

Minutes of Meeting #543, March 27, 2017 – Stony Brook Regional Sewerage Authority

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

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

MEMBERS ABSENT: Morehouse

CONSULTANTS: Alexander

STAFF PRESENT: Bixby, Carlino, Hess, Ireland, Irizarry, Kantorek, Kunert, Pchola, Rahimi, Redding, Roga, Sears, Stewart, Thomas

543.01 Chairman Bartolini stated 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.

543.02 Approval of Minutes

Chairman Bartolini asked for comments/questions regarding the minutes from the February 27, 2017 Board meeting. Mr. Kantorek noted that there are several changes to the minutes. On page 7, paragraph 6, line 11 reads "...within the guise of the Authority's Mission Statement". That line is corrected to read "...within the guidelines of the Authority's Mission Statement". On page 22, paragraph 4, line 2 reads "...Change Order No. 1 for the Replacement of None (9) ...". It should read "...Change Order No. 1 in the amount of \$1,458.00 for the Replacement of Nine (9)...". On page 27, paragraph 6, Line 3 reads "...to read Assistant Operations Manager..." and it should read "...corrected to read Assistant Plant Manager...". The minutes were approved as amended on a motion by Dr. Downey, seconded by Mr. Patel and passed by a vote of 5 to 0.

543.03 Board Related Activities

Resolution 2017-03, Affirming the Policy for Contracting for Professional Services

Chairman Bartolini indicated that at the February Board meeting staff presented Resolution 2017-03, Affirming the Policy for Contracting for Professional Services. This Resolution outlines the process that the Authority uses for appointments of professional consultant services on an annual basis. At the conclusion of the discussion at the February meeting, Mr. Goldfarb indicated that he would like the opportunity to make some proposed changes to Paragraph 6. The Board then tabled the Resolution until the March Board meeting.

Included in the book tonight are two versions of Resolution 2017-03; one version from staff and one version by Mr. Goldfarb.

Mr. Kantorek indicated that when staff reviewed Mr. Goldfarb's changes to Paragraph 6 in the "Now Therefore Be It Resolved" section, he also made some additional changes throughout the document.

Mr. Kantorek explained that staff used Mr. Goldfarb's wording exactly as he wrote it in Paragraph 6. As for the changes in the other sections, there was a clear preference by Mr. Goldfarb for soliciting multiple proposals which Mr. Goldfarb felt was more fiscally responsible. In staff's version, the soliciting of multiple proposals would be dependent on the situation, i.e. what type of service, how critical the need is, does it affect the Authority's permits, etc. Mr. Kantorek explained that sometimes staff feels that it is appropriate to solicit multiple proposals and other times that staff feels that it is appropriate to obtain only one proposal.

Mr. Kantorek stated that for the Annual Advice accounts, specifically, because of the need for familiarity as well as expertise, it is generally more appropriate to solicit one proposal rather than multiple proposals. Staff has for some time been soliciting multiple proposals for items that are not directly related to our permits. Currently, R3M is working on a project as well as GHD. Both contracts were awarded based on soliciting multiple proposals. Staff does not disagree with obtaining multiple proposals however staff feels both (multiple and single proposals) are necessary and staff looks at which method is in the best interest of the Authority. Staff is looking for the best consultant at a reasonable cost. Although, by using the best consultant, the cost may be slightly higher for the initial phase but they do a better job with the preparation of plans and specifications and assisting staff with the contractor that ultimately may still be less costly than choosing a consultant that appears to be "almost as good" and was chosen based on cost alone.

Mr. Kantorek indicated that was the basis for staff's proposed Resolution. Staff kept many of the revisions (word for word) made by Mr. Goldfarb and those revisions were incorporated into the resolution proposed by staff.

Dr. Downey indicated that the Construction Committee met tonight and had a lengthy discussion regarding both proposed resolutions. The Construction Committee also sees the value of obtaining one proposal for the Annual Advice accounts. Quite often staff has obtained multiple proposals from consultants initially and then continued to contract with them based on their expertise, experience and familiarity of the plant. Dr. Downey further explained that the resolution reaffirms the Authority's policy for contracting for professional services. Because of this policy process, the Authority has not violated its permit over the past sixteen (16) years. This is because staff has chosen the best consultant at a reasonable cost. The Committee feels that staff's version of the resolution is a good policy for the Authority to continue to use. As stated by Mr. Kantorek, depending on the situation such as when the permits are not involved and/or the need for familiarity of the plant is not critical, staff has often solicited proposals from more than one consultant for professional services. Staff then evaluated the proposals and made the

best choice based on all these factors not just on cost but our needs. Dr. Downey stated that the Construction Committee would recommend SBRSA's staff proposed Resolution 2017-03, Affirming the Policy for Contracting for Professional Services. The Resolution was moved by Dr. Downey and seconded by Mr. Patel.

Mr. Goldfarb indicated that there was not anything in the resolution he drafted that conflicted with what the Construction Committee discussed and what Mr. Kantorek recommended in the past and may continue to recommend in the future with respect to our consultants. Mr. Goldfarb indicated that there are two provisions in his proposed resolution that Mr. Kantorek had concerns with. One is stated in the "Whereas" which says that it is generally fiscally responsible to solicit multiple proposals for providers of professional services. As a general practice that is what the Authority should be promoting. Mr. Goldfarb also indicated that his draft also states that there may be instances when the staff leadership recommends a single professional consultant without soliciting other proposals because the staff believes the recommended consultant has "unique" advantages and that other consultants would be unable to provide the services to SBRSA in a fiscally responsible manner, even if the fees and charges of the other consultants would be significantly lower. If that is the way staff feels, then staff should make a recommendation to the Board based on the criteria they used to support a single proposal and that the consultant has significant advantages. In each instance when a professional consultant is recommended, staff should present the Board with the process they used to demonstrate how and why that consultant was chosen.

Mr. Kantorek indicated that procedure is stated in paragraph No. 6 and staff used Mr. Goldfarb's version word for word. Mr. Goldfarb stated that there seems to be an exception carved out for all the Annual Advice contracts, and that is his concern. There is nothing to support that the annual advice providers should be treated any differently than anyone else. If there are then they should be presented to the Board.

Mr. Kantorek stated that one needs to look at each situation as to the service being provided and the criticality of the service. The advice accounts are little packets of information that staff obtains from the consultant. If the consultant is not familiar with the plant, how can they provide good advice to staff. It does not make sense to spend more time teaching a new consultant about our plant. The process would take more time and be more costly. If we got to the point where staff was unhappy with the current consultants, then staff would recommend changing consultants. The Authority has changed consultants in the past; for example, from Metcalf & Eddy to AECOM to Kleinfelder. The Authority has also changed its legal counsel. But to go out for proposals and multiple proposals each year is not prudent. Mr. Kantorek noted that the Authority generally does not expend the full dollar amount of each advice account. All work performed by the consultants needs staff's pre-approval. The advice accounts are there to assist staff at our request and if they do not, then there is not a reason to contract with them. If the Authority was changing consultants each year what type of advice would staff receive. Staff has developed a rapport with our consultants. Staff may not have that same rapport with a new consultant. In addition, it may take a new consultant four (4), five (5) maybe ten (10) years to fully understand the plant. Staff wants to

choose the best consultant and hire the best. If you find that at some point in time, there is a need to change then you change it.

Chairman Bartolini referenced Dr. Deming who believed in the quality evolution whose premise is that quality is about the continuous improvement of things. You begin with the best quality at that time, and constantly improve upon it and document it. This policy was written to document the procedure used to select the Authority's professional consultants. As things change, amendments may be made to this resolution.

