

Minutes of Meeting #503, November 18, 2013 – 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: Carlino, Cespedes, Coleman, Hess, Irizarry, Kantorek, Kunert, Neuhofer, Pchola, Rahimi, Redding

503.01 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.

503.02 Approval of Minutes

The minutes from the October 28, 2013 meeting were approved as presented on a motion by Dr. Downey, seconded by Mr. Goldfarb and passed by a vote of 5 to 0.

503.03 Board Related Activities

Consultant List

The consultant list was provided for information. Mr. Kantorek indicated that since the Authority will begin its new fiscal year December 1, 2013, there are eight consultant contracts pending award tonight.

503.04 Planning and Administration

Mr. Kantorek reported that the most current 12-month average daily River Road plant flow is 9,321,756 gpd with 900,214 gpd of approved but inoperative flow for a total committed flow of 10,221,970 gpd with 2,838,030 gpd or 21.73% of available capacity. The most current 12-month average daily flow at the Hopewell Plant is 233,007 gpd with 1,200 gpd of inoperative flow, for a total committed flow of 234,207 gpd with 21.93% or 65,793 gpd of available capacity. The Pennington Plant presently has 260,707 gpd as the most current 12-month average daily flow, with 16,412 gpd of approved but inoperative flow, for a total committed flow of 277,119 gpd, with 7.63% or 22,881 gpd of available capacity. Mr.

Kantorek noted that the inoperative flow total for the Pennington Plant is the unused portion of Bristol-Meyers Squibb approved flow.

Mr. Kantorek indicated that the 12-month average daily flows are slightly lower than the previous month. This is due to the continued dry weather conditions and most likely will show a decrease again next month.

Monthly Flow Transmittal

The monthly flow transmittal for October was provided for information.

Mr. Kantorek reported that one adjustment was made for the month.

At Meter Station No. 7, the meter verification conducted on November 1st indicated that the meter was reading low by 3.42%. The meter reading on October 1st was 0.52% high. Therefore the meter data was adjusted upward by 1.36% which is the average of the meter verification on October 1st and the meter verification conducted on November 1st.

503.05 Approval Requests and Actions

TWA-1 Approvals

None

Time Extensions

None.

NJPDES Endorsements Requested

None.

Water Quality Management Plan Amendments

Ms. Pchola indicated that the Mercer County Wastewater Management Plan has been adopted by the New Jersey Department of Environmental Protection (NJDEP). This will be discussed during the Construction Report later in the meeting.

Allocated Flow Update

Ms. Pchola reported that the allocated flows have been updated to reflect the Treatment Works Approval applications that were approved at the October Board meeting.

503.06 Regulatory Report

Discharge Monitoring Report (DMR)

Mr. Rahimi reported that staff is currently preparing the Discharge Monitoring Reports for the month of October for submission to the NJDEP.

Residuals Discharge Monitoring Report (RDMR)

Mr. Rahimi reported that the August Residuals Discharge Monitoring Reports were submitted to the NJDEP. All River Road parameters were compliant with the Authority's Air Permit requirements.

Mr. Rahimi indicated that staff is currently preparing the September RDMR for submission to the NJDEP.

Air Reporting

Mr. Rahimi reported that the 3rd quarter Incinerator Sludge Report was submitted to NJDEP. No exceedances were reported for the monthly and the rolling-12-month averages for metals in the sludge fed to the incinerator.

Mr. Rahimi reported that KEMS, LLC, on behalf of SBRSA, submitted an administrative amendment request to the Authority's Title V permit. This request is to change the time allowance for submittal of incinerator stack test reports to the previously approved 120 days. The request was approved and the most current Permit Activity Number is BOP 130003.

Laboratory

Mr. Rahimi reported that on November 6, 2013 a meeting was held with the representatives from ALS Environmental, the Authority's outside lab contractor, to discuss reporting issues and concerns regarding samples sent to this laboratory.

Mr. Rahimi indicated that QC Labs had been the Authority's outside lab for approximately five (5) years and had a great deal of experience with NJDEP reporting requirements. The new lab, ALS Environmental, is not meeting the reporting requirements. A meeting was held with SBRSA staff, the project manager and the Laboratory Director from ALS Environmental to discuss and resolve the reporting issues.

