

Minutes of Meeting #552, December 18, 2017 – 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, Hess, Ireland, Irizarry, Kantorek, Kunert, Pchola, Rahimi, Roga, Sears, Stewart, Thomas

**Public Hearing**

The Public Hearing to receive comments regarding the Authority's proposed Rate Schedule for the receipt and treatment of outside liquid sludge, sludge cake, septage, gray water and special waste in fiscal year 2018 was declared opened at 7:30 pm by Chairman Bartolini. A Certified Court Reporter was present to record the proceedings.

Mr. Kantorek indicated that this Public Hearing is to obtain any public comments on the 2018 Rate Schedule for the Stony Brook Regional Sewerage Authority for liquid sludge, sludge cake, gray water, special waste and high strength user surcharges.

Mr. Kantorek noted that the rates for 2018 are the same as in 2017 for all categories. From the Authority's analysis, the rates are reasonable and are comparable to the current market rates. Mr. Kantorek noted that the last rate increase took place in 2013.

Chairman Bartolini asked for questions or comments from the Board. Mr. Goldfarb indicated that the high strength user surcharges shows suspended for 2018 and asked if they were also suspended in 2017. Mr. Kantorek indicated that they have been suspended for many years. In the early years of the Authority, there was some industry. Since there really is no industry in any of our communities, there are no high strength users and that is why the surcharges have been suspended.

Chairman Bartolini asked for questions or comments from the public. As there was no one from the public present, the Public Hearing was closed at 7:34 pm on a motion by Mr. Morehouse, seconded by Dr. Downey and passed by a unanimous vote.

**2018 RATE SCHEDULE  
NOTICE OF PUBLIC HEARING**

Notice is hereby given that a public hearing will be held by the STONY BROOK REGIONAL SEWERAGE AUTHORITY on Monday, December 18, 2017 at 7:30 PM in the Conference Room, Operations Building, 290 River Road, Princeton, NJ.

<b>I. Liquid Sludge</b>														
	Percent Solids	ANNUAL COMMITTED VOLUME PER SOURCE:			Uncommitted Contract									
		Over 1 Million	0.5 - 0.99 Million	Up to 0.5 Million										
	0.0% - 5.5%	\$ 54	\$ 62	\$72	\$ 82									
	5.5% - 7.0%	\$ 72	\$ 82	\$ 87	\$102									
<p>Notes:</p> <p>1) <b>All cost quotes are in dollars per 1000 gallons.</b></p> <p>2) <b>Effective Date and Terms of Revised Schedule:</b> These rates are in effect for calendar year 2018. See below additional discounts on longer-term contracts.</p> <p>3) <b>Discounted Items:</b> Deduct \$5/1000 gallons for Saturday and Sunday deliveries. Deduct \$5/1000 gallons for all quantities delivered in excess of 3 million gallons during 2018.</p> <p>4) <b>Sludge which has volatile solids</b> between 40 and 49.9% will be surcharged \$5/1000 gallons. Sludge below 40% volatile solids is not accepted.</p> <p>5) <b>All non-contract sludge</b> will be processed on a C.O.D. basis.</p> <p>6) For customers requesting to enter into contracts for committed volume in excess of 1.0 million gallons per year, and for a period of time in excess of one year, SBRSA may modify the above rates if, in its judgment, such modification is necessary to ensure the commitment of sufficient volume to utilize SBRSA's available sludge disposal capacity.</p>														
<b>II.</b>	<p><b>Sludge Cake</b></p> <p>a. \$62/Cubic Yard (14 - 22% Solids)</p> <p>b. \$60/Cubic Yard (22.1 - 30% Solids)</p> <p>c. \$2/Cubic Yard discount for Saturday/Sunday deliveries</p> <p>Note: Sludge Cake Rates are negotiable for annual commitments in excess of 1,000 cu yds.</p>													
<b>III.</b>	<p><b>Septage</b></p> <table style="margin-left: auto; margin-right: auto;"> <thead> <tr> <th style="text-align: center;">Gallons</th> <th style="text-align: center;">All gallons Billed at</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">0 - 200,000</td> <td style="text-align: center;">\$62</td> </tr> <tr> <td style="text-align: center;">200,000 - 400,000</td> <td style="text-align: center;">61</td> </tr> <tr> <td style="text-align: center;">400,000 - 800,000</td> <td style="text-align: center;">59</td> </tr> <tr> <td style="text-align: center;">800,000 - 1,200,000</td> <td style="text-align: center;">57</td> </tr> </tbody> </table> <p>Note: All cost quotes are in dollars per 1,000 gallons. Commitments in excess of 1.2 million gallons/year are negotiable.</p>				Gallons	All gallons Billed at	0 - 200,000	\$62	200,000 - 400,000	61	400,000 - 800,000	59	800,000 - 1,200,000	57
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200,000 - 400,000	61													
400,000 - 800,000	59													
800,000 - 1,200,000	57													
<b>IV.</b>	<p><b>Gray Water</b></p> <p style="text-align: center;"><b>\$32</b></p> <p>Note: All cost quotes are in dollars per 1,000 gallons. Commitments in excess of 1.0 million gallons/year are negotiable.</p>													
<b>V.</b>	<p><b>Special Waste (Industrial Users)</b></p> <p>a. Flow Charge is \$0.9/1000 gallons</p> <p>b. Site Remediation flow charge from landfill or groundwater remediation projects is \$1.80/1000 gallons</p>													
<b>VI.</b>	<p><b>High Strength User Surcharges:</b></p> <p>a. Biochemical Oxygen Demand (over 300 mg/l) - Suspended for 2018.</p> <p>b. Total Suspended Solids (over 300 mg/l) - Suspended for 2018.</p> <p>c. Ammonia Nitrogen (over 40 mg/l) - Suspended for 2018.</p>													