Mr. Goldfarb indicated that staff's Resolution was satisfactory to him. The resolution states that for every consultant presented for approval, staff is to either summarize the process for soliciting multiple proposals or not. All of us as Board members have the right to ask questions regarding these proposals such as the process staff used to choose a consultant.

Mr. Kantorek agreed that when recommending a single consultant, staff would be writing up the reasons for choosing that consultant the same way staff does for multiple proposals.

Mr. Goldfarb indicated that if staff writes up the reasons for choosing a consultant and it is either a critical issue or a permit issue, he will vote in favor of SBRSA's staff proposed resolution based on the wording and the right as a Board member to ask questions regarding their selection.

SBRSA's staff proposed Resolution 2017-03, Affirming the Policy for Contracting Professional Services, which was approved by a roll call vote of 5 to 0. Resolution 2017-03 follows.

Resolution Affirming the Policy for Contracting for Professional Services

Resolution No. 2017-03

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) is a public body organized under the New Jersey Sewerage Authority Law N.J.S.A. 40:14A-1 et seq.; and

WHEREAS, SBRSA is subject to the Local Public Contracts Law N.J.S.A. 40A:11 et seq. and the "Pay to Play" law N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, SBRSA has been given a critically important responsibility from our member municipalities through the SBRSA Amended Service Contract dated November 1, 1977 and from the New Jersey Department of Environmental Protection (NJDEP) through our air and water permits; and

WHEREAS, that responsibility is stated in our "Mission Statement" that "SBRSA will maintain public health and protect the ecosystem by effectively treating and

disposing of wastewater and its byproducts in an environmentally and fiscally responsible manner, for our participating member municipalities”; and

WHEREAS, the SBRSA Board members understand and accept this responsibility; and

WHEREAS, the SBRSA Board chooses staff leadership (Executive Director, Assistant Executive Director/Engineer and the Chief Financial Officer) who understand and accept this responsibility as well; and

WHEREAS, the staff leadership in turn hires employees who also understand and accept this responsibility; and

WHEREAS, it is necessary for SBRSA to engage in contracts for the services of professional consultants through professional service contracts to assist SBRSA in meeting its responsibility; and

WHEREAS, the Board has delegated the recommendation of professional consultants to staff leadership; and

WHEREAS, based on the type and scope of services, staff leadership may solicit multiple proposals through the Request for Proposal (RFP) process; and

WHEREAS, when multiple proposals are requested, the proposals will be evaluated by staff leadership based on the consultant’s overall value, namely their expertise, understanding of the proposed project, experience of the firm and personnel assigned to the project, and cost; and

WHEREAS, there will be instances where the staff leadership recommends a single professional consultant without soliciting other proposals because the staff believes that the recommended consultant has unique experience to perform the required scope of work; and

WHEREAS, it is the policy of SBRSA that professional consultant contracts shall be awarded in accordance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and the “Pay to Play” law N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, it is the obligation of the Board to review and consider for approval all professional consultant contracts, and no contract shall be effective until approved by a majority of the Board members voting with a quorum present at a meeting held at a time and place and in a manner consistent with the Open Public Meetings Act, N.J.S.A. 10:4-6 et seq.

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

1. Selection of professional services including attorneys, auditors, consultants, and engineers will be in accordance with the Local Public Contracts Law N.J.S.A. 40A:11-1 et seq. and the “Pay to Play” law N.J.S.A. 19:44A-20.4 et seq.

2. The definition of Professional services included in Local Public Contract Law N.J.S.A. 40A:11-2 states:

“Professional services” means services rendered or performed by a person authorized by law to practice a recognized profession, whose practice is regulated by law, and the performance of which services requires knowledge of an advanced type in a field of learning acquired by a prolonged formal course of specialized instruction and study as distinguished from general academic instruction or apprenticeship and training. Professional services may also mean services rendered in the provision or performance of goods or services that are original and creative in character in a recognized field of artistic endeavor.”

3. The Local Public Contracts Law N.J.S.A. 40A:11-5 also states exceptions as indicated below:

“Any contract the amount of which exceeds the bid threshold, may be negotiated and awarded by the governing body without public advertising for bids and bidding therefor and shall be awarded by resolution of the governing body if:

(1) The subject matter thereof consists of:

(a) (i) Professional services. The governing body shall in each instance state supporting reasons for its action in the resolution awarding each contract and shall forthwith cause to be printed once, in the official newspaper, a brief notice stating the nature, duration, service and amount of the contract, and that the resolution and contract are on file and available for public inspection in the office of the clerk of the county or municipality, or, in the case of a contracting unit created by more than one county or municipality, of the counties or municipalities creating such contracting unit; ...”

4. SBRSA, will whenever possible (the first option), award contracts through the “no political contributions allowed” process pursuant to N.J.S.A. 19:44A-20.4 et seq. SBRSA will require “Pay to Play” forms consisting of “Political Contribution Disclosure and Stockholder Disclosure Certification” and “Business Entity Disclosure Certification” for all professional service contracts over \$17,500 and as such, any entity of the professional service firm controlling in excess of 10% of the company cannot make 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 the contract, nor make a reportable contribution during the term of the contract to any political

party committee within the Stony Brook Regional Sewerage Authority service area, Mercer County, and Middlesex County if a member of that political party is serving in an elective public office within the Stony Brook Regional Sewerage Authority service area, Mercer County, and Middlesex County when the contract is awarded, or to any candidate committee of any person serving in an elective public office within the service area of the Stony Brook Regional Sewerage Authority, Mercer County, and Middlesex County when the contract is awarded.

5. All professional service contracts over the current threshold (\$17,500 as of the date of this resolution) will require the Pay to Play forms to be submitted ten (10) days prior to award of any contract or the award will be contingent upon receipt of the Pay to Play forms. Contracts will not be executed prior to the ten (10) day period. The Pay to Play forms are updated annually by SBRSA and will be provided to the professional consultants.
6. Staff leadership, through their experience and understanding of the professional service required, shall recommend professional consultants to the Board for its consideration. Such recommendations shall be accompanied by a summary of the providers considered and the reasons for the recommendation. In cases where only one provider is considered, the staff leadership shall provide to the Board the reasons why they believe that no other consultant should be considered. The Board may require staff to solicit multiple proposals whenever it believes it is in the best interests of the Authority.
7. Annual Advice contracts are awarded each fiscal year and used to advise staff on various issues that occur throughout the year as deemed necessary by staff. These contracts may include general engineering advice, New Jersey Pollution Discharge Elimination System (NJPDES) permit advice, incinerator inspections/advice, incinerator regulations/permit advice, Information Technology (IT) Advice, labor counsel, general counsel, and the annual audit.

These contracts will normally be awarded through the “No Political Contributions Allowed” process. The service contracts with consultants are recommended for approval to the Board based on their expertise, experience, attitude (perfection seekers), and knowledge and most importantly familiarity of the SBRSA facilities. Professional service contracts are awarded on a time charge basis with an associated hourly rate and an amount not to exceed without prior approval from the Board or on an agreed upon hourly rate (as in the case of counsel). The not to exceed amount is recommended by staff. Each professional consultant is required to submit a written detail of work performed with each invoice that includes description of each task and associated personnel, hours, and rate. Auditors will not be awarded consecutive annual contracts for more than 5 years.

8. Final approval of any professional service contract will be the Board's responsibility through a resolution and recorded vote.

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			

Consultant List

The consultant list was provided for information. Mr. Kantorek indicated that one contract is pending award tonight.