Following a discussion regarding the reporting issues, it was determined that staff will continue to monitor the situation. If these issues cannot be resolved during the first six months of ALS' contract, the Authority will contact the second lowest lab proposal.

Safety

Mr. Irizarry reported that there were no loss time accidents/injuries for this reporting period. In addition, for the period from September 6, 2011 to October 31, 2013, Stony Brook Regional Sewerage Authority has had 785 consecutive days without a “Loss Time Accident”. A photograph of the digital scoreboard that counts the number of days was provided to the Board.

Mr. Irizarry reported that the Joint Insurance Fund (JIF) conducted an inspection on October 28, 2013 of the new Headworks Building. Staff emphasized to the inspector that the request to inspect the building was for informational purposes only since the project is not complete. Once the building is completed, staff will have the JIF re-inspect the building as part of the normal inspection routine.

Mr. Irizarry noted that the fire alarm panel motherboard for the MA Odor Control Building was replaced on November 1, 2013 by System Sales. Dr. Downey asked if the motherboard failed. Mr. Irizarry indicated that condensation corroded the board. The back of the new motherboard was sealed to prevent condensation to build up in it. Dr. Downey then asked if there is a high or a low level of H₂S in that area. Mr. Irizarry indicated that there is a low level of H₂S in that area. Dr. Downey cautioned staff that although the H₂S level is low it can still be corrosive.

Mr. Irizarry reported that the annual fire extinguisher inspection was conducted on November 4, 2013 by Survivor Fire.

Training for this reporting period included:

- Blood-borne Pathogens training was provided in-house on October 29, 2013 and November 12, 2013 for eleven (11) employees.
- Fire Safety/Fire Extinguisher training was provided in-house on October 29, 2013 and November 12, 2013 for eleven (11) employees.
- Stormwater Pollution Prevention Plan (SPPP) and Spill Prevention Control and Countermeasures (SPCC) training was provided in-house on October 29, 2013 and November 12, 2013 for ten (10) employees.
- Personal Protective Equipment training was provided in-house on October 29, 2013 for two (2) employees.

503.07 Litigation

The Litigation Report was provided for information.

Ms. Alexander reported that by the letter dated November 4, 2013, the National Association of Clean Water Agencies (NACWA) advised of its plan for continued advocacy relevant to the sewage sludge incinerator rules. A copy of NACWA's letter was provided to the Board.

Mr. Kantorek indicated that NACWA's plan includes both advocacy and implementation assistance and proposes the following: (1) submission of an administrative petition to USEPA asking the Agency to administratively stay the current March 2016 SSI Rule compliance deadline until USEPA's remand revisions to the rule are complete; (2) continuance of NACWA's legal challenge to USEPA's Non-Hazardous Secondary Materials (NHSM) Rule; (3) engaging in discussions with USEPA during the rule remand process; and (4) providing implementation assistance to sewage sludge incinerator advocacy coalition participants to meet existing compliance deadlines. A new funding request relevant to these efforts is included and anticipated to cost \$1,000 to \$2,500 per permitted sewage sludge incinerator unit operated by each utility. This amount is dependent upon the number of participants that commit to this plan. The highest cost to the Authority would be \$5,000 since SBRSA has two incinerators.

A motion was made by Dr. Downey to approve that the Authority continue to participate in the advocacy of NACWA relevant to the sewage sludge incinerator rules at a cost not to exceed \$5,000. The motion was seconded by Mr. Goldfarb and passed by a vote of 5 to 0.

Resolution 2013-55, Award of a "No Political Contributions Allowed" Contract for 2014 General Counsel Services

Mr. Kantorek indicated that staff received a proposal from Maraziti, Falcon and Healey, LLP (MFH) for general counsel service for fiscal year 2014. Mr. Kantorek noted that MFH have been the Authority's counsel since 2008 and has proposed a fee schedule that has remained unchanged since 2008.

Mr. Kantorek recommended approval of Resolution 2013-55, Award of a "No Political Contributions Allowed" Contract to Maraziti, Falcon and Healey, LLC for general counsel services for fiscal year 2014. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2013-55 follows.