SBRSA reserves the right to submit, direct or through haulers, sealed competitive bid prices as authorized by resolution. Further information regarding this hearing may be obtained by contacting the Stony Brook Regional Sewerage Authority office (609) 924-8881.

John Kantorek, Secretary

552.01 Chairman Bartolini opened the regularly scheduled meeting at 7:35 pm. 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.

552.02 Approval of Minutes

Chairman Bartolini asked for comments or questions regarding the minutes from the November 13, 2017 Board meeting. Mr. Kantorek indicated that there is one correction to the minutes. On page 10, paragraph 4, line 1 reads "...at the request of the Board a summary the outstanding ...". It is corrected to read "...at the request of the Board a summary of the outstanding..." The minutes as amended were approved on a motion by Dr. Downey, seconded by Mr. Compton and passed by a vote of 5 to 0.

552.03 Board Related Activities

Resolution 2017-79, To Adopt the 2018 Rate Schedule

Mr. Kantorek recommended approval of Resolution 2017-79, To Adopt the 2018 Rate Schedule as presented at the Public Hearing. So moved by Dr. Downey, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2017-79 follows.

**RESOLUTION TO ADOPT THE 2018 RATE SCHEDULE**

**Resolution No. 2017-79**

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

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

**WHEREAS**, the Authority desires to establish a Rate Schedule for 2018 so as to provide for the direct assessment and recovery of charges to Users discharging liquid

sludge, sludge cake, septage, gray water, special wastes (Industrial Users) and high strength wastewater surcharges, as set forth in the 2018 Rate Schedule, attached hereto; and

**WHEREAS**, a notice of the 2018 Rate Schedule was published in accordance with the requirements of N.J.S.A. 40:14A-8, and public hearing held on December 18, 2017 at 7:30 PM, at the offices of the Authority, 290 River Road, Princeton, NJ, at which time the Authority solicited public comment on the proposed regulation.

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

1. The 2018 Rate Schedule, attached as Exhibit A hereto and made a part hereof, is hereby adopted. Any and all bills issued by the Authority by reason of this regulation shall be due and payable by the recipient within 30 days of the date thereof upon the failure of which the Authority shall be authorized to assess interest at the rate then in effect pursuant to N.J.S.A. 40:14A-21.
2. If any provision of this resolution or the application thereof to any person or circumstance is held invalid by a court of competent jurisdiction, such invalidity shall not affect any other provision of the resolution and to this end the provisions of this resolution are declared to be severable.
3. This Resolution shall take effect as provided by law.

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 Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				X

Resolution 2017-80, Setting Regular Meeting Dates for the Stony Brook Regional Sewerage Authority for Calendar Year 2018 In Accordance with the Provisions of the Open Public Meetings Act

Mr. Kantorek indicated that Resolution 2017-86 sets the meeting dates for calendar year 2018. All meetings will take place on the fourth Monday of the month except for November which will be held on the second Monday of the month and the May and December meetings which will take place on the third Monday. These changes are due to holidays. Mr. Kantorek recommended approval of Resolution 2017-80, Setting the Regular Meeting Dates for the Stony Brook Regional Sewerage Authority for Calendar Year 2018 in Accordance with the Provisions of the Open Public Meetings Act. So moved by Dr.

Downey, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2017-80 follows.

**A RESOLUTION SETTING REGULAR MEETING DATES FOR THE STONY BROOK REGIONAL SEWERAGE AUTHORITY FOR CALENDAR YEAR 2018 IN ACCORDANCE WITH THE PROVISIONS OF THE OPEN PUBLIC MEETINGS ACT**

**Resolution No. 2017-80**

**BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority:

1. That the regular meeting day of the Authority be held on the fourth Monday of each month, except in November, when it will be held on the second Monday, and May and December when the meeting will be held on the third Monday of the month.
2. That the following dates are established as the regular meeting dates of the Stony Brook Regional Sewerage Authority in the calendar year 2018:

<u>DATE</u>	<u>TIME</u>	<u>LOCATION</u>
JANUARY 22, 2018	7:30 PM	SBRSA Offices, River Road
FEBRUARY 26, 2018	7:30 PM	SBRSA Offices, River Road
MARCH 26, 2018	7:30 PM	SBRSA Offices, River Road
APRIL 23, 2018	7:30 PM	SBRSA Offices, River Road
MAY 21, 2018	7:30 PM	SBRSA Offices, River Road
JUNE 25, 2018	7:30 PM	SBRSA Offices, River Road
JULY 23, 2018	7:30 PM	SBRSA Offices, River Road
AUGUST 27, 2018	7:30 PM	SBRSA Offices, River Road
SEPTEMBER 24, 2018	7:30 PM	SBRSA Offices, River Road
OCTOBER 22, 2018	7:30 PM	SBRSA Offices, River Road
NOVEMBER 12, 2018	7:30 PM	SBRSA Offices, River Road
DECEMBER 17, 2018	7:30 PM	SBRSA Offices, River Road

3. That for the purposes of public inspection, a copy of this Resolution shall be forthwith:
  - (a) Posted on the Princeton Municipal Building bulletin board and remain so posted throughout 2018;
  - (b) Mailed to the Trenton Times, Princeton Packet, Central Post, Hopewell Valley News and Pennington Post;
  - (c) Posted on the Stony Brook Regional Sewerage Authority website [www.sbrsa.org](http://www.sbrsa.org);
  - (d) Mailed to those persons who have requested and paid any required charge for copies of the schedule and revision thereto, and shall be promptly mailed to those

persons who shall hereafter make such request and prepay such charge by the Stony Brook Regional Sewerage Authority at their Board Meeting on December 18, 2017

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 2017-81, Designating the Official Newspaper of the Stony Brook Regional Sewerage Authority

Mr. Kantorek indicated that Resolution 2017-81 is for the designation of the official newspaper for the Authority. Mr. Kantorek explained that the Authority is required, on an annual basis, to designate two newspapers to receive advance notice of meetings and one official newspaper to advertise legal notices, bids etc.

Mr. Kantorek recommended approval of Resolution 2017-81, Designating the Official Newspaper of the Stony Brook Regional Sewerage Authority. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2017-81 follows.

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

**Resolution No. 2017-81**

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

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

1. The designated newspapers of the Authority are:
  - A. The Times of Trenton (Trenton Times)
  - B. Princeton Packet

2. The official newspaper of the Authority is The Times of Trenton (Trenton Times).
3. The Executive Director is authorized to:
  - A. Forward a copy of this Resolution to two newspapers, one of which shall be the official newspaper of the Authority.
4. This Resolution shall take effect as provided by law.

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 2017-87, Establishing SBRSA Communication Policies

Mr. Kantorek indicated that Ms. Alexander will discuss an electronic communications policy.

Ms. Alexander stated that electronic communications has become the preferred method of communicating. However, it comes with significant legal issues and that it is her intention to make the Board aware of that fact. Any email, text or electronic messaging or anything that has to do with the public business of the Authority is considered a public record and as such, must be retained accordingly; and must be turned over to the public upon request unless there is an exception. Ms. Alexander cautioned the Board against the use of personal email accounts. If litigation or some issue arises which requires discovery, all personal information and emails would have to be reviewed by someone; it could be someone from Maraziti Falcon or someone in Information Technology (IT) elsewhere. It is a very intrusive process and it is much safer to use an SBRSA email account created for SBRSA business.

Ms. Alexander indicated that there have been and are instances, not at SBRSA, of Board members texting each other during public meetings. That is a violation of the Open Public Meetings Act (OPMA). If someone requests that information, those texts would need to be made available to the requestor. Frequently, it is something that should not have been said or something that is problematic. This is the reason for the discussion tonight.

Ms. Alexander stated that the other issue that falls under the OPMA is when Board members respond to an email that is sent to one or more Board members, which could be construed as a quorum because a public meeting is now considered anytime Board members

are assembled, even electronically. Ms. Alexander explained that her memorandum to the Board contains several different ways the OPMA could be triggered and violated unwittingly.

Mr. Goldfarb stated that two statutes are involved; the OPMA and the Open Public Records Act (OPRA).

Mr. Goldfarb indicated that Board members can avoid violating the OPMA by not sharing email chains with anybody to the point where it equals or exceeds a quorum (four Board members). Then there is the issue of the OPRA. Counsel has suggested that Board members have a SBRSA email account.

Mr. Goldfarb asked if it would be sufficient that all emails having to do with Authority business be copied to someone at the Authority. Ms. Alexander indicated that it could be copied to the records custodian at SBRSA (Ms. Carlino) and it should be done in all instances. However, that will not prevent someone from going through all your personal emails.

Mr. Goldfarb commented that just because he has an SBRSA email account, how would someone know if he has been sending emails through his personal account. Ms. Alexander stated that you, as a Board member, would have certified that you have not under penalty of perjury. Ms. Alexander indicated that even if you have copied your emails to the SBRSA records custodian, someone would still need to look through all your personal emails.

Mr. Morehouse asked if the email that is sent out by the Authority asking if the Board members plan on attending meeting is acceptable. Ms. Alexander indicated that it is administrative in nature. However, it is still best to do all emailing through a SBRSA email account. Mr. Morehouse also asked if there is a statute of limitations on these emails. Ms. Alexander responded that there is a specific process that must be followed to destroy a public record under the Records Retention Act. The retention time varies for different records and approval to destroy records must be obtained from the State.