543.04 Planning and Administration

Mr. Kantorek reported that the most current 12-month average daily River Road plant flow is 8,199,934 gpd with 851,427 gpd of approved but inoperative flow for a total committed flow of 9,051,361 gpd with 4,008,639 gpd or 30.69% of available capacity. The most current 12-month average daily flow at the Hopewell Plant is 198,783 gpd with no inoperative flow, for a total committed flow of 198,783 gpd with 33.74% or 101,217 gpd of available capacity. The Pennington Plant presently has 214,898 gpd as the most current 12-month average daily flow, with 32,061 gpd of approved but inoperative flow, for a total committed flow of 246,959 gpd, with 17.68% or 53,041 gpd of available capacity.

Mr. Kantorek indicated that February 2016 was a very wet month with an average flow of approximately 13.5 MGD at the River Road WWTP. After February 2016, weather conditions became drier and once February 2016 comes off the 12-month daily average, flows will begin to decrease. There was a slight decrease this month in the 12-month average daily flows.

Monthly Flow Transmittal

Mr. Kantorek indicated that one adjustment was made for the month of February.

The meter certifications were conducted by W. G. Malden on March 1, 2017. All meters were within $\pm 5\%$ and therefore no meter adjustments were made based on the meter certifications.

However, a review of the North Ridge flow data indicated that the flow data was uncharacteristically high on February 22 and 23. Review of the hourly flow data did not indicate any issues with the meter. The North Ridge meter data when compared to the Princeton Pump Station flow data is typically a consistent percent of the Princeton Pump Station data (which it was not in this case for those two days). Therefore the meter data for February 22 and 23 was adjusted to the average of the flow data from February 21 and February 24.

Dr. Downey asked how high the flows were and was it possible that someone was illegally discharging. Mr. Kantorek indicated that the flows were approximately 36,000 gpd day higher and they continually were higher over that time. Therefore, it is unlikely that someone was illegally discharging into the system.

543.05 Approval Requests and Actions

TWA-1 Approvals

Second Street Sewer Extension, Block 36, Lot 8.02, Hopewell Borough

Ms. Pchola reported that this project is for the extension of 270 linear feet of 8-inch diameter sanitary sewer and three (3) new manholes for the connection of one (1) new single family home for a total flow of 300 gpd.

1	single family home	300 gpd/unit	300 gpd
Total Flow			300 gpd

Ms. Pchola explained that the new lot was created by a minor subdivision approved by Hopewell Borough. Staff received a copy of the resolution from Princeton Junction Engineering. The TWA has been endorsed by the Hopewell Borough Mayor.

Staff recommended approval of this application. So moved by Dr. Downey and seconded by Mr. Patel and passed by a vote of 5 to 0.

Cedar Court Sewer Extension, Block 16.19, Lot 63, West Windsor Township

Ms. Pchola indicated that this project is for the extension of approximately 99 linear feet of 8-inch diameter sanitary sewer and one (1) new manhole for the connection of one (1) new single family home for a total flow of 300 gpd.

1	single family home	300 gpd/unit	300 gpd
Total Flow			300 gpd

Ms. Pchola reported that the application has been endorsed by the West Windsor Township Municipal Engineer/Director of Community Development and the resolution

certifying that there is sufficient capacity in the existing downstream sanitary sewer system has been submitted.

Staff recommended approval of this application. So moved by Dr. Downey, seconded by Mr. Patel and passed by a vote of 5 to 0.

Water Quality Management Plan Amendments

Stanton Girard Site

Ms. Pchola explained that on January 18, 2017, USEPA issued a grant waiver to SBRSA's Federal Clean Water Act Section 201 Construction Grant Environmentally Sensitive Area (ESA) grant condition to allow the Stanton Girard site (Block 96, portion of Lot 29.01, South Brunswick Township) to be serviced by the SBRSA River Road Treatment Plant. The grant waiver was required before the applicant could request an amendment to the Lower Raritan/Middlesex County Water Quality Management (WQM) Plan for the site to be included into the SBRSA sewer service area.

Ms. Pchola indicated that once the waiver was granted, Mr. Robert Stanton submitted an application for a site-specific amendment to the Lower Raritan/Middlesex County QWM Plan to the NJDEP. In a letter to Mr. Stanton dated February 17, 2017, NJDEP has decided to move forward with the application and indicated that they would publicly notice the application in the New Jersey Register on March 20, 2017 with a public hearing scheduled for April 26, 2017 to be held by Middlesex County.

Ms. Pchola explained that as part of the application process NJDEP requires that SBRSA prepare a statement of consent or objection in the form of a resolution. It should be noted that the NJDEP has the authority to proceed in 60 days if consent or denial of consent by the SBRSA is not received. Staff has prepared the Resolution for Consent (this is a standard form as provided by the NJDEP). SBRSA provided a similar resolution regarding an amendment to the Mercer County WQM plan for the expansion of the SBRSA River Road sewer service area to include the Institute of Advanced Study located in Princeton in January 2016.

Ms. Pchola noted that the application, if approved by NJDEP, will still require the submission of all permits including a TWA. The estimated flow contribution from this project is 41,380 gpd. The actual flow request will be included in the TWA.

A brief discussion regarding the WMP amendment took place. Mr. Patel explained that any property that was not developed was taken out of the sewer service area and this is reflected in the WMP. To be included into the sewer service area again this is the process the owner must go through.

Staff recommended approval of Resolution 2017-20, Consenting to the Proposed Lower Raritan/Middlesex County Water Quality Management (WQM) Plan Amendment Entitled Stanton Girard, LLC. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2017-20 follows.

Resolution Consenting to the Proposed Lower Raritan/Middlesex County Water Quality Management (WQM) Plan Amendment Entitled Stanton Girard, LLC and Expansion of the Stony Brook Regional Sewerage Authority River Road Sewage Treatment Plant Sewer Service Area

Resolution No. 2017-20

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 through the WQMP rules at N.J.A.C. 7:15-3.5 as the method of incorporating unplanned facilities into a WQM plan; and

WHEREAS, a proposed WQM plan amendment noticed in the New Jersey Register on March 20, 2017 for a portion of Block 96, Lot 29.01 has been prepared by Stanton Girard, LLC.

NOW, THEREFORE, BE IT RESOLVED on this 27th day of March 2017, by the governing body of the Stony Brook Regional Sewerage Authority that:

1. The Stony Brook Regional Sewerage Authority hereby consents to the Stanton Girard, LLC amendment as publicly noticed on March 20, 2017, prepared by Stanton Girard, LLC for the purpose of its incorporation into the applicable WQM plan(s).
2. This consent shall be submitted to the NJDEP in accordance with N.J.A.C. 7:15-3.5(g)6 with a copy to Stanton Girard, LLC at its address on file.

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	

Allocated Flow Update

None.

543.06 Regulatory Report

Discharge Monitoring Report (DMR)

Mr. Rahimi reported that the Discharge Monitoring Reports for the month of February 2017 were submitted to the NJDEP. No violations were reported.

Mr. Rahimi indicated that the Hopewell and Pennington semi-annual (September 1, 2016-February 28, 2017) Surface Water Discharge Characterization Reports (SWDWCR) were submitted. The results were within the expected ranges for these facilities.

Residuals Discharge Monitoring Report (RDMR)

Mr. Rahimi reported that the December 2016 RDMR was submitted to NJDEP. All River Road parameters were compliant with the Authority's Air Permit requirements.

Mr. Rahimi stated that staff is currently reviewing the January 2017 RDMR.

Air Reporting

Mr. Rahimi noted that staff is in the process of obtaining all data necessary for KEMS to prepare the 2016 Emission Statement.

Mr. Rahimi reported that the 2017 Title V Annual Bypass Use report was submitted to NJDEP on March 1, 2017.

Mr. Rahimi stated that KEMS has submitted the results of Incinerator No. 1 compliance (stack) testing to NJDEP Bureau of Technical Services and Compliance & Enforcement and the EPA. The results of Incinerator No. 2 compliance testing are being prepared by Montrose Air Quality Services.