**Resolution Authorizing the Award of a "No Political Contributions Allowed" Contract
for
2014 General Counsel**

Resolution No. 2013-55

WHEREAS, the Stony Brook Regional Sewerage Authority has a need for General Counsel for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) 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 purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work will exceed \$17,500; and

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

WHEREAS, Maraziti, Falcon and Healey, LLP has submitted an Agreement indicating they will provide General Counsel advice from December 1, 2013 through November 30, 2014 for a retainer fee of \$18,000 and additional legal services will be billed at \$220 per hour for Partners, \$195 for Senior Associates, \$170 for associates and \$90 per hour for Law Clerks; and

WHEREAS, Maraziti, Falcon and Healey, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Maraziti, Falcon and Healey, LLP. has not made any reportable contributions to a political or candidate committee in the Stony Brook Regional Sewerage Authority service area, Mercer County, and Middlesex County in the previous one year, and that the contract will prohibit Maraziti, Falcon and Healey, LLP 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 Stony Brook Regional Sewerage Authority authorizes the Chairman to enter into a contract with Maraziti, Falcon and Healey, LLP as described herein; and

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

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

503.08 Operations Report

Mr. Kunert reported that the RTO was taken off line to obtain a sample of the ceramic tile for analysis to determine if disposal can be at a landfill. The unit was put back on-line after doing so.

Mr. Kunert indicated that Modified Aeration Clarifier #2 was taken off line and cleaned. In addition, all of the rag accumulations were removed from center column. It is now in the stand-by mode.

Mr. Kunert reported that nitrification clarifier #3 was taken off line and cleaned thoroughly. It was taken off line so the contractors could take measurements for the new drive unit. Due to the low flows that SBRSA is experiencing, this clarifier will remain off line until it is needed.

Mr. Kunert indicated that on November 18, 2013 Mobile Dredging began removing the large rag accumulation in the modified aeration tank effluent channel.

Mr. Kunert reported that the new headworks building went on-line on Tuesday, November 12, 2013. However, the odor control portion of the project has not yet been completed. Until the odor control portion of this project is completed and fully operational, the Authority will be using potassium permanganate for odor control. The chemical will be added in the confines of the building using a dry chemical feeder.

Mr. Kunert noted that seven tours for students were given at the River Road Facility in the past four weeks. The schools included Princeton High School, The Hun School, Princeton University, and Rider University.

Mr. Kunert reported that the Emergency By-Pass Dampers on both Incinerators are not functioning reliably when needed. After a thorough investigation, it is apparent that the dampers themselves are the problem and not the actuators as previously thought. The Damper on Incinerator #2 can only be opened and closed with the assistance of a large pipe wrench along with a cheater bar. After discussing this problem with staff and Chavond-Barry Engineering, it has been decided to go out to bid for different designed dampers. This is the third damper, which is an in-line butterfly damper that has failed due to exposure to extreme heat. Staff and Chavond Barry are currently putting together specifications for what is known as a Pop Top Damper which has proven to be much more reliable under these extreme conditions.

Odor Report

Staff received one Odor Complaint from our surrounding area during the month of October. One odor complaint was received on November 16, 2013. A discussion as to whether or not Montgomery Township's pumping station could be the cause of the complaint took place. It was decided that staff will contact Montgomery Township to inquire as to whether they have received any odor complaints from Montgomery Woods. The full November number of odor complaints will be reported in December.

Customer Septage and Sludge Deliveries

The quantity of sludge cake exceeded its budgeted amount while the quantities of liquid sludge and gray water were below their budgeted amounts for the month of October. It was

noted that Bayshore may have its older smaller incinerator on-line in December or early January. This will mean that SBRSA will not be receiving the quantity of sludge that it has been receiving from Bayshore. It was noted that revenue from Bayshore was not included in the 2014 Budget since their contract was scheduled to terminate in May 2014.

Maintenance Report

Mr. Cespedes reported that on October 24, 2013 a new motor was installed on the aerator for Reaeration Tank #3. The old motor was found to be defective during routine exercising of the equipment. The unit is now available for service when needed.

Mr. Cespedes indicated that on October 25, 2013 Schwing Pump #4, which is used to feed the Incinerator, was taken out of service due to a series of high discharge pressure failure alarms. After further trouble shooting a section of discharge piping was removed on hearth #3 and found that a large amount of debris accumulated due to a reduction in pipe diameter directly before the Mag meter.