Dr. Downey asked if an issue were to arise a week after adopting this resolution and using a SBRSA email account, would a Board member's personal email need to be reviewed. Ms. Alexander indicated that if the issue occurred subsequent to adopting this policy, personal emails would not need to be examined. Ms. Alexander indicated that all emails should include "Do Not Reply".

The Board indicated that paragraph 2, line 2 which reads "...that the use of personal email by Authority members ..." be changed to read "...that the use of personal email related to Authority business by Authority members...".

Following a brief discussion, the consensus of the Board was that Board members will be issued a SBRSA email account. Staff will set up emails for the Board and provide guidance.

Staff recommended approval of Resolution 2017-87, Establishing SBRSA Communications Policies. Mr. Morehouse moved Resolution 2017-87, as amended, Dr. Downey seconded the motion and passed by a roll call vote of 5 to 0. Resolution 2017-87 follows.

**RESOLUTION ESTABLISHING SBRSA COMMUNICATION POLICIES**

**Resolution 2017-87**

**WHEREAS**, due to the recent national conversation regarding electronic communication by governmental entities, and the fact that electronic communications among the members and/or employees of the Authority have the potential to raise legal issues, Stony Brook Regional Sewerage Authority (“SBRSA”) has determined that it is appropriate to establish guidelines for the use of email and texting.

**NOW THEREFORE BE IT RESOLVED**, by the Stony Brook Regional Sewerage Authority, that the use of personal email related to Authority business by Authority members shall be discontinued. Additionally, any electronic communication that may constitute a public record pursuant to the Open Public Records Act (OPRA), N.J.S.A. 47:1A-1.1. et seq. shall be sent to the Records Custodian and shall be maintained in accordance with applicable Records Retention laws. Public body-related email or text messages discussing public business are public records subject to the Open Public Records Act.

**BE IT FURTHER RESOLVED THAT** Communications among more than a quorum of Board members of the Authority shall not be conducted unless adequately noticed pursuant to the Open Public Meetings Law (OPMA), N.J.S.A. 10:4-6 et seq. An email “chain” or discussion to which all members are a party, is analogous to a meeting with a quorum of members, which should therefore be noticed. Simple receipt of communication by all members may not be considered a “meeting,” however, the engaged responses that follow may constitute a meeting, and shall not be permitted absent adequate notice. Electronic communications pertaining to the business of the Authority if sent to a quorum (or more) should state “Do Not Reply,” and that instruction should be heeded. All responses to electronic communications should be limited to matters that do not involve public business. Further, the response should not be made to all members on the email list, to avoid even the appearance of impropriety. The Records Custodian should be copied on all electronic correspondence pertaining to the business of the Authority.

**BE IT FURTHER RESOLVED THAT** all text messages received by members of the Authority, that concern official business, are subject to disclosure when requested pursuant to the Open Public Records Act (“OPRA”) N.J.S.A. 47:1A-1 to -13 and shall be forwarded to the Records Custodian.

<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

Consultant List

The consultant list was provided for information. Mr. Kantorek noted that there is one contract pending award for AECOM and will be discussed during the Construction section of the meeting.

552.04 Planning and Administration

Mr. Kantorek reported that the most current 12-month average daily River Road plant flow is 9,656,733 gpd with 922,362 gpd of approved but inoperative flow for a total committed flow of 10,579,095 gpd with 2,480,905 gpd or 19.00% of available capacity. The most current 12-month average daily flow at the Hopewell Plant is 221,722 gpd with 300 gpd of inoperative flow, for a total committed flow of 222,022 gpd with 25.99% or 80,900 gpd of available capacity. The Pennington Plant presently has 243,327 gpd as the most current 12-month average daily flow, with 29,164 gpd of approved but inoperative flow, for a total committed flow of 272,491 gpd, with 9.17% or 27,509 gpd of available capacity.

Monthly Flow Transmittal

Mr. Kantorek indicated that there were several adjustments made for the month of November.

The meter verification conducted on November 1, 2017 at Meter Station No. 6 indicated that the meter was reading high by 4.02%. The meter certification conducted on November 30, 2017 indicated that the meter was reading low by 10.09%. The meter data was adjusted upward by 3.04% which is the average of the meter verification conducted on November 1st and the meter certification conducted on November 30th. Staff re-checked the meter on December 1st and December 8th and the meter was within  $\pm 2\%$  accuracy.

At the Millstone Pump Station, the meter verification conducted on November 1, 2017 indicated that the meter was reading low by 1.44%. The meter certification conducted on November 30, 2017 indicated that the meter was reading low by 18.16%. The meter data was adjusted upward by 9.8% which is the average of the meter verification conducted on November 1st and the meter certification conducted on November 30th. Staff re-checked the meter on December 1st and December 8th and the meter was within  $\pm 2\%$  accuracy.