Mr. Rahimi indicated that the following affirmative defenses were submitted to NJDEP during this reporting period:

- On January 29, 2017 at 07:52 the RTO fresh air inlet damper received a fault causing the fresh air damper to open, sludge feed to stop, and the valves that direct air flow from the incinerator to the RTO or the Afterburner to switch to the Afterburner. There was sludge combustion in the incinerator with the afterburner temperature below 1500 degrees. Sludge combustion was complete at 08:30.

- On January 31, 2017 at 11:06 the RTO fresh air inlet damper received a fault causing the fresh air damper to open, sludge feed to stop and the valves that direct air flow from the incinerator to the RTO or the afterburner to switch to the afterburner. There was sludge combustion in the incinerator with the afterburner temperature below 1500 degrees six (6) minutes and with the RTO below 1500 degrees for four (4) minutes.
- On January 31, 2017 at 11:42 the RTO fresh air inlet damper again received a fault causing the fresh air damper to open, sludge feed to stop and the valves that direct air flow from the incinerator to the RTO or the afterburner to switch to the afterburner. There was sludge combustion in the incinerator with the Afterburner temperature below 1500 degrees for thirteen (13) minutes.
- On February 9, 2017 while operating Incinerator No. 2 with the RTO (OS28) we had a commercial power blip at 15:52. At 15:52 equipment associated with the incinerator shut down including sludge feed, scrubber, WESP, and all burners. The bypass stack damper opened at 15:52 and closed at 16:46. The RTO was above 1500 degrees at 17:13 and sludge feed resumed at 18:04.

Mr. Kantorek stated that all reports for EPA and NJDEP that were at one time done on paper forms are being completed and transmitted on-line. This online reporting was done by Mr. Rahimi and Mr. Kantorek commended him for his diligence for getting SBRSA up and running with the online reporting process.

Regarding the Affirmative Defenses, Dr. Downey asked if there is anything that staff has learned to minimize the number of affirmative defenses. Mr. Kantorek indicated that staff is tracking the Affirmative Defenses by event and cause. Although there may be some events that may be avoidable, many are not. Staff will meet to review the events and determine if there are any changes we can make to avoid these issues. However, the power interruptions cannot be avoided. Each Affirmative Defense may be a potential fine.

Mr. Goldfarb asked staff if all SBRSA's Affirmative Defenses have been accepted by the NJDEP. Staff indicated that they have not heard from the NJDEP as to whether they accepted SBRSA's Affirmative Defenses or not. It is possible that it may take several years to get a response.

Laboratory

Mr. Rahimi indicated that the NJDEP 2017 Proficiency Testing (PT) samples were received on March 17, 2017. The study close date is April 27, 2017.

Miscellaneous

Mr. Rahimi reported that the incinerator slag disposal annual recertification was submitted to Waste Management of Pennsylvania on March 1, 2017 and was approved.

543.07 Safety

Mr. Irizarry reported that there were no accidents or injuries for this reporting period.

Mr. Irizarry noted that as of March 20, 2017, Stony Brook Regional Sewerage Authority has gone 257 consecutive days without a “Lost Time Accident”.

Mr. Irizarry indicated that on December 8, 2016, the annual fire inspection was conducted for River Road and the Princeton Pump Station by the Princeton Bureau of Fire Safety. There was one notice of order to correct issue that remained from the initial report (emergency exit lighting not illuminating at the Chemical Building). The contractor, Thomas Controls Inc. connected the sign on March 10, 2017 and the fire inspector was on site to verify on March 22, 2017.

Mr. Irizarry stated that at the February Board meeting Mr. Goldfarb asked if all the priority 1 safety issues stated in the 2016 Annual Inspection Report by Kleinfelder have been addressed. As per the Summary of “Priority1” Suggestions and Recommendations portion of the 2016 Annual Report, all items that were deemed safety concerns by staff have been addressed. The scope of Kleinfelder’s assignment does not include a safety inspection. The items listed as “safety” are the opinion/suggestion by Kleinfelder however staff or other safety inspectors used by SBRSA classify and prioritize safety issues. During the last two annual inspections, the Safety Manager has reviewed the report and conducted a site inspection to determine which issues constitute a safety hazard and how they should be prioritized. Beginning with the 2017 Annual Inspection it was decided by staff that the Safety Manager will accompany Kleinfelder during the inspection to accomplish this task.

Mr. Irizarry indicated that at the January meeting staff presented the Board with a summary of the “Priority 1” items which listed 23 items. A copy of an up-to-date summary that lists 8 remaining items was provided to the Board.

Training for this reporting period included:

- Confined Space Practical training for three (3) employees was provided in-house on March 21, 2017.
- Ladder Safety training was provided in-house for 10 employees on March 22, 2017.
- Personal Protective Equipment training was provided in-house for 9 employees on March 22, 2017.

- Fall Protection training was provided in-house for 8 employees on March 22, 2017.

Mr. Goldfarb stated that when the Safety Manager accompanies Kleinfelder during the Annual Inspection that the Safety Manager should also point things out to Kleinfelder.

543.08 Litigation

The Litigation Report was provided for information. Ms. Alexander noted that several changes were made to the Litigation Report.

Stony Brook Regional Sewerage Authority vs. New Jersey Department of Environmental Protection, Docket No. EWR 04903-2007S (River Road STP)

On February 14, 2017, Association of Environmental Authorities (AEA) representatives, including myself, John Kantorek and Jim Cosgrove, met with NJDEP to discuss Sufficiently Sensitive Test Methods (SSTM) concerns, Water Quality Standards for Arsenic and the status of the Drinking Water Intake Protection Rule. The discussion was initiated by the AEA, an organization that endeavors to advocate for and advance the interests of its members, including water and wastewater authorities. The parties made significant progress toward resolution of these issues. On February 14, 2017, NJDEP issued a draft modification of SBRSA's NJPDES Permit to incorporate an RQL of 0.02 mg/L for CPO, thereby establishing a more appropriate level of sensitivity for compliance testing for the CPO parameter. A thirty (30) day comment period, within which time SBRSA may submit comments regarding this draft modification, ended on March 17, 2017. Comments were submitted on behalf of SBRSA on March 9, 2017, requesting further revisions to the RQL. A status conference call before Judge James-Beavers occurred on March 15, 2017, wherein the Judge was apprised of these developments. The next status conference is scheduled for September 18, 2017.

Hopewell NJPDES Permit Concerns and Pennington NJPDES Permit Concerns

On February 14, 2017, Association of Environmental Authorities (AEA) representatives, including myself, John Kantorek and Jim Cosgrove, met with NJDEP to discuss Sufficiently Sensitive Test Methods (SSTM) concerns, Water Quality Standards for Arsenic and the status of the Drinking Water Intake Protection (DWIP) Rule. The discussion was initiated by the AEA. The parties made significant progress toward resolution of these issues. NJDEP has advised that the DWIP Rule is a high priority for the Department. Additionally, a status conference was held on March 15, 2017, with Judge James-Beavers and DAG Jacobine Dru, wherein the litigation filed by SBRSA was placed back onto the inactive list for six (6) months. The next status conference before Judge James-Beavers is scheduled for September 18, 2017.

543.09 Operations Report

River Road Facility

Mr. Kunert reported that the our annual NJDEP inspection of all three facilities was conducted on March 8, 2017. The inspections went well. We had a thorough discussion concerning the effluent CPO excursion that occurred on January 25, 2017 leaving our Enforcement Officer with a clear understanding of the event. An affirmative defense letter was written and mailed certified the following day.

Mr. Kunert indicated that an EPA inspection was conducted on March 20, 2017 which mainly revolved around the Authority's collection system which consists of the two interceptors and three pumping stations. Staff should be receiving an inspection report by the end of April 2017.

Mr. Kunert reported that on February 28, 2017, staff discovered a failure of the additional structural steel that was installed in Nitrification Aeration Stages No. 1 and No. 2 as part of the aerator replacement project to add additional structural strength. This failure occurred in Stage No. 1 of Tank No. 1. The anchor bolts holding the steel I-beams in place fell out. The four vertical I-beams were swaying while one horizontal I-beam under the concrete was found to be sheared on one end. The stage was taken off-line and dewatered and AECOM is looking at options to repair the steel reinforcement beams. Stage No. 1 on Tank No. 2 was also taken off-line so staff could hydraulically balance the flow between the two tanks. A DEP Hotline call was made and staff hopes to have this repaired before our summer effluent limits begin on May 1, 2017.

A brief discussion regarding as to why the DEP Hotline call took place. Ms. Alexander indicated that SBRSA's permit requires that all stages remain online. If one or more stages are taken off-line a DEP Hotline call must be placed.

Mr. Kunert indicated that on March 20, 2017, water was found to be flowing into the Incinerator and Operations Building basement around piping that was entering through the wall. The water was quickly recognized to be fly ash slurry which meant that there was a leak in the fly ash slurry piping somewhere between the Operations Building and the Headworks structure where it is discharged. The incinerator and scrubber system were shut down and an outside contractor, Speidel & Sons, was brought in to assist in locating the leak. Approximately five areas were excavated before the leak was found. The fly ash slurry was found to be leaking through a large hole in the sidewall of a section of straight pipe which is located beneath the roadway directly in front of the Sludge Cake Receiving bins. Staff found it necessary to promptly curtail sludge deliveries while an assessment was made to determine if a quick temporary repair could be made; and if not, what we would need to do in the interim that would allow us to incinerate. Staff contacted another outside contractor, Pumping Services (PS), who arrived the following morning to determine what was needed to pump the fly ash slurry to the process drain well located in the rear parking lot so we could continue to incinerate. Staff asked PS to promptly provide a quote which would include supplying

the materials and installing the temporary discharge system. The fly ash slurry would then be pumped from the process drain wetwell to the head of the plant via the process drain pumps. This was done in an emergency situation approximately eighteen (18) years ago and the same outside contractor, PS, performed the necessary temporary installation.

Mr. Kunert indicated that the lead time for the fly ash pipe is approximately five (5) weeks at a cost of approximately \$6,500 (material only).

Upstream Facilities

Mr. Kunert reported that both Upstream Fire Alarm Systems have been activated.

Odor Report

Mr. Kunert reported that staff received one odor complaint during the month of February and no odor complaints for the partial month of the March reporting period.

Customer Septage and Sludge Deliveries

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

Dr. Downey asked if there was any update on the status of Somerset Raritan Valley Sewerage Authority (SRVSA) incinerator. Ms. Alexander indicated that SRVSA is waiting for the Term Sheet prior to resuming incineration. Mr. Kantorek noted that upon receipt of the Term Sheet, SBRSA will stop receiving their sludge cake within a week or so. Mr. Kantorek noted that there is a new five-year sludge contract that will be presented in New Business.

Mr. Goldfarb asked if SRVSA will need to make the same type of investment that the Authority made. Mr. Kantorek indicated that SRVSA has a fluidized bed incinerator and mercury control is needed. SRVSA is currently in the design phase.

Mr. Goldfarb indicated that SBRSA made a major investment in our incinerators and we will never know what the economic impact would have been not to comply. Perhaps the Authority paid too much for the project. Ms. Alexander indicated that it is always best to comply within the timeframe set by the EPA. There is always a risk and a cost associated with non-compliance.

A brief discussion followed regarding the Authority's decision to comply with the EPA.

543.10 Maintenance

Mr. Ireland reported that a potable water line located in the Instrument Air Compressor room was found to be leaking during routine maintenance on February 1, 2017. The

supply line was taken out of service for repair. Once the necessary repair was completed the supply line was tested and placed back into service.

Mr. Ireland stated that two new stainless steel covers with hinged doors were fabricated in house to cover the Headworks screening press discharge chutes. This will prevent any screening debris from falling onto the floor and creating a safety hazard. This will also aid in odor control in the building.

Mr. Ireland indicated that Schwing Pump No. 1 used for transferring dewatered cake from Receiving Bin No. 1 was removed from service on February 25, 2017 to repair a split tail bearing on the screw feeder. A new tail bearing and transition piece were installed; the pump was tested and placed back into service.

Mr. Ireland explained that Ash Pelletizer No. 1 was removed from service on February 27, 2017 due to poor performance. After inspecting the pelletizer, it was found that the paddles used to convey the ash were badly worn. New paddles were installed; the water nozzles were cleaned and adjusted. The pelletizer was tested for proper operation and placed back into service.

Mr. Ireland reported that the current monthly open work requests stand at twenty-six (26). The preventative maintenance graphs show that SBRSA is currently averaging two (2) days overdue and the number of overdue units is approximately twenty-two (22).

543.11 Construction Report

Upstream Facilities Process Evaluation/Planning Study

Ms. Pchola noted that there was no change to the status of this project this month. This project is on-hold until Kleinfelder completes the design of the Pennington Upgrade and Expansion.

Phosphorous Impact Modeling Study

Ms. Pchola reported that Kleinfelder continues to prepare the Phosphorus Impact Modeling Report and attended a NJDEP presentation on the Raritan Watershed assessment and followed up with NJDEP on the Raritan impairment issues.

2017 Annual Inspection

Ms. Pchola explained that at the request of staff, Kleinfelder provided a proposal for the 2017 Annual Inspection dated March 17, 2017. The Annual Inspection is required by SBRSA's Bond Indentures and is also used as a means for SBRSA to identify areas/items needing repair or requiring further investigation. Kleinfelder has been conducting the Annual Inspection in cooperation with AECOM (electrical inspection) since 2013. Prior to Kleinfelder conducting the annual inspection AECOM/Metcalf & Eddy provided this service. Kleinfelder is very familiar with the SBRSA facilities as well as AECOM's

electrical engineer who performs this task. In the past structural inspections were conducted by AECOM. At this time AECOM's local structural engineer is no longer available to conduct these inspections. Kleinfelder does not have a local structural engineer on staff and therefore has included an allowance for eight (8) hours of time should Kleinfelder identify areas that need further evaluation by an outside structural engineer.

Staff recommended approval of Resolution 2017-19, Authorizing the Award of a "No Political Contributions Allowed" Contract for the 2017 Annual Inspection in the Amount of \$17,900 to Kleinfelder. So moved Dr. Downey and seconded by Mr. Patel.

Mr. Goldfarb asked staff what makes Kleinfelder uniquely suited to conduct the Annual Inspection that no other consultant could do perhaps at a lesser cost. Ms. Pchola indicated that Kleinfelder is very familiar with SBRSA's facilities including the Pump Stations, Meter Chambers and Upstream plants. AECOM who performs the electrical inspection is also very familiar with the Authority's electrical system which is extremely important to the inspection. Both have the expertise and experience needed to conduct the inspection.

Mr. Goldfarb then asked if SBRSA were to Request Proposals (RFPs) for this project from other providers, would they be able to do as good a job. Ms. Pchola indicated that the cost may be more than Kleinfelder's cost since they would first need to become familiar with all SBRSA's facilities and systems.

Resolution 2017-19 was then passed by a roll call vote of 5 to 0. Resolution 2017-19 follows.

**Resolution Authorizing the Award of a "No Political Contributions Allowed"
Contract for the 2017 Annual Inspection of SBRSA Facilities to Kleinfelder**

Resolution No. 2017-19

WHEREAS, the Stony Brook Regional Sewerage Authority (SBRSA) has a need for the inspection of our wastewater facilities for compliance with our Bond Agreement 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 annual inspection identifies the condition of the SBRSA facilities and is utilized by SBRSA staff to identify areas needing repair or requiring further investigation; 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 2017; and,

WHEREAS, Kleinfelder has submitted a proposal dated March 17, 2017 and an Agreement to provide annual inspection services for a lump sum fee not to exceed \$17,900 without prior written approval from SBRSA; and

WHEREAS, Kleinfelder has completed and submitted a Business Entity Disclosure Certification for FY 2017 which certifies that Kleinfelder 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 Kleinfelder, from making any reportable contributions through the term of the contract, and

WHEREAS, the Stony Brook Regional Sewerage Authority has Funds available in its current budget.

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

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

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			

Information Technology Management Services

Ms. Pchola indicated that at the request of staff, EMA is in the process of scheduling a site visit to review our IT Department progress. It is expected that EMA will be on-site sometime in June 2017.

Data Center

Ms. Pchola noted that GHD continues to prepare the 90% complete drawings and specifications.

Millstone Force Main Condition Assessment

Ms. Pchola reported that staff has determined that backing up the flow in the Millstone Pump Station wet well and the Millstone and Stony Brook Interceptors will provide the necessary flow/velocity needed to propel the SmartBall and PipeDiver through the Millstone Force Main for inspection. On March 30, 2017, Pure Technologies with the assistance of SBRSA will be on site to install the sensors in the access points to monitor the SmartBall and PipeDiver during the inspection. Staff has coordinated traffic control with an outside firm and with the Princeton Police Department.

Ms. Pchola indicated that the force main inspection has been set for the week of April 24, 2017. As part of the inspection SBRSA will need to coordinate the following:

- Remove the top slab of the Influent Chamber at the Headworks at the River Road plant for Pure to retrieve their equipment.
- Install a temporary wye connection at the Millstone Pump Station for Pure to deploy their equipment.
- Contract for traffic control services and coordinate with the Princeton Police Department during the installation of the sensors by Pure Technologies and during the inspection work.

Ms. Pchola noted that the estimated cost for SBRSA to provide these services is approximately \$27,000. A copy of the estimate was provided to the Board.

River Road Filtration/Disinfection Byproducts Compliance Study

Ms. Pchola indicated that Kleinfelder has discussed using peracetic acid as an option for disinfection with Mr. Robert Kunert and has initiated the evaluation of this option, continued with the evaluation of the effluent filters, and continued with the evaluation of the UV disinfection system.

Millstone Pump Station Odor Abatement System Evaluation

Ms. Pchola reported that staff had a kick off meeting with R3M on March 9, 2017. R3M also conducted a site visit to the pump station on the same day to conduct the following:

- Sample and measure the pH of the adsorber exhaust gas and the liquid from the vessel drain outlet to determine its acidity and corrosivity.
- Inspect the ventilation system, measure the inlet gas flow rate in the above-ground inlet duct between the blower and the adsorber utilizing a Pitot-tube and manometer to confirm that the actual flow rate is within the capacity of the adsorber and mist eliminator (if one is present). Knowing the actual gas flow rate produced by the existing fan will be utilized for recommending fan speed adjustments and/or improvements to the adsorber that could be implemented as part of the carbon replacement being planned by SBRSA.

- Measure the H₂S concentration in the adsorber inlet and outlet air streams utilizing a portable Arizona Instrument Corporation's Model Jerome 631-X Hydrogen Sulfide Analyzer, to confirm the effectiveness of the current odor control system. The H₂S concentration in the adsorber exhaust relative to the H₂S odor detection threshold will be utilized to assess the necessary odor removal (by adsorption efficiency and/or dilution and dispersion) for the downwind H₂S concentration offsite to be lower than the detection threshold.

Contract 16-1, Schwing Pump Replacement Project

Ms. Pchola indicated that based on internal discussions for the coordination of construction with sludge deliveries and sequencing the work to install the new Schwing pumps and receiving bin screws, staff decided to delay the bid opening one month. GHD prepared Addendum No. 1 to postpone the bid opening to April 20, 2017. The addendum was approved by NJDEP prior to issuance to the prospective bidders.

Ms. Pchola reported that staff met with GHD on March 16, 2017 to discuss the sequencing of the installation of the pumps and bin screws. GHD is currently preparing Addendum No. 2 to include the revised sequencing and provide answers to the written questions submitted by the contractors. It is expected that this project will be awarded at the April 24, 2017 Board meeting.

Ms. Pchola noted that due to the nature of the work (replacement of pumps that are necessary for SBRSA to reliably incinerate our sludge and sludge from our customers) SBRSA is considering the possibility of adding an incentive/penalty to complete the installation of specific pumps in a specified time frame.

Pennington WWTP Upgrade and Expansion

Ms. Pchola reported that Kleinfelder submitted the 90% complete Contract Documents on March 1, 2017. Staff is in the process of reviewing the documents and has scheduled a meeting with Kleinfelder on April 7, 2017 to discuss the documents.

Ms. Pchola indicated that during this reporting period, Kleinfelder also performed permeability testing related to the design of the storm water detention system, initiated work on the NJDEP Treatment Works Application (TWA), and updated the construction cost estimate. Kleinfelder is also in discussions with NJDEP regarding the wetlands transition area that is on the Pennington site and encroachment of the new facilities.

Contract 14-1, SBRSA Emergency Generator Project

Ms. Pchola indicated that this project remains at 93% complete. No payment application was submitted for the month of February. During the past reporting period PSE&G and TCI purged and pressurized the natural gas supply line to the generator and TCI completed the remaining "punch list" items for the two pump stations. TCI continues to coordinate with the generator manufacturer, ENER-G-Rudox, to complete the

commissioning and start-up of the new generator and paralleling switchgear. ENER-G-Rudox has been on-site to complete preliminary inspections of the unit and switchgear, verify the generator support systems, and complete control wiring checkout. As a result of these inspections Rudox has developed a short list of items to be completed by TCI and Rudox for the start-up of the system to continue.

Princeton Solar Project

The following is a summary provided by Gable Associates of the conference call on March 17, 2017 with SBRSA, Princeton, Gable Associates, and GeoPeak;

1. Clearing of the staging area:
 - a. All vehicles except for one have been removed
 - b. Due to the snowstorm, the building that was supposed to be removed was not. The plan is to remove it once the area is accessible.
2. Tree removal on the cap:
 - a. Princeton has begun removing the trees. Bob Hough (PSOC) indicated that 90% of the easy trees have been removed. The snow has hampered the tree removal however Princeton will continue with the tree removal once the site is safely accessible.
3. Tree topping and clearing:
 - a. It was agreed that Princeton would have the wetlands delineation marked out so that no trees will be felled in those areas.
 - b. It was agreed that GeoPeak would be on site while Princeton is performing the tree topping to ensure that only the trees necessary will be topped.
4. The cap soil maintenance and compaction report:
 - a. The plan is to remove the trees on the cap and then bring in soil to level out the depressions from the tree removal areas along with leveling out the other areas of the cap where necessary.
 - b. There are areas that are still depressed in the cap and need to be leveled out.
 - c. Princeton will have the engineering firm that is performing the compaction testing on site at the same time as the remaining soil is being delivered to ensure that they are satisfied with the compaction and can issue a final report.
 - d. GeoPeak reminded Princeton to obtain records from the company that is providing the soil indicating that it is clean fill.
5. SBRSA's new switchgear:
 - a. GeoPeak has received the questions from SBRSA's engineer (AECOM). GeoPeak is waiting for PSE&G to approve the new switchgear to provide comprehensive answers to SBRSA's engineer's questions.
 - b. GeoPeak indicated that once the solar array goes online the new piece of switchgear will become SBRSA's property and that SBRSA will allow the solar interconnection to occur in that

switchgear. This is so that after the 15-year Purchase Power Agreement (PPA) has ended, the switchgear will remain in place.

Mr. Kantorek reported that GeoPeak intends to sell the project prior to completion. GeoPeak is meeting with Princeton on March 27, 2017 to present some of the documents. SBRSA received these documents on Thursday, March 23, 2017. Mr. Kantorek indicated that staff will wait to see if Princeton has any comments or changes before presenting/discussing the documents with the Board.

Mr. Goldfarb asked what did SBRSA agree would happen in the event the project was sold. Ms. Alexander indicated that Princeton would take the lead investigating the buyers and \$3,000 was allocated for that purpose. SBRSA would still need to approve the sale provided the buyers were equivalent to GeoPeak. New Jersey Resources is the company looking to purchase the project.

Contract 16-2, MA Effluent Channel Mixers

Ms. Pchola indicated that the contractor, Allied Construction Group, Inc. (Allied), continues the process of submitting shop drawings.

Contract 16-3 Fire Alarm System for Hopewell and Pennington WWTP

Ms. Pchola reported that the project stands at 96% complete. There was no payment application submitted for the month of February. During the past reporting period Meridian completed the replacement of the horn/strobe devices, work authorized under Change Order No. 1, and provided all required spare parts. Meridian is currently working on assembling the required O&M manuals, system certifications, and contract close-out documents.

Red Hawk (alarm system vendor) completed the replacement of all defective door switches and motion sensors for the security side of the Hopewell and Pennington alarm systems.

Contract 16-4, Incinerator Center Shaft Drive Replacement

Ms. Pchola reported that Iron Hills Construction continues to submit shop drawings and the project is still on track to be completed in early summer 2017.

Contract 17-2, Odor Control Systems Carbon Replacement Project

Ms. Pchola reported that during the past reporting period, Calgon completed the sampling and analysis of the existing spent carbon and submitted the required shop drawing information. The new media retention screens are being manufactured and once complete, the carbon change out for both units will be scheduled.

Process Control/SCADA

Ms. Pchola indicated that the monthly flow meter certification was conducted by W.G. Malden on March 1, 2017. Preventative maintenance was completed for all field devices and process control loops.

CEMS Carbon Monoxide Analyzer Replacement

Ms. Pchola reported that on March 16, 2017, SBRSA requested an update on the revised performance specification test (PST) report from PACE Environmental. PACE indicated that the revised report was completed and was currently under quality assurance (QA) review.

Ms. Pchola indicated that on February 18, 2017 and February 21, 2017 Montrose completed the RATA testing on Incinerator No. 2 and on March 13, 2017 SBRSA and KEMS received the draft copy of the performance specification test (PST) report for Incinerator No. 2. The Montrose report indicated that the continuous emission monitoring system (CEMS) for Incinerator No. 2, Afterburner and RTO scenarios, meets the applicable performance specification criteria. The report was reviewed by KEMS and SBRSA staff and was subsequently submitted to NJDEP Emission Measurement Section (EMS) on March 21, 2017.

Plant Influent Flow Meter

Ms. Pchola indicated that SBRSA staff continues with the calibration checks on the two flow transmitters to establish accuracy data on each transmitter. A copy of the comparison summary of the sum of our billing meters versus the River Road influent meter was provided to the Board.

Mr. Goldfarb asked when there are adjustments made to the flow meters does the Authority use the adjusted flow figures. Ms. Pchola indicated the staff uses the adjusted figures.

Information Technology

Mr. Thomas reported that a new wireless access point is installed in the Operations Building conference room. This will provide the network for upcoming mPulse 8 training. After training it will be used for testing network configurations and layouts for possible plant-wide coverage.

Mr. Thomas indicated that the Symantec anti-virus software has been removed from all end-user workstations and replaced with the new TrendMicro anti-virus software.

Mr. Thomas stated that on the night of March 10, the primary router and firewall appliance failed. IT worked quickly to get a temporary device in place while a permanent

replacement was shipped. To prevent this in the future, IT has been working on designing a redundant network layout that would remove any single point of failure.

Mr. Thomas reported that IT was contacted by a Comcast partner (NextEdge) requesting a space at our River Road location to monitor the quality on the regions Comcast network. IT worked with NextEdge to provide a 2-foot by 2-foot wall space within the Engineering Office/Trailer for a rental period of up to three (3) years. The network is separate from our own so there is no network security risk. The rental fee is \$1,700. An agreement is in place.

Dr. Bartolini indicated that the agreement should be reviewed by Ms. Alexander to protect SBRSA from any liability. Ms. Alexander indicated that she can provide SBRSA with an agreement to compare with the agreement from NextEdge.

543.12 Finance Report

Payment of Bills and Claims

Mr. Sears noted that the check register lists check numbers 50375 and 50377 which were issued prior to tonight's Board meeting. The invoices were received after the February 27, 2017 Board meeting and were due on March 24, 2017. The payments were issued to avoid any late fees/penalties. The amounts were within the limits established by Resolution.

Mr. Sears recommended approval of Resolution 2017-15 for the payment of bills and claims in the amount of \$1,281,318.53 with two signatures instead of three. The Resolution was moved by Mr. Goldfarb, seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2017-15 follows.

Resolution Regarding Payment of Bills and Claims

Resolution No. 2017-15

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 **\$1,281,318.53** 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

Mr. Sears reported that net income for the three-month period ending February 28, 2017 is \$1,184. Mr. Sears indicated that the Authority continues to receive sludge cake from Somerset Raritan Valley Sewerage Authority. The Authority has total cash and investments of \$19,292,409 at an average interest rate of 0.33%. The current construction projects balance is \$17,584,508. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is \$20,184,184. A payment was made on February 1, 2017 to the NJEIT. The New Jersey Cash Management Fund yield is 0.15%.

Monthly Sludge Business Analysis

Mr. Sears reported that net income for the month of February is \$111,486 and the cumulative net income is \$392,961.

Resolution 2017-16, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a

Mr. Sears recommended approval of Resolution 2017-16, Authorizing Contracts with Certain Approved State Contract Vendors for Contracting Units Pursuant to N.J.S.A. 40A:11-12a. So moved by Mr. Patel, seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2017-16 follows.

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

Resolution No. 2017-16

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, 2016 to November 30, 2017.

Vendor	Commodity/Service	State Contract #	Vendor Contract #	Expired date
Avaya Inc.	Telecommunications Equipment	T-1316	80802	01/31/18
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
DS Service of America Inc. DBA Crystal Springs	Water, Bottled 5 Gallon	T-0002	83767	07/31/17
Fastenal Company	Industrial/MRO Supplies & Equipment	M-0002	79873	06/30/17
Fisher Scientific	Lab Supplies	T-0115	75827	04/30/17
Home Depot	Misc. supplies and tools	M-8001	83930	07/31/17
Majestic Oil	#2 Fuel	T-1845	82767	10/31/17
MSC Industrial Supply Co Inc	Industrial/MRO Supplies & Equipment	M-0002	79874	06/30/17
PCM-G	Licenses & Related Serv.	M-0003	89854	06/30/20
Pedroni	Unleaded Gas	T-0083	80910	05/30/17
Thomas Scientific Inc.	Lab Supplies	T-0115	75841	04/30/17
UPS (United Parcel Service)	Express Courier, Delivery Service	M-4000	82676	03/19/17
Verizon Wireless	Wireless Phones	T-216A	82583	10/31/17
WW Grainger	Industrial/MRO Supplies & Equipment	M-0002	79875	06/30/17

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			

Resolution 2017-17, Authorizing the Award of a “No Political Contributions Allowed” Contract(s) for Non-Professional Service Vendors

Mr. Sears recommended approval of Resolution 2017-17, Authorizing the Award of a “No Political Contributions Allowed” Contract for Non-Professional Service Vendors. So moved by Dr. Downey and seconded by Mr. Goldfarb.

Mr. Goldfarb asked what is the expected spending for the listed vendors. Mr. Sears indicated that the costs will range from over \$17,500 to below \$40,000.

Resolution 2017-17 was then approved by a roll call vote of 5 to 0. Resolution 2017-17 follows.

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

Resolution No. 2017-17

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

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

WHEREAS, the anticipated term of this contract is for fiscal year 2017 (1 year) and may be extended as approved by this governing body; and,

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

WHEREAS, the Authority has Funds available in its current budget.

NOW THEREFORE, BE IT RESOLVED that the Stony Brook Regional Sewerage Authority authorizes the attached list of vendors to enter into contracts by purchase order; and,

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

Year 2017 No Political Contribution Contracts:	
Company Name	Service
Alfa Laval	Parts for Belt Press
GKD-USA	Filter Belts
Hesco Electric Supply	Electrical Supplies
Hough Petroleum Corp.	Petroleum
Lockwood's Electrical Motor	Motors and Repair for Motors
Mack Industries	Parts for HVAC & Incinerator
Marshall Industrial Technologies	HVAC service
Miracle Chemical Co.	Chemicals
Motion Industries	Maintenance Supplies

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			

Resolution 2017-18, Specifying Proprietary Replacement Parts for the Schwing Pumps

Mr. Sears recommended approval of Resolution 2017-18, Specifying Proprietary Replacement Parts for the Schwing Pumps due to the specialized nature of the parts and there are no other manufacturers other than Schwing Bioaset that fabricates these parts. The Resolution will become part of the bid specifications which is scheduled for April 19, 2017. It is anticipated that the contract will be awarded at the April 24, 2017 Board meeting.

So moved by Dr. Downey, seconded by Mr. Patel and passed by a roll call vote of 5 to 0. Resolution 2017-18 follows.

**RESOLUTION OF THE STONY BROOK REGIONAL SEWERAGE
AUTHORITY FOR SPECIFYING PROPRIETARY REPLACEMENT PARTS
FOR THE SCHWING PUMPS**

Resolution No.: 2017-18

WHEREAS, the Stony Brook Regional Sewerage Authority (“Authority”) has determined that its existing Schwing Pumps will require parts replacement; and

WHEREAS, to the Authority’s knowledge, there are no manufacturers other than Schwing Bioiset that fabricates parts that are fully compatible with Schwing Pumps; and

WHEREAS, to the Authority’s knowledge, the only parts that may be authorized for use in the Authority’s Schwing Pumps are manufacturer-specified parts; and

WHEREAS, it is the Authority’s experience that manufacturer-specified Schwing Pump parts have superior operational performance due to their reliability and compatibility with Schwing Pumps; and

WHEREAS, the Authority has determined that Schwing Bioiset - manufactured parts are of a “specialized nature” because of their unique ability to reliably convey thickened sludge through Schwing Pumps; and

WHEREAS, the Authority has a compelling need to specify the same manufacturer for its spare parts as the Original Equipment Manufacturer; and

WHEREAS, as authorized by N.J.S.A. 40A:11-13(d) and N.J.A.C. 5:34-9.1(a) 1.i and 2.i, the proprietary designation of Schwing Bioiset-manufactured parts overshadows the public benefit of use of “brand name or equivalent”; and

WHEREAS, the Authority’s attorney has reviewed the proposed certification for the specialized nature of the proprietary equipment necessary for the conduct of SBRSA’s affairs and has advised of its applicability and acceptability pursuant to N.J.S.A. 40A:11-13(d) and N.J.A.C. 5:34-9.1;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF STONY BROOK REGIONAL SEWERAGE AUTHORITY AS FOLLOWS:

1. That the Authority agrees that due to the specialized nature of the equipment necessary for the conduct of its affairs, the only acceptable manufacturer for its Schwing Pump replacement parts is the manufacturer of the equipment, Schwing Bioiset of Somerset Wisconsin.
2. Funds are available for the purchase of spare parts.
3. This resolution for proprietary equipment shall be made part of the bid documents.

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

Resolution 2017-21, Authorizing the Award of a “No Political Contributions Allowed” Contract for Lawn Maintenance Services

Mr. Sears recommended approval of Resolution 2017-21, Authorizing the Award of a “No Political Contributions Allowed” Contract for Lawn Maintenance Services to Vizcarra’s Landscaping LLC in the amount of \$27,895. Requests for quotes were received from Szul’s Landscapes Inc. in the amount of \$34,332 and Vizcarra’s Landscaping LLC in the amount of \$27,895. Last year’s contract was awarded to Vizcarra’s Landscaping LLC in the amount of \$27,640. So moved by Dr. Downey, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2017-21 follows.

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for Lawn Maintenance Services

Resolution No. 2017-21

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

WHEREAS, the purchasing agent, Diane Redding has determined and certified in writing that the value of this contract (by purchase order) will exceed \$17,500; and,

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

WHEREAS, the following quotes were received, Szul’s Landscapes Inc, \$34,332; and Vizcara’s Landscaping, LLC, \$27,895; and,

WHEREAS, Vizcarra’s Landscaping, LLC has submitted the lowest cost quote in the amount of \$27,895; and,

WHEREAS, Vizcarra’s Landscaping, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that this vendor has not made any reportable contributions to a political or candidate committee served by the Stony Brook Regional Sewerage Authority in the previous one year, and that the contract will prohibit

this vendor from making any reportable contributions through the term of the contract; and,

WHEREAS, the Authority has Funds available in its current budget.

NOW THEREFORE, BE IT RESOLVED that the Stony Brook Regional Sewerage Authority authorizes the above vendor to enter into contracts by purchase order; and,

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

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			

Update on 2016 Annual Audit

Mr. Sears indicated that the Division of Local Government Services (DLGS) issued a blanket extension for the 2016 Audits for entities needing to have the June 30, 2016 New Jersey PERS Schedule of Employer Allocations and Schedule of Pension Amounts by employer. The State has not released this report to date. Mr. Sears indicated that it is part of GASB 68 where we need to display the unfunded pension liability on the face of the financial statements.

Mr. Goldfarb indicated that his recollection is that SBRSA does not have a net unfunded liability. Mr. Sears stated that SBRSA does have a liability. A brief discussion followed.

Mr. Sears noted that the DLGS will provide a deadline for the submission of the financials once the report is made available.

543.13 Personnel Report

The Personnel Report was provided for member information.

543.14 Correspondence

For information.

543.15 Old Business

None

543.16 New Business

Award of Sludge Cake Contract

The Board approved a five-year contract agreement with LRM Disposal for 5,500 cubic yards per year from March 20, 2017 to March 19, 2022 at \$52 per cubic yard on a motion by Dr. Downey, seconded by Mr. Patel and passed by a vote of 5 to 0.

543.17 Open to the Public

543.18 And such other issues as may come before the Board

None.

543.19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 9:06 p.m. on a motion by Dr. Downey, seconded by Mr. Compton and passed by unanimous vote.

Respectfully Submitted,

John Kantorek
Secretary

Recorded and Written by
Patricia Carlino
April 11, 2017