Mr. Cespedes reported that on October 30, 2013 Polymer Pump #2 was rebuilt due to poor performance. The rotor, stator, and mechanical seal were replaced and the pump is back in service.

The number of open work requests stand at eleven (11). The Preventive Maintenance graphs show that SBRSA is currently averaging four (4) days overdue and the number of overdue units is approximately forty (40).

503.09 Construction Report

2014 Annual Advice Contracts

Ms. Pchola indicated that staff received five proposals for Fiscal Year 2014 Advice Contracts from the following consultants:

- AECOM in the amount of \$20,000
- Chavond-Barry Engineering, Corp. in the amount of \$25,000
- KEMS in the amount of \$55,275
- Kleinfelder/Omni in the amount of \$35,000 for General Engineering Advice and \$30,000 for Permit Advice

Ms. Pchola explained that these advice accounts are for the same amount as last year except for KEMS LLC which increased slightly based upon the work that needs to be completed. Dr. Downey indicated that these are time/charge contracts and the Authority will only be charged based on SBRSA's requests to the consultants. Dr. Downey then reviewed the amount spent to date with each of the above listed consultants in 2013. Ms. Pchola noted that \$9,000 has been included in KEMS' contract for Avogadro for stack testing in 2014.

Staff recommended approval of Resolutions 2013-48, 2013-49, 2013-50, 2013-51, 2013-52 awarding contracts to AECOM in the amount of \$20,000; Chavond-Barry Engineering in the amount of \$25,000; KEMS LLC in the amount of \$55,275; and Kleinfelder/Omni in the amount of \$35,000 and \$30,000 (Permit Advice), respectively. The resolutions were moved by Dr. Downey, seconded by Mr. Morehouse and passed by a roll call vote of 5 to 0. Resolutions 2013-48, 49, 50, 51 and 52 follow.

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2014 General Advice to AECOM Technical Services, Inc.

Resolution No. 2013-48

WHEREAS, the Stony Brook Regional Sewerage Authority “Authority” has a need for general advice for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) for General Consulting Services as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” Contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and

WHEREAS, the term of this contract is December 1, 2013 through November 30, 2014; and

WHEREAS, AECOM Technical Services, Inc. has submitted an Agreement indicating they will provide general engineering consulting advice from December 1, 2013 through November 30, 2014 for a time charge fee not to exceed \$20,000 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, AECOM Technical Services, Inc. has completed and submitted a Business Entity Disclosure Certification (BEDC) with the same term of agreement ending November 30, 2014 which certifies that AECOM Technical Services, Inc. its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with AECOM Technical Services, 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:

	<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

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2014 General Advice to Chavond-Barry Engineering Corporation

Resolution No. 2013-49

WHEREAS, the Stony Brook Regional Sewerage Authority “Authority” has a need for general advice for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) for Consulting Engineering Services related to the operation and maintenance of the Authority’s incinerators as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” Contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and,

WHEREAS, the term of this contract is December 1, 2013 through November 30, 2014; and

WHEREAS, Chavond-Barry Engineering has submitted an Agreement indicating they will provide general engineering consulting advice from December 1, 2013 through November 30, 2014 for a time charge fee not to exceed \$25,000 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, Chavond-Barry Engineering, Corp. has completed and submitted a Business Entity Disclosure Certification (BEDC) with the same term of agreement ending November 30, 2014 which certifies that Chavond-Barry Engineering, Corp. its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award

of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Chavond-Barry Engineering as described herein; and

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

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

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2014 General Advice to KEMS, LLC

Resolution No. 2013-50

WHEREAS, the Stony Brook Regional Sewerage Authority “Authority” has a need for general advice for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) for Consulting Engineering Services related to the regulatory requirements, permitting, and operation and maintenance of the Authority’s incinerators as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” Contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and

WHEREAS, the term of this contract is December 1, 2013 through November 30, 2014; and

WHEREAS, KEMS, LLC has submitted an Agreement indicating they will provide general engineering consulting advice from December 1, 2013 through November 30, 2014 for a time charge fee not to exceed \$55,275 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, KEMS, LLC has completed and submitted a Business Entity Disclosure Certification (BEDC) with the same term of agreement ending November 30, 2014 which certifies that KEMS, LLC its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with KEMS, LLC as described herein; and

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

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

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for 2014 General Advice to Kleinfelder/Omni

Resolution No. 2013-51

WHEREAS, the Stony Brook Regional Sewerage Authority has a need for general advice for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) for General Consulting Services as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and

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

WHEREAS, Kleinfelder/Omni has submitted an Agreement indicating they will provide general engineering consulting advice from December 1, 2013 through November 30, 2014 for a time charge fee not to exceed \$35,000 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, Kleinfelder/Omni has submitted a Business Entity Disclosure Certification with the same term of agreement ending November 30, 2013 which certifies that Kleinfelder/Omni its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Kleinfelder/Omni 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:

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

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract
For 2014 NJPDES Permit Advice from Kleinfelder/Omni**

Resolution No. 2013-52

WHEREAS, the Stony Brook Regional Sewerage Authority has a need for NJPDES Permit Advice and Related Matters for the period starting on December 1, 2013 through the end of Fiscal Year 2014 (November 30, 2014) for our three wastewater treatment plants as a contract that does not allow for political contributions to the Authority or its members (“No Political Contributions Allowed” contract) pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and

WHEREAS, the qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and

WHEREAS, Kleinfelder/Omni has submitted a proposal indicating they will provide NJPDES Permit Advice and Related Matters during December 1, 2013 through November 30, 2014 for a time charge fee not to exceed \$30,000 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, Kleinfelder/Omni has submitted a Business Entity Disclosure Certification with the same term of agreement ending November 30, 2013 which certifies that Kleinfelder/Omni its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Kleinfelder/Omni as described herein; and

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

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

Mercer County Wastewater Management Plan

Ms. Pchola reported NJDEP has adopted the Mercer County Wastewater Management Plan as an amendment to the Mercer County Water Quality Management Plan on October 9, 2013. Also included are the written comments that were provided on the WMP (only those pertaining to SBRSA are included).

Middlesex County Wastewater Management Plan

As requested by Middlesex County Planning, SBRSA is in the process of providing the 2012 and 2013 metered flows for South Brunswick and the portion of Plainsboro that we meter.

The Mercer County WMP included flow from Middlesex County that is tributary to the River Road STP (portions of South Brunswick and Plainsboro) to address the future flows to the River Road STP. The Middlesex County future flows were obtained directly from Middlesex County Planning.

There could potentially be an issue with the flows from Middlesex County since they are in the process of refining their flows based on the 2012 and 2013 flow data. Depending upon the development of the flows there may be a discrepancy between the Middlesex County WMP and the Mercer County WMP as related to the Middlesex County flows tributary to the River Road STP

Pump Station Comminutor Project

Ms. Pchola indicated that as discussed at the October Board meeting, staff requested that Kleinfelder/Omni provide a proposal for the design of the comminutors at the Princeton, South Brunswick, and Millstone Pumping Stations.

A copy of the proposal from Kleinfelder/Omni dated November 12, 2013 for the lump sum of \$115,160 was provided to the Board. As outlined in the proposal the project will include the preliminary design, final design, and permitting assistance. Kleinfelder/Omni was present at the Construction Committee meeting to present and answer any questions that the Committee members might have regarding the project.

Dr. Downey indicated that this project was discussed at the Construction Committee meeting this evening. The Committee unanimously agreed to recommend approval of Resolution 2013-53. It was discussed whether the Authority should wait for NJEIT funding however, the deadline for funds in 2014 has passed. The earliest that the Authority would be able to potentially obtain funding would be in 2015 and building would take place in 2016. It was noted at the meeting that applying for NJEIT funding does not guarantee that you will receive the loan. All projects are put on a priority list by the NJDEP and funding for a project is determined where you are listed on the priority list. The Committee indicated that approving this does not necessarily mean that SBRSA would spend the money on the construction of the project but at this point Kleinfelder/Omni would be working on the bid specifications for the project.

Staff recommended approval of Resolution 2013-53, awarding a “No Political Contributions Allowed” contract for the design of the Pump Station Comminutor Project to Kleinfelder/Omni in the amount of \$115,160. So moved by Dr. Downey, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2013-53 follows.

Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for the design of the Pumping Station Comminutor Project to Kleinfelder/Omni

Resolution No. 2013-53

WHEREAS, the Stony Brook Regional Sewerage Authority has a need for engineering services for the design of comminutors for the Princeton, South Brunswick, and Millstone Pumping Stations 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 qualified purchasing agent, Stuart Neuhof has determined and certified in writing that the value of the work may exceed \$17,500; and

WHEREAS, the term of this contract will be completed in SBRSA Fiscal Year 2014 and,

WHEREAS, Kleinfelder/Omni has submitted a proposal dated November 11, 2103 indicating they will provide the design services for a lump sum fee not to exceed \$115,160 without written permission from Stony Brook Regional Sewerage Authority; and

WHEREAS, Kleinfelder/Omni has a Business Entity Disclosure Certification on file with the Authority which certifies that Kleinfelder/Omni its subsidiaries, assigns or principals controlling in excess of 10% of the company has neither made a contribution that is reportable pursuant to the Election Law Enforcement Commission pursuant to N.J.S.A. 19:44A-8 or 19:44A-16, in the one (1) year period preceding the award of the contract that would, pursuant to P.L. 2004, c.19, affect its eligibility to perform this contract, nor will it make a reportable contribution during the term of the contract to a municipal political party committee of a governing body that appoints members to the Authority including, Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township, and Pennington Borough, when the contract is awarded, or to any municipal candidate committee of any candidate for or holder of municipal elective public office of any such municipality when the contract is awarded; and

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

NOW THEREFORE, BE IT RESOLVED that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Kleinfelder/Omni 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:

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

Dr. Downey surveyed the Board members (those who are not on the Construction Committee) if they wanted the consultants to attend the Board meetings. The consensus of the Board was that it was not necessary for a consultant to attend the Board meetings unless the Committee and/or staff feel it is necessary.

Emergency Generator Study

Ms. Pchola indicated that Kleinfelder/Omni is currently in the process of preparing the study.

Ms. Pchola reported that she and Mr. Kantorek attended the New Jersey Hazard Mitigation Grant Program (HMGP) Energy Allocation Award Initiative Information Seminar on October 30, 2013. Information was provided on resilient energy technologies and the application process for accessing the HMGP Energy Allocation Funds.

Incinerator Improvements

Ms. Pchola explained that staff requested proposals from CBE and KEMS for a study for improvements to the incinerator to meet the existing and new Sewage Sludge Incinerator (SSI) regulations. The new SSI regulations will become effective on March 21, 2016 and all facilities must demonstrate compliance with the new regulations prior to that date. At this time the award of the contract will be postponed until staff has the opportunity to review/evaluate what was submitted.

RTO Inspection/Media Replacement

Ms. Pchola reported that the work for the annual inspection of the RTO unit and media replacement is scheduled for December 9th through the 18th. The afterburner will be used during this time period.

Contract 10-1, Headworks Project

Ms. Pchola reported that as of Pay Estimate No. 32 this project is 93% complete. During the month of November 2013, Tomar continued the installation of the Fiberglass Reinforced Pipe (FRP) and ductile iron pipe (DIP) odor control ductwork for the new odor control fans and grit removal tanks. Electrical work continues with the completion of the grit slurry pump station, building interior lighting, and emergency lighting. Tomar completed the installation of the aluminum stairs for the Influent Junction Chamber and continues to screen, stockpile, and transport/dispose of the remaining landfill material. The manufacturer's representative was on-site and completed start-up and calibration of the Plant Influent flow meter and grit slurry wet well level transmitter. Tomar completed the odor duct connection to the existing Septage Building, began backfill and rough grading around the building and grit tanks, and backfilled and compacted the stone sub-base for the new access driveway. Tomar began the drain piping and relocation of the existing Septage Receiving Unit. PCS, the system integrator, was on-site and continued I/O checkout. On October 30, 2013 flow was put through the facility and the facility was successfully operated in the automatic mode for several hours. The new Headworks Facility was placed into operation on November 12, 2013.

Dr. Downey asked if the Odor Control portion of the project will be completed in December. Ms. Pchola indicated that the contractor needs to coat the new biofilters

concrete structures before the media can be added and the coating may be dependent upon temperature.

Mr. Morehouse asked if the Board will be given a tour of the new Headworks Facility. Staff indicated that a tour will be given once the project is completed.

Contract 12-2 SBRSA Facilities Painting Project

Ms. Pchola indicated that there has been no change to this project. SBRSA staff has requested the final payment application from the Contractor and is waiting for the application to be submitted.

Contract 13-2, River Road WWTP Chemical Storage Tank Replacement

Ms. Pchola indicated that there was no change to the status of this project.

Contract 13-3 Pennington WWTP Return Sludge Pump Replacement Project

Ms. Pchola reported that the VFD for the project has been received. Recent correspondence received from the pump manufacturer indicates that the pump will not be shipped until mid-January 2014.

Contract 13-5, Nitrification Settling Tank No. 3 Drive Replacement

Ms. Pchola reported that the required contract documents have been received from the contractor, Derstine Company, LLC and a pre-construction meeting took place on November 13, 2013.

503.10 Finance Report

Payment of Bills and Claims

Mr. Morehouse moved the approval of Resolution 2013-45, for the payment of bills and claims in the amount of \$1,070,833.56 with two signatures instead of three, so moved by Mr. Morehouse, seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2013-45 follows.

Resolution Regarding Payment of Bills and Claims

Resolution No. 2013-45

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 \$1,070,833.56 be approved for payment with checks bearing two authorized signatures instead of three authorized signatures.

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

Treasurer's Report

Mr. Neuhof reported that net income for the eleven-month period ending October 31st stands at \$1,317,679 and represents an increase of \$166,496. Mr. Neuhof noted that the Authority is approximately \$1 million over its projected revenues and \$320,000 under in expenditures. The Authority has total cash and investments of \$17,795,222 at an average interest rate of 0.16%. The current construction projects balance is \$12,862,878. Mr. Neuhof noted there are sufficient funds for these projects. There was no change in outstanding bond principal from the prior month and totals \$23,778,346. The New Jersey Cash Management Fund yield is 0.07%.

Resolution 21013-46, Adoption of the 2014 Budget

Mr. Neuhof recommended approval of Resolution 2013-46, for the adoption of the 2014 Budget. So moved by Mr. Morehouse, seconded by Dr. Downey.

Dr. Downey commented that in the Regulatory section of the 2014 Budget, there is a significant decrease in expenditures from the prior year. Dr. Downey indicated that the Budget was developed prior to staff knowing that stack testing needed to be performed again in 2014 due to the SO₂ issues during the testing in 2013. The estimated cost is approximately \$20,000.

Resolution 2013-46 was passed by a roll call vote of 5 to 0. Resolution 2013-46 follows.

2014 ADOPTED BUDGET RESOLUTION
STONY BROOK REGIONAL SEWERAGE AUTHORITY
FISCAL YEAR PERIOD DECEMBER 1, 2013 TO NOVEMBER 30, 2014

Resolution No. 2013-46

WHEREAS, the Annual Budget and Capital Budget/Program for the STONY BROOK REGIONAL SEWERAGE Authority for the fiscal year period beginning December 1, 2013 and ending November 30, 2014 has been presented for adoption before the governing body at its meeting of November 18, 2013 ; and

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

WHEREAS, the Annual Budget as presented for adoption reflects total Revenues of \$14,693,985, Total Appropriations, including any Accumulated Deficit, if any of \$14,693,985 and Total Unrestricted Net Assets utilized of \$0 ; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$1,100,000 and Total Unrestricted Net Assets planned to be utilized as funding thereof, of \$1,100,000; and

NOW, THEREFORE BE IT RESOLVED by the governing body of the STONY BROOK REGIONAL SEWERAGE Authority at a open public meeting held on November 18, 2013 that the Annual Budget and Capital Budget/Program of the STONY BROOK REGIONAL SEWERAGE Authority for the fiscal year period beginning December 1, 2013 and ending November 30, 2014 is hereby approved; and shall constitute appropriations for the purposes stated; and

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

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

Mr. Morehouse commended staff for a job well done.

Resolution 2013-47, Awarding Contract for the Provision of Insurance Consultant Services

Mr. Neuhof indicated that staff received a proposal from Borden Perlman Salisbury & Kelly Insurance Agency Inc. to provide the insurance consultant services at a fee not to exceed \$10,000. Borden Perlman is the Authority's property and boiler/machinery insurance broker. Mr. Neuhof noted that Borden Perlman and Mr. Harry Hall has provided consultant services for the past several years at the same fee.

Mr. Neuhof recommended approval of Resolution 2013-47, awarding a contract for the provision of insurance consultant services at a fee not to exceed \$10,000 without prior authorization. So moved by Mr. Morehouse and seconded by Dr. Downey.

Mr. Goldfarb questioned what other types of insurance the Authority has. Mr. Neuhof indicated that the Authority has general liability and workers' compensation through the Joint Insurance Fund (JIF).

**RESOLUTION AWARDING CONTRACT FOR THE PROVISION OF
INSURANCE CONSULTANT SERVICES**

Resolution No. 2013-47

WHEREAS, there exists a need for the Stony Brook Regional Sewerage Authority (hereinafter the "Authority") to engage the services of an insurance consultant to provide services related to the provision of insurance related services regarding the insurance policies in place at the Authority; and

WHEREAS, the Authority is authorized by N.J.S.A. 40A:11-5(1)(a)(ii) to retain the services of an Insurance Consultant without public bidding in accordance with the requirements of Extraordinary Unspecifiable Services (hereinafter EUS) as set forth in N.J.A.C. 5:34-2.3; and

WHEREAS, the reasons supporting the EUS are set forth in a Certification of the Executive Director attached hereto and made a part hereof; and

WHEREAS, the Authority desires to retain Harry Hall of Borden Perlman Salisbury & Kelly Insurance Agency Inc., to perform insurance consultant services for a flat fee of \$10,000.00, in accordance with the proposed Service Fee Agreement dated October 14, 2013, attached hereto and made a part hereof.

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

1. The Authority hereby designates Harry Hall of Borden Perlman Salisbury & Kelly Insurance Agency Inc., to serve as Insurance Consultant for the purpose

of providing services as described in Borden Perlman’s Service Fee Agreement proposal of October 14, 2013 for a cost of \$10,000.00; and

2. The Executive Director is authorized to execute a contract with Borden Perlman Salisbury & Kelly Insurance Agency Inc. and the Secretary is authorized to cause a copy of this Resolution to be published in an official newspaper of the Authority within ten (10) days of the date hereof.

3. This Resolution shall take effect as provided by law.

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

2014 Participant Charges Update

Mr. Neuhof provided the Board with an update on the 2014 Estimated Participant Charges based on eleven (11) months of flow data. Mr. Neuhof noted that there was little change in the figures from the prior update. As to the year-end adjustment, West Windsor Township saw a large increase in the final payment due to increased flow.

A brief discussion took place regarding West Windsor’s increase.

This estimate was distributed to the Municipal Finance Officers.

Monthly Sludge Business Analysis

Mr. Neuhof reported that net income for the month of October is \$141,193 and the cumulative net income is \$1,720,990. Gas usage for the month of October was 109,930 therms. The remaining simple payback for the RTO is 2.3 years.

503.11 Personnel Report

The Personnel Report was provided for member information.

Mr. Kantorek reported that two promotions took place: Jerold Ireland, Jr. from Operator VI to Operator III and Michael Henry from Environmental Tech to Lead Environmental Tech.

503.12 Correspondence

For information

503.13 Old Business

None.

503.14 New Business

Award of Liquid Sludge Contract

The following liquid sludge contract was approved on a motion by Dr. Downey, seconded by Mr. Morehouse and passed by a vote of 5 to 0.

South Monmouth Regional Sewerage Authority	January 1, 2014 to December 31, 2014	2 million gallons
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503.15 Open to the Public

None.

503.16 And such other issues as may come before the Board

None.

503.17 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 8:46 p.m. on a motion by Dr. Downey, seconded by Mr. Morehouse and passed by unanimous vote.

Respectfully Submitted,

John Kantorek
Secretary

Recorded and Written by
Patricia Carlino
December 3, 2013