At the Princeton Farms Meter Station, a review of the data indicated that the flow rates were uncharacteristically high when compared to the Hopewell WWTP influent meter data (Princeton Farms was approximately 50% of the total flow at the Hopewell WWTP). The Plant Manager noticed through his review of the historical flow trends that the Princeton Farms meter data was not registering zero at any time during the day which is typically expected with an on-off pump station. It is possible that a check valve may be leaking.

Staff reviewed the percent of the Princeton Farms flow to the influent meter data from the Hopewell WWTP. We compared the November Hopewell WWTP influent flow to similar months to determine the percent of Princeton Farms flow. There were two similar months (February and June 2017) the Princeton Farms percent flow of the Hopewell Influent flow was 37% and 35%, respectively. Therefore, the Princeton Farms flow was adjusted to 36% (average) of the Hopewell WWTP Influent flow for the month of November.

On December 7, 2017, staff conducted a check of the Princeton Farms flow meter to determine if there was an issue with the meter. Staff determined that at zero flow the milliamp reading was high. The meter was adjusted and staff re-checked the meter on December 8, 2017 to ensure that the milliamp/zero reading was correct. Staff also contacted Hopewell Township's engineering consultant (Van Cleef Engineering Associates) that is working on the replacement of the pumps at the Princeton Farms Pump Station to make him aware of the situation.

#### 552.05 Approval Requests and Actions

##### TWA-1 Approvals

##### **The Enclave at Princeton Junction, Block 10, Lot 8.01, West Windsor Township**

Ms. Pchola reported that this project was approved at the March 28, 2016 Board meeting for a flow rate of 86,239 gpd which included a flow rate of 16,350 gpd for 72 future municipality sponsored housing units (1, 2, and 3-bedroom units).

Ms. Pchola explained that NJDEP did not approve the total flow request of 86,239 gpd since the design for the housing units was not completed. The housing portion has now been fully designed and the applicant is proposing to submit a TWA application to NJDEP for this portion of the project for the associated flow rate of 16,350 gpd.

Ms. Pchola indicated that the TWA application has been endorsed by the West Windsor Township Engineer.

Staff recommended approval of this TWA application for 16,350 gpd. Ms. Pchola noted that this approval will not result in a change to our total inoperative flow rate (approved but not connected). So moved by Dr. Downey, seconded by Mr. Goldfarb and passed by a vote of 5 to 0.

Time Extensions

None.

NJPDES Applications

None.

Water Quality Management Plan Amendments

None

Allocated Flow Update

None.

552.06 Regulatory Report

Discharge Monitoring Report (DMR)

Mr. Rahimi reported that the Discharge Monitoring Reports for the month of October were submitted to the NJDEP. There were no violations reported.

Mr. Rahimi stated that staff is currently preparing the November DMRs.

Mr. Rahimi reported that the quarterly bioassay for the River Road facility was conducted in September and reported to NJDEP on November 15, 2017. The results for this study was >100%.

Mr. Goldfarb asked what the >100% means. Mr. Rahimi responded that it would take more than 100% of our influent to kill the fish. Mr. Rahimi noted that our permit limit is 42%.

Residuals Discharge Monitoring Report (RDMR)

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

Mr. Rahimi noted that staff is currently preparing the October RDMRs.

Air Reporting

Mr. Rahimi stated that on November 28, 2017 staff received a letter from NJDEP dated November 16, 2017 requiring a response to the issue of the use of the bypass stack during emergency conditions. A copy of the letter dated November 16, 2017 was provided to the

Board. Staff submitted their response to the NJDEP in a letter dated November 30, 2017. This letter was prepared by staff, our attorney and KEMS. A copy of the response letter was also provided to the Board.

Mr. Kantorek indicated that SBRSA requested a meeting with the NJDEP regarding the use of the bypass stack in emergency conditions. SBRSA then received the letter from NJDEP requesting that staff provide emission calculations demonstrating compliance with EPA Subpart LLL and the citation from the rules to support the basis of the calculations. Mr. Kantorek indicated that multi-hearth incinerators require bypass stacks for the safety of the workers and protection of the equipment and its use must be included in the Title V permit.

Mr. Kantorek noted that SBRSA has spent millions of dollars on air pollution control to meet the emission standards. The bypass stack cannot meet the Subpart LLL emission limits for all possible bypass scenarios.

Mr. Goldfarb commented that the Authority should just appeal for the use of the bypass stack like the Authority did for the plant blending line. Mr. Kantorek indicated that SBRSA has not received the draft Title V permit yet and use of the bypass stack happens more frequently than the use of the plant blending line. Mr. Kantorek also noted that it is better to negotiate with permitting than enforcement.

Mr. Rahimi reported that the following affirmative defenses were submitted:

On October 12, 2017 at 12:30 while operating Incinerator No. 2 with the RTO (OS28) SBRSA experienced a commercial power brownout. The brownout caused the bypass stack to open and all burners to the incinerator to shut off resulting in sludge feed to stop.

On October 29, 2017 at 22:13 while operating Incinerator No. 2 with the RTO (OS28) SBRSA experienced a commercial power brownout. The power interruption caused the bypass to open and sludge feed to stop by interlocks.

On November 2, 2017 at 15:18 while operating Incinerator No. 2 with the RTO (OS28) an equipment malfunction with Fly Ash Pump No. 3 was experienced. As a result, a scrubber high water alarm was received. The scrubber high water alarm engaged the interlocks which resulted in the sludge feed to the incinerator to stop, the ID Fan to shut down, the bypass stack to open, the valve that directs the flue gas through the RTO to close and the valve to the Afterburner (AB) to open.

#### Laboratory

Mr. Rahimi indicated that SBRSA's laboratory received a letter from the NJDEP Office of Quality Assurance (OQA) on November 23, 2017 closing out the 2017 River Road facility on site audit. SBRSA's response and corrective actions were deemed acceptable. A copy of the letter from NJDEP was provided to the Board.

## 552.07 Safety

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

Mr. Irizarry noted that as of December 8, 2017, Stony Brook Regional Sewerage Authority has gone 520 consecutive days without a “Lost Time Accident”.

Mr. Irizarry indicated that during the last reporting period staff mentioned that there was an injured employee on modified duty. That employee has been cleared for full duty.

Mr. Irizzary reported that a copy of the 2017 Kleinfelder Inspection Report with priority 1 punch list items, their status and dates when the items were completed was provided to the Board.

Mr. Irizarry indicated that on December 4, 2017 Hopewell Township Fire Department conducted the annual fire inspection of the Hopewell and Pennington Plants. There were no issues found.

Mr. Irizarry noted that on December 7, 2017 staff held a safety meeting. A copy of the minutes was provided to the Board.

Training for this reporting period included:

- SPPP (Stormwater Pollution Prevention Plan) and SPCC (Spill Prevention Control and Countermeasures) safety training was provided for twenty-five (25) employees in-house on November 9, 12, 19, 20 and 29, 2017.
- Workplace Safety 101 introductory training with hazardous material walk-through was provided in-house for 2 new employees on November 29, 2017 and December 5, 2017.

Mr. Goldfarb commended Mr. Irizarry on the good report from the JIF. Regarding the 2017 Kleinfelder Inspection Report, Mr. Goldfarb requested that the update report reflect the date the report is prepared.

## 552.08 Litigation

The Litigation Report was provided for information.

Stony Brook Regional Sewerage Authority versus New Jersey Department of Environmental Protection, River Road WWTP NJPDES Permit

Ms. Alexander indicated that this matter has been assigned to Judge Tricia Caliguire and DAG Jacobine Dru. A prehearing conference was held on November 27, 2017 at which

time the parties discussed the outstanding issues. The next status conference will be held on January 31, 2018.

Ms. Alexander noted that on December 18, 2017 a telephone conference was held with Judge Beavers and DAG Dru regarding the upstream plants. Ms. Alexander indicated that NJDEP and SBRSA are close on the Hopewell STP issues. However, the next status conference for the remaining outstanding issues is scheduled for March 2018.

## 552.09 Operations Report

### River Road Facility

Mr. Kunert reported that Gravity Sludge Thickener #3 was taken off-line, cleaned and inspected. The severely corroded electrical conduit is being replaced by an outside contractor before this thickener is put back into service.

Mr. Kunert indicated that staff is preparing to go out to bid for the repairs to Incinerator #1. Staff received the inspection report from Chavond-Barry regarding the repairs. This report is used as the technical specification describing all the work that needs to be performed as part of the repairs contract.

Mr. Kunert reported that the task of adding filter media to all six of our multi-media filters has been completed. This was done to replenish the media which has been lost since the last time this was replenished.

Mr. Kunert indicated that Operations personnel received the required annual Incinerator Operation refresher training. The training was given by KEMS.

Mr. Kunert explained that on December 10, 2017, the climber screen at the Princeton Pump Station failed requiring repairs. Staff switched to the manual barscreen and is in the process of obtaining quotes for the necessary repairs.

### Upstream Facilities

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

### Odor Report

Mr. Kunert reported that staff received no odor complaints during the month of November and no odor complaints during the partial month of December. The full December number will be reported at the January 2018 Board meeting.

### Customer Septage and Sludge Deliveries

The quantities of liquid sludge and sludge cake were above their budgeted amounts. The quantity for gray water was below its budgeted amount for the month of November

#### 552.10 Maintenance

Mr. Ireland reported that two Uniform Locker Room doors located on the rear loading dock were replaced on November 11, 2017. The doors had become damaged over the years from high traffic and uniform deliveries. One of the two doors is wider to accommodate the uniform transfer carts while the smaller door can be used for entry and exit of personal.

Mr. Ireland indicated that Filter No. 2 was removed from service on November 27, 2017 due to the surface wash arms not rotating smoothly resulting in uneven flow distribution. It was found that one of the arms was packed with debris and the bearing assembly was worn. The clogged arm was removed and replaced with a new arm and new bearing assembly. Once tested the filter was placed back into service.

Mr. Ireland explained that Scott Testing Inc. was on site November 27, 2017 to perform maintenance and testing on the Main Plant Turbine Generator 3,000 amp G.E. breaker. The circuit breaker was temporarily removed from the turbine control cabinet which required a temporary set up. The breaker and cabinet were cleaned. The mechanical and electrical maintenance that was performed was in accordance with the national electric code and manufacturers specifications. Once testing of the breaker was completed, it was reinstalled and put in standby operation.

Mr. Ireland noted that the current monthly open work requests stand at twenty-three (23). The preventative maintenance graphs show that SBRSA is currently averaging two (2) days overdue and the number of overdue units is approximately twenty-six (26).

#### 552.11 Construction Report

##### Phosphorous Impact Modeling Study

Ms. Pchola reported that Kleinfelder informed staff that, at this time, NJDEP has put their review of the study on hold and they are focusing their resources on other higher priority issues.

##### Millstone Force Main Condition Assessment

Ms. Pchola stated that staff completed their review of the draft report and held a conference call with Pure Technologies on December 7, 2017 to discuss staff's final comments. The final report was submitted to SBRSA on December 12, 2017. There were no additional changes to the report.

Ms. Pchola indicated that two sections of the 36-inch pipe show one section has micro-cracking and one section has visual cracking. Pure's recommendation is to continue to monitor the situation and reassess the force main in five (5) years. Staff will consider the cost to repair those sections of pipe versus the cost to reassess the force main.

#### River Road Filtration/Disinfection Byproducts Compliance Study

Ms. Pchola reported that staff completed their review of the draft report and on December 12, 2017 a meeting was held with Kleinfelder to discuss staff's comments and the evaluation of alternatives presented in the study.

Ms. Pchola explained that the study included the evaluation of alternatives for 16.0 mgd (which is the mid-point of the current rated plant capacity of 13.06 mgd and the Mercer County Wastewater Management Plan's projected future full build-out flow of 19.0 mgd) and the full build-out flow of 19.0 mgd.

Ms. Pchola indicated that based on the evaluation of alternatives, the budgetary capital costs and total annual cost comparisons, the recommended alternatives for disinfection and filtration are as follows:

- **Disinfection:** Open Channel UV disinfection retrofitted within the existing Chlorine Contact Tanks is the lowest cost alternative and most desired. This alternative would be designed for a flow rate of 19.0 mgd. The estimated capital cost estimate for this alternative is \$6,206,000. The budgetary total annual cost including both operation and maintenance (O&M) and capital is \$442,000 (based on funding thorough the NJEIFP at a blended rate of 2% over 20 years). There is little difference between the annual cost of a system designed for 16 mgd versus 19 mgd. Table 5-2: Disinfection Alternatives Cost Comparison from the Kleinfelder report providing a breakdown of the costs was provided to the Board.
- **Filtration:** Disc filters in a new building located next to the existing Filter Building is the lowest cost alternative. This project has an estimated capital cost of \$10,716,000. This alternative would also be designed for a flow rate of 19.0 mgd. The budgetary total annual cost including both O&M and capital is \$678,000 (based on funding thorough the NJEIFP at a blended rate of 2% over 20 years). There is little difference between the annual cost of a system designed for 16 mgd versus 19 mgd. Table 4-3: Filter Alternatives Budgetary Capital and Total Annual Cost Comparison and Table 4-4: Filter Alternative Evaluation Criteria Comparison from the Kleinfelder report was provided the Board.

Ms. Pchola reported that the estimated time for completion for the UV Disinfection project is approximately thirty-two (32) months from design to end of construction. UV Disinfection will address the new permit requirements for BDCM and CDBM. As

previously indicated the permit limit compliance deadline for BDCM and CDBM is July 2019 however staff has requested an extension to July 2021 which is expected to be granted once NJDEP has an indication that SBRSA is moving forward with a project to meet these limits. The issue with the quantitative limit for chlorine produced oxidants would also be eliminated with UV disinfection.

Ms. Pchola noted that due to the poor condition of the existing filter piping and valves, staff is also looking at the annual cost impacts to the participants if we combine the UV disinfection project with the installation of the disc filters as one project. As originally included in the project schedule in the 2017 Future Facilities Improvements Five-Year Plan, construction of the filter upgrade would start approximately nine (9) months after the start of the construction of the UV disinfection system. Staff will provide an updated project schedule and funding impacts at the January 2018 Board meeting with combining the projects. It is anticipated that from design to completion of construction, the combined project would be completed within 36 months. Ms. Pchola indicated that this was discussed with the Construction Committee this evening.

Mr. Goldfarb asked if the filtration is replacing the existing filtration. Ms. Pchola responded that the piping is corroded and the valves are leaking in SBRSA's current filtration system. Staff looked at repairing the filters or installing new filters to address future flows. Ms. Pchola stated that it is more cost effective to install new filters rather than repairing the existing filters for a 13 mgd facility. SBRSA is installing UV disinfection for 19 mgd and therefore, it makes more sense to provide filtration for 19 mgd as well.

Dr. Downey indicated that the cost comparisons for the projects are included in the Construction Report. This issue was discussed extensively in the Construction Committee meeting. Also, included in the report is information illustrating the advantages of the various type of filters. The disc filters are clearly the best choice and are the leading technology in filters. Dr. Downey indicated that installing disc filters in a new building is the best course of action for the Authority over the next twenty (20) to thirty (30) years. Dr. Downey indicated that the Construction Committee is recommending the installation of disc filters.

Dr. Downey indicated that the Authority's NJPDES permit is the driving force for UV disinfection. When comparing open channel versus in-line and based on annual costs, open channel is more cost effective. Currently, there are two separate projects, one for UV disinfection and one for the filtration system. Staff is going to look at combining the two projects and look at the impact that it would have on costs.

Ms. Pchola stated that the cost in the Capital Plan is slightly lower than the current information from Kleinfelder. Staff will use the updated costs provided by Kleinfelder to determine the effects of project costs to the participants'.

Mr. Goldfarb asked if staff has justification for constructing a new building rather than retrofitting the existing filter building. Ms. Pchola indicated that it is much easier to construct a new facility rather than retrofit the filters in the existing building. In addition,

SBRSA would still need the its existing filters in operation while constructing and installing the new filters.

Mr. Goldfarb stated that shouldn't the difficulty of the job be reflected in the capital costs. Mr. Kantorek indicated that it would to a certain extent however it is difficult to quantify these costs. Cost is not the only factor. Retrofitting would entail removing filters from service thus leaving the Authority without the use of all of its filters. Upon completion of the construction of the new building and the installation of new the filters, it is a smoother transition to make connections without working in and around the existing filter building.

Dr. Downey stated that disc filtration is a completely different type of technology than SBRSA's existing filtration system. It is not just a matter of replacing one item and everything else would remain the same.

Mr. Kantorek noted that SBRSA still needs to meet its permit. Constructing a new building, enables SBRSA to continue to utilize all its existing filters. With retrofitting, one or more filters could be out of service for a period of time restricting the Authority's ability to meet permit.

Chairman Bartolini indicated that the value of the project is remaining in compliance with SBRSA's permit and doing a project when you are not up against a deadline. Installing UV disinfection is a result of SBRSA's NJPDES permit.

Dr. Downey indicated that staff is proposing a 19 mgd filtration system since the UV disinfection system will be designed for 19 mgd. Dr. Downey indicated that the annual cost for 16 mgd is \$650,000 versus \$658,000 for a 19 mgd system.

Mr. Goldfarb asked were the projected costs based on flow or the cost of the project. Mr. Kantorek indicated that it is based on both flow and project cost. The difference in the cost for operating at 16 mgd as opposed to 19 mgd is approximately \$21,000 annually. Mr. Kantorek noted that it is more cost effective to do the project at 19 mgd now compared to 16 mgd and having to expand the system later.

Ms. Pchola indicated that for the January Board meeting staff will present the impact on the participants' if the projects are combined.

Dr. Downey stated that in addition, during high flow it will allow SBRSA to delay utilizing the plant blending line.

A discussion followed regarding the flows, 16 mgd versus 19 mgd and the benefits of constructing to operate at 19 mgd.

Mr. Goldfarb indicated that he feels that the River Road WWTP will not reach 19 mgd for a long time. Mr. Kantorek indicated that the Mercer County Wastewater Management Plan (WMP) shows full buildout for SBRSA's service area ranging from 18.3 to 18.7 mgd. That

is the reason for the 19 mgd. It makes sense to build for 19 mgd since the cost differential now is approximately \$300,000.

Mr. Goldfarb asked what other types of investments is the Authority willing to undertake in the future. Mr. Kantorek indicated that if you are going to spend time and effort, it is better to do a project once rather than deal with the same project two or three times. In addition, costs to expand in the future will most likely be higher than \$300,000.

Mr. Morehouse indicated that the key concept is the split train. A facility's normal flow should fit on one half of the train. If it is not large enough to handle the flow then it is not beneficial. Mr. Morehouse indicated that he would have agreed to construct a system to operate at 20 mgd.

Chairman Bartolini then asked the Board for a consensus of 19 mgd. The Board agreed to construct UV disinfection and the filtration system to operate at 19 mgd.

#### 2018 Annual Advice Contracts

Ms. Pchola reported that staff requested a proposal from AECOM for the 2018 General Advice and the contract is in the amount of \$20,000. The contract amount spent in 2017 with AECOM was \$14,820.

Staff recommended approval of Resolution 2017-78, Authorizing the Award of a "No Political Contributions Allowed" Contract for 2018 General Advice to AECOM. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2017-78 follows.

#### **Resolution Authorizing the Award of a "No Political Contributions Allowed" Contract for 2018 General Advice to AECOM Technical Services, Inc.**

#### **Resolution No. 2017-78**

**WHEREAS**, the Stony Brook Regional Sewerage Authority "Authority" has a need for general advice for the period starting on December 1, 2017 through the end of Fiscal Year 2018 (November 30, 2018) 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, Diane Redding 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, 2017 through November 30, 2018; and

**WHEREAS**, AECOM Technical Services, Inc. has submitted an Agreement indicating they will provide general engineering consulting advice