Update

Staff has recently received the TWA project status from West Windsor and will provide a summary and an update to the River Road total inoperative flow in the February 2016 Approval report.

529.06 Regulatory Report

Discharge Monitoring Report (DMR)

Mr. Rahimi reported that the Discharge Monitoring Reports for the month of November 2015 were submitted to the NJDEP. No violations were reported.

Mr. Rahimi indicated that staff is reviewing the Discharge Monitoring Reports for the month of December 2015.

Mr. Rahimi reported that the quarterly bioassay for River Road WWTP and semi-annual bioassay for the Hopewell and Pennington STPs were run in December 2015 for all three facilities and were reported to NJDEP. The results were >100% for the Hopewell and Pennington STP and 88% for River Road WWTP.

Residuals Discharge Monitoring Report (RDMR)

Mr. Rahimi indicated that the October 2015 RDMRs were submitted to the NJDEP. All River Road parameters were compliant with the Authority's Air Permit requirements.

Mr. Rahimi reported that staff is currently reviewing the November 2015 RDMRs.

Mr. Rahimi indicated that the River Road 2015 Annual Residuals Waste Characterization Report (RWCR) was submitted to NJDEP. All parameters were within the expected ranges for this facility.

Mr. Rahimi reported that the 2015 annual RWCR for sludge production for the River Road WWTP was submitted to NJDEP. The 2015 Hopewell and Pennington STPs annual RWCRs for sludge production were submitted to the NJDEP.

Mr. Rahimi indicated that the semi-annual RDMR for Hopewell and Pennington STPs were submitted to the NJDEP. The results were within the expected ranges for these facilities.

Air Reporting

Mr. Rahimi reported that the 2015 Annual Belt Filter Press Report was submitted to NJDEP. This report calculates hourly and annual emissions rates for formaldehyde, benzene, vinyl chloride, chloroform, carbon tetrachloride, 1,1,1 trichloroethane, methylene chloride, tetrachloroethylene, trichloroethylene, toluene and xylenes. The calculated emissions were less than the Authority's Title V Permit limits.

Mr. Rahimi indicated that staff is currently reviewing the 4th quarter 2015 Excess Emissions and Monitoring Report.

Mr. Rahimi noted that staff is currently reviewing the federal 40 CFR 60 Subpart O 2015 Semi-annual Reports.

Mr. Rahimi noted that staff is currently preparing the 2015 combined Semi-annual and Annual Title V Compliance reports.

Miscellaneous

Mr. Rahimi reported that the 2015 semi-annual Phosphorus Compliance Report for the River Road facility was submitted to NJDEP on January 12, 2016. A copy of the report was provided to the Board.

Mr. Rahimi noted that the 2015 annual beneficial reuse report for all three facilities was submitted to NJDEP on January 12, 2016. No wastewater was beneficially used in 2015 at the River Road, Hopewell and Pennington facilities. A copy of the report was provided to the Board.

529.07 Safety

Ms. Pchola reported that there were no lost time accidents/injuries for this reporting period.

Ms. Pchola noted that as of December 31, 2015 Stony Brook Regional Sewerage Authority has gone 1575 consecutive days without a “Lost Time Accident”.

Ms. Pchola indicated that staff prepared a summary table detailing the training given in 2015. The remaining training sessions that were scheduled for December were postponed due to the stack test and the holidays. A copy was provided to the Board.

Ms. Pchola reported that staff submitted the fourth quarter Safety Incentive Program Report to the Joint Insurance Fund (JIF). A copy of the report was provided to the Board.

Ms. Pchola indicated that staff prepared the draft specifications for fire alarm monitoring at both Upstream Plants. The documents are under in-house review.

Ms. Pchola reported that on November 2, 2015 the Joint Insurance Fund (JIF) conducted an inspection for Princeton Pump Station and the spill containment chamber, front gate and front steps of the main entrance for River Road. A copy of the inspection report was provided to the Board. Two issues were identified: the Authority needs to enroll in the Driver Qualification Program to periodically review the abstracts for drivers of the Authority’s vehicles; and install identification labels on the front gate control panel indicating where the main electrical source is located. Both issues are currently being addressed as of this report. During the inspection it was suggested that the Authority install round grab railings at the front steps to the main entrance. The intent is to provide anyone using the steps a better grip on the railing to minimize falls. The railings have been installed.

529.08 Litigation

The Litigation Report was provided for information.

Ms. Alexander indicated that there were two changes this month to the Litigation Report.

River Road Wastewater Concerns

By Order dated January 12, 2016, the Honorable Lisa James-Beavers, ALJ placed this matter on the inactive list for six (6) months during which time it is anticipated that the NJDEP will issue a draft permit to SBRSA.

New Source performance Standards for Sludge Incinerators Rule Proposal

A Notice of Opportunity to Comment regarding the issuance of a Draft Title V Operating Permit Renewal and Significant Modification was published on November 5, 2015, which provides for the replacement of two existing wet scrubbers with two new VenturiPak scrubbers; replacement of an emergency generator; and reductions in NOx; SO₂; Total Suspended Particulates; Lead; and Hazardous Air Pollutants emission limits. The public

comment period closed on December 5, 2015. NJDEP has advised that no comments were received during the public comment period and that the permit has been forwarded to USEPA for the USEPA 45-day review period.

529.09 Operations Report

River Road Facility

Mr. Kunert reported that on January 8, 2016 staff began the start-up of the new scrubber system for Incinerator #2.

Mr. Kunert indicated that on January 9, 2016, high flows were experienced due to rainy weather. The peak flow reached 28 MGD. The River Road Facility operated well during this event.

Mr. Kunert explained that two truckloads of grease were removed from the thickener scumwell and hauled to Gloucester County for disposal.

Mr. Kunert reported that a flow verification test of Schwing Pump #4 was conducted in preparation for stack test on Incinerator #2 after the scrubber performance testing.

Mr. Kunert indicated that the necessary repair work to Incinerator #2 was completed by Albertus Energy. Sludge feed to this Incinerator was started on January 18, 2016. The performance testing of the new scrubber system for this Incinerator began on January 20, 2016. The stack test is scheduled to begin on January 26, 2016.

Upstream Facilities

Mr. Kunert noted that as reported last month a filament problem was beginning to develop within the biological process at the Pennington STP. This problem is being addressed by chlorinating the Return Sludge which has proven successful in the past. The problem is now under control and should be totally rectified within the next month. Staff will keep close watch via micro-exam of the settleometer test for any detrimental effect(s) that may occur which is always a risk when chlorinating to control filaments.

Mr. Kunert reported that the diesel driven vacuum pump used to fill the sludge trailer at the Pennington STP was not functioning properly for several months in spite of efforts of a few different outside vendors coming out to help diagnose the problem. The problem has been finally diagnosed correctly and subsequently repaired. The vacuum pump is now fully functional.

Odor Report

Mr. Kunert reported that staff received no odor complaints during the month of December. No odor complaints were received for the partial month of January 2016.

Chairman Bartolini indicated that staff has made changes and adjustments to the treatment process; does staff anticipate a reduction in the number of odor complaints. Mr. Kunert indicated that SBRSA received a significant number of chlorine and ammonia related complaints. Dr. Downey noted that if the chemical related complaints were removed from the total, the number of odor complaints would be ten (10). Mr. Goldfarb indicated that there are some odor complaints that are related the Authority. Mr. Goldfarb noted that receiving odor complaints helps staff identify areas of concern and enable SBRSA to take action to eliminate the odors.

Customer Septage and Sludge Deliveries

The quantities of liquid sludge, sludge cake and gray water exceeded their budgeted amounts for the month of December.

Mr. Kantorek noted that Somerset Raritan Valley Sewerage Authority (SRVSA) is considering a contract agreement to bring 350 cubic yards of sludge cake to SBRSA. SRVSA's incinerator will not be in compliance with the new EPA rules by March 21, 2016. However, if SRVSA receives an administrative consent order to exceed their deadline then their sludge cake will not be brought here for disposal.

529.10 Maintenance

Mr. Ireland reported that Return Sludge Pump #1 at the Hopewell Facility was removed from service on December 31, 2015 because of a loud rattling noise originating from the motor. Staff removed the motor and found that it had a worn tail bearing. To minimize the downtime to the process, a new ten horsepower motor was immediately installed. The motor that was removed will be repaired and placed into inventory.

Mr. Ireland indicated that in preparing for the upcoming stack test on Incinerator #2, it was discovered on January 5, 2016 during routine testing that the Induced Draft Fan was making a noticeable noise coming from one of the pillow block bearings. Upon further inspection it was also discovered that the fan side bearing needed to be replaced as well. Marshall Maintenance was called to remove the existing fan impeller and shaft and install the spare assembly. Once installed, laser aligning of the coupling was completed. The I.D. Fan was then tested and placed back into service. The worn impeller and shaft that was removed will be sent out for repairs and balancing and when returned, it will be placed into inventory as a spare.

Mr. Ireland reported that Schwing Pump #5 was removed from service on January 11, 2016 because the Hydraulic Pump Drive Shaft was leaking oil and creating a slip hazard in the area. The pump was removed and sent to Shafts and Sleeves Inc. for repairs. A new sleeve had to be machined for the drive shaft and the pump was also fitted with a new oil seal. The pump was reinstalled, tested and placed back into service.

The number of open work requests stand at sixteen (16). The Preventive Maintenance graphs show that SBRSA is currently averaging two (2) days overdue and the number of overdue units is approximately thirty-three (33). Mr. Ireland noted that the numbers were slightly higher due to the holidays and vacations in December.

Mr. Goldfarb commented that staff received the Annual Inspection Report from Kleinfelder approximately two months ago. Kleinfelder has identified areas of concern and categorized these areas as high, middle and low priority. Mr. Goldfarb indicated that within the next few months Ms. Pchola will prepare management's response to the high priority issues.

Dr. Downey noted that the Construction Committee has seen the full inspection report from Kleinfelder. Dr. Downey indicated that Kleinfelder's definition of high priority and the Authority's definition differ and going forward SBRSA would like to redefine "high priority" issues for future inspection reports.

529.11 Construction Report

Upstream Facilities Process Evaluation/Panning Study

Ms. Pchola reported that staff has scheduled a meeting with Kleinfelder on February 11, 2016 to discuss the draft Pennington STP Facility Planning Study. Once the Pennington STP study is finalized, Kleinfelder will complete and provide the draft Hopewell Planning Study to SBRSA for review and comment as the two plants are essentially identical.

Information Technology Management Services

Ms. Pchola explained that currently the IT system servers are housed in Mr. Ron Hess's office (Assistant IT Manager) where the environment is not ideal and the equipment is not mounted on a rack system. Ideally the servers should be located in a dedicated room in a clean environment with little pedestrian traffic in and out of the space. Presently there is an Operations Storage Room next to Mr. Hess's office that has been designated for the new server room. As part of the plan to move the servers into a dedicated space, staff requested that EMA provide a proposal for the functional design for the existing room to enable staff to obtain quotes from qualified contractors to "construct" the server room. Provisions for HVAC, electrical, fire suppression, ceiling leaks, and equipment layout are all critical to the successful completion of the server room. A copy of EMA's proposal was provided to the Board.

Staff recommended approval of Resolution 2016-5, Authorizing the Award of a "No Political Contributions Allowed" Contract for the preliminary Functional Design of the SBRSA Data Center to EMA, Inc. in the amount of \$20,470. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2016-5 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed”
Contract for the Preliminary Functional Design of the SBRSA Data Center to EMA,
Inc.**

Resolution No. 2016-05

WHEREAS, the existing servers for the Stony Brook Regional Sewerage Authority’s (SBRSA) information technology (IT) network are currently located in the Assistant IT Manager’s office; and

WHEREAS, best practice is to have servers in a dedicated space; and

WHEREAS, EMA, Inc. has provided an information technology network assessment and is currently providing IT management services to SBRSA; and

WHEREAS, EMA is familiar with SBRSA’s IT network; and

WHEREAS, SBRSA has requested that EMA, Inc. provide a proposal for a functional design of the server room as a “No Political Contributions Allowed” contract; and

WHEREAS, the qualified purchasing agent, Diane Redding has determined and certified in writing that the value of the work for this contract will exceed \$17,500 and

WHEREAS, the term of this contract will take place during SBRSA’s FY 2016; and

WHEREAS, EMA, Inc. has submitted a proposal dated January 20, 2016 and an Agreement indicating they will provide the functional design services for the server room as a time charge fee not to exceed \$20,470 without prior written approval from the Board; and

WHEREAS, EMA has completed and submitted a Business Entity Disclosure Certification for FY 2016 which certifies that EMA has not made any reportable contributions to a municipal political party committee of a governing body that appoints members to the Stony Brook Regional Sewerage Authority including Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township and Pennington Borough in the previous one year, and that the contract will prohibit EMA, from making any reportable contributions through the term of the contract, and

WHEREAS, the Stony Brook Regional Sewerage Authority has funds available in retained earnings for information technology improvements.

NOW THEREFORE, BE IT RESOLVED that the Board of the SBRSA authorizes the Chairman to enter into a contract with EMA, Inc. as described herein; and,

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

Recorded Vote:

	AYE	NO	ABSTAIN	ABSENT
Robert A. Bartolini	X			
Harry R. Compton	X			
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

KEMS 2015 Advice

Ms. Pchola reported that staff received an email from NJDEP indicating that the public comment period for the Authority's draft Title V Operating Permit Renewal (Program Interest Number: 61036, Permit Activity Number: BOP130002) has closed. No comments were received during the public comment period. The proposed permit was sent to EPA for 45 day comment period.

Schwing Pump Replacement Project

Ms. Pchola reported that staff met with GHD on January 12, 2015 to discuss the 30% progress status. GHD provided staff with preliminary drawings and a preliminary design memo.

Contract 10-1 Headworks Project

Ms. Pchola indicated that Kleinfelder and SBRSA transmitted all necessary documents, emails, meeting minutes, memorandums, etc. to the Authority's Counsel relative to the issues raised by Tomar in their last letter. Once Counsel has had a chance to review the information, a meeting will be scheduled to discuss the Authority's position in preparation for a meeting with Tomar Construction.

Contract 14-1 SBRSA Emergency Generator Project

Ms. Pchola reported that as of Pay Estimate No. 3 this project stands at 9.1% complete. Over the past reporting period Thomas Controls Inc. (TCI) completed the installation of 4-inch PVC coated conduits in the Chemical Building Basement. TCI received and stored on-site the roof decking, CMU, and facing brick for the Chemical Building south wall.

Ms. Pchola noted that on January 15, 2016 TCI received the approved building permit from West Windsor Township. All building permits have now been received.

Ms. Pchola also indicated that staff has received a request from TCI for payment for the storage of the two generators. Staff has requested documentation regarding the storage and ownership from TCI.

Contract 15-1 Scrubber Procurement

Ms. Pchola reported that as indicated in the December report, the results of the performance test for Incinerator No. 1 indicated that the new scrubber system met or exceeded 40 CFR 60, Subpart M limit and in fact 75% of the Subpart M limit emission limits. The comparison table that was presented last month has been modified to include the stack test results of Incinerator No. 1 with the Swemco scrubber (the stack test was conducted in August 2012). The Swemco scrubber did not meet the Subpart M SO₂ limit of 26 ppmvd@7%O₂. As indicated in the table, the new EnviroCare unit was approximately 54% of 75% of the Subpart M limit.

Parameter ⁽¹⁾	75% of Subpart M Limit	ECI Performance Test Result on Incinerator No. 1	Stack Test Results (OS1) Conducted on 8/14/2012	ECI Scrubber % Compliance w/75% of M limit	Swemco Scrubber % Compliance w/75% of M limit
Cd, mg/dscm@7%O ₂	0.07125	0.0181	0.0255	25.4%	35.79%
HCl, ppmvd@7%O ₂	0.9	0.24	0.179	26.7%	19.9%
Pb, mg/dscm@7%O ₂	0.225	0.0298	0.0257	13.2%	11.42%
PM, mg/dscm@7%O ₂	60	19.52	34.97	32.5%	58.3%
SO ₂ , ppmvd@7%O ₂	19.5	10.6	30.77	54.36%	157.79%

(1) Parameters listed are not all Subpart M limits but only those limits that would effectively be reduced by the scrubber.

Contract 15-2, Scrubber Installation

Ms. Pchola reported that as of Pay Estimate No. 9 this project is approximately 96% complete. During the past reporting period Centerpoint Associates Inc. (CPA) completed the installation of Scrubber No. 2, and the associated low pressure and the high pressure piping systems. All field instruments were installed and field verified. Leak testing and basic functional testing of the scrubber was completed by CPA and SBRSA. On January 13, 2016 a field service technician from ECI arrived on-site and over the following four days completed the start-up and commissioning of Scrubber No. 2. On January 19, 2016 the stack testing firm (Montrose) arrived on-site to conduct the performance test for Scrubber No. 2 scheduled for January 20th and 21st. The stack test for Incinerator No. 2 is scheduled to begin on January 26, 2016.

Contract 15-3, Ash Handling System Improvements

Ms. Pchola reported that as of pay estimate No. 1 this project is approximately 10% complete. During the past reporting period, BR Welding completed the installation of all wire, conduit, and fixtures for the new lighting system in the ash garage and roughed-in the conduit for the new equipment. BR Welding continues to submit shop drawings.

Contract 15-4, Instrument Air Compressor Replacement

Ms. Pchola indicated that on January 12, 2016 a preconstruction meeting was held with the contractor, Derstine Company. Derstine expects to submit the new air compressor shop drawing for review by the end of January.

MA Effluent Channel Mixers

Ms. Pchola indicated that Kleinfelder provided staff with the preliminary design report on January 15, 2016. Staff is in the process of reviewing the report.

Center Shaft Drive Replacement

Ms. Pchola explained that the air cooled vertical center shaft passes through each hearth level. There are rabble arms at each hearth level that are attached to the center shaft. As the center shaft rotates (per the center shaft drive) the rabble teeth attached to the underside of the rabble arms distributes sludge across the hearth and moves the sludge down through the furnace.

Ms. Pchola indicated that with the exception of work that was conducted in 1995 to change the original vari-belt to gear belts with a VFD, the remaining components of the center shaft drive are original to the incinerators. The Incinerator drives currently in use have been leaking oil from the output shafts due to excessive play in the bearings which transmits to pinion gear. Also the shear-pin assembly halves are out of alignment, both shear-pin assembly guide bushings are worn and not able to hold the shear pin in correct position to work effectively. The gearboxes rock slightly on their bases due to wear in the base mounts.

Ms. Pchola reported that staff requested CBE provide a proposal to provide the design of contract documents for the replacement of the center shaft drive. A copy of the proposal was provided to the Board. The proposal to conduct the design is in the amount of \$48,960.

Staff recommended approval of Resolution 2016-4 Authorizing the Award of a “No Political Contributions Allowed” Contract for the Incinerator Center Shaft Drive Replacement Design to Chavond-Barry Engineering. So moved by Dr. Downey and seconded by Mr. Goldfarb.

A discussion regarding the cost of the repairs and the profitability of the sludge business took place. It was noted that the repairs are a capital expense and the cost of repairs on the incinerator are averaged over a five (5) year period.

Resolution 2016-4 was then passed by a roll call vote of 5 to 0. Resolution 2016-4 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed”
Contract for the Incinerator Center Shaft Drive Replacement Design to Chavond-
Barry Engineering Corp.**

Resolution No. 2016-04

WHEREAS, Stony Brook Regional Sewerage Authority’s (SBRSA) relies on the continued performance of the existing incinerators for disposal of our participant’s sludge and the sludge from our customers; and

WHEREAS, the center shaft drive is integral to the continued performance of the incinerators; and

WHEREAS, there has been more frequent interruptions of incineration due to issues with shear pins as related to the center shaft drive and components; and

WHEREAS, the center shaft drive and related components are mostly original to the incinerators and require increased maintenance; and

WHEREAS, CBE is familiar with SBRSA’s incinerator and its workings; and

WHEREAS, SBRSA has requested that CBE provide a proposal for the design of the center shaft drive as a “No Political Contributions Allowed” contract; and

WHEREAS, the qualified purchasing agent, Diane Redding has determined and certified in writing that the value of the work for this contract will exceed \$17,500 and

WHEREAS, the term of this contract will take place during SBRSA’s FY 2016; and,

WHEREAS, CBE, has submitted a proposal dated January 19, 2016 and an Agreement indicating they will provide the design and contract documents for the replacement of the center shaft drives for a lump sum fee of \$48,960; and

WHEREAS, CBE has completed and submitted a Business Entity Disclosure Certification for FY 2016 which certifies that CBE has not made any reportable contributions to a municipal political party committee of a governing body that appoints members to the Stony Brook Regional Sewerage Authority including Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township

and Pennington Borough in the previous one year, and that the contract will prohibit CBE, from making any reportable contributions through the term of the contract, and

WHEREAS, the Stony Brook Regional Sewerage Authority has funds available in retained earnings for small capital projects.

NOW THEREFORE, BE IT RESOLVED that the Board of the SBRSA authorizes the Chairman to enter into a contract with CBE, 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.

Recorded Vote:

	AYE	NO	ABSTAIN	ABSENT
Robert A. Bartolini	X			
Harry R. Compton	X			
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Carbon Monoxide Analyzer Replacement

Ms. Pchola reported that on December 23, 2015 staff received an email from the NJDEP Bureau of Technical Services (BTS) requesting additional information regarding the performance test protocol (PST) submitted for the carbon monoxide analyzer replacement. The requested information was submitted to the BTS on December 23rd, 2015. The BTS has recently indicated that they hope to have their review completed by the end of January.

Plant Influent Flow Meter

Ms. Pchola indicated that staff is awaiting delivery of a new, digital manometer. Once received, staff will continue reviewing the calibration procedure for the flow meter(s) and evaluation of the flow transmitters.

Information Technology

Mr. Hess reported that the River Road, Pennington, and Hopewell SCADA screen re-development is now at 100%. Staff is testing all of the screens with River Road testing at approximately 50% complete. Once River Road screen testing is complete it will be switched over full time to the new SCADA. The upstream screen testing and switch over will begin once we are done with River Road.

Mr. Hess indicated that staff is in the process of creating two master computer images: one for SCADA computers and one for office computers. Image deployments will be used to deploy new computers and repair major software problems from now on.

Mr. Hess noted that staff is continuing to work with EMA.

529.12 Finance Report

Payment of Bills and Claims

Mr. Morehouse moved for approval of Resolution 2016-02 for the payment of bills and claims in the amount of \$1,307,212.49 with two signatures instead of three. The motion was seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2016-02 follows.

Resolution Regarding Payment of Bills and Claims

Resolution No. 2016-02

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 \$1,307,212.49 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>
Robert A. Bartolini	X			
Harry Compton	X			
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Treasurer's Report

Ms. Redding reported that net income for the first month of the new fiscal year shows a net loss of \$190,664. The summary of revenues and expenditures show revenues are over by \$43,545 and expenditures are over by \$234,210. Stack testing caused salaries to be over budget due to overtime costs as well as causing professional fees to be over budget. In addition, Operations and Maintenance is over due to open purchase orders carried over into the new fiscal year and the ordering of supplies also attributed to the high expenditures.

The Authority has total cash and investments of \$18,062,945 at an average interest rate of 0.29%. The current construction projects balance is \$16,171,929. Ms. Redding noted there are sufficient funds for these projects. The outstanding bond principal balance is \$22,752,523 which is a decrease of \$645,000 due to the December 1, 2015 payment. The New Jersey Cash Management Fund yield is 0.15%.

Resolution 2016-03, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a

Ms. Redding explained that the Authority may by resolution purchase any goods or service under the State of New Jersey Cooperative Purchasing Program for any State contract entered into on behalf of the State by the Division of Purchase and Property in the Department of the Treasury. This resolution is approved on an annual basis.

Ms. Redding recommended approval of Resolution 2016-03, Authorizing Contracts with Certain Approved State Vendors. So moved by Mr. Morehouse, seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2016-03 follows.

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

Resolution No. 2016-03

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

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

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

Now, Therefore, Be It Resolved, that the Stony Brook Regional Sewerage Authority authorizes the Purchasing Agent to purchase certain goods or services from those approved New Jersey State Contract Vendors on the attached list, pursuant to all conditions of the individual State contracts; and

Be It Further Resolved that the governing body of the Stony Brook Regional Sewerage Authority pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is

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

Be It Further Resolved that the duration of the contracts between the Stony Brook Regional Sewerage Authority and the Referenced State Contract Vendors shall be from December 1, 2015 to November 30, 2016.

Vendor	Commodity/Service	State Contract #	Vendor Contract #	Expired date	Amounts Spent 2015
Avaya Inc.	Telecommunications Equipment	T-1316	80802	01/31/17	\$9,558
Dell Marketing LP	Data, NASPO, Software Licenses & Related Serv.	M-7000 M-483 M-0003	88796 89967 89850	05/31/19 05/31/17 06/30/20	\$20,051.02
DS Service of America Inc. DBA Crystal Springs	Water, Bottled 5 Gallon	T-0002	83767	07/31/16	\$3,275
Fastenal Company	Industrial/MRO Supplies & Equipment	M-0002	79873	02/28/17	\$15,178
Fisher Scientific	Lab Supplies	T-0115	75827	12/31/16	\$9,164
Home Depot	Misc. supplies and tools	M-8001	83930	07/31/16	\$13,850
Majestic Oil	#2 Fuel	T-1845	82767	10/31/16	\$21,511
MSC Industrial Supply Co Inc	Industrial/MRO Supplies & Equipment	M-0002	79874	02/28/17	\$5,781
PCM-G	Licenses & Related Serv.	M-0003	89854	06/30/20	597.40
Pedroni	Unleaded Gas	T-0083	80910	02/28/17	\$11,792
Thomas Scientific Inc.	Lab Supplies	T-0115	75841	12/31/16	\$10,350
UPS (United Parcel Service)	Express Courier, Delivery Service	M-4000	82676	03/19/17	\$2,468
Verizon Wireless	Wireless Phones	T-216A	82583	10/31/17	\$3,665
WW Grainger	Industrial/MRO Supplies & Equipment	M-0002	79875	02/28/17	\$54,889

RECORDED VOTE:	AYE	NO	ABSTAIN	ABSENT
Robert A. Bartolini	X			
Harry Compton	X			
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Monthly Sludge Business Analysis

Ms. Redding reported that net income for the first month of the new fiscal year (December) and the cumulative net income is \$80,224. Gas usage for the month of December was 101,187 therms. The remaining simple payback for the RTO project is 1.88 years.

529.13 Personnel Report

The Personnel Report was provided for member information.

Mr. Kantorek noted that Mr. Neuhof has retired as of December 31, 2015. Currently, the Authority has forty-two (42) positions filled with four vacancies. The vacancies are for a CFO, an IT Manager, Operator VI and one open position.

529.14 Correspondence

For information.

529.15 Old Business

None

529.16 New Business

Award of Liquid Sludge Contract

The following liquid sludge continuation contracts were approved on a motion by Dr. Downey, seconded by Mr. Goldfarb and passed by a vote of 5 to 0.

SUEZ Water Princeton Meadows, Inc.	January 1, 2016 to December 31, 2016
Educational Testing Service	January 1, 2016 to December 31, 2016

529.17 Open to the Public

None.

529.18 And Such Other Issues as May Come Before the Board

None.

529.19 Executive Session

The Board entered into Executive Session at 8:56 pm to discuss personnel issues on a motion by Dr. Downey, seconded by Mr. Morehouse and passed by unanimous vote.

Return From Executive Session

The Board returned from Executive Session at 9:30 pm on a motion by Dr. Downey, seconded by Mr. Morehouse and passed by unanimous vote.

529.20 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 9:31 p.m. on a motion by Dr. Downey, seconded by Mr. Goldfarb and passed by unanimous vote.

Respectfully Submitted,

John Kantorek
Secretary

Recorded and Written by
Patricia Carlino
February 8, 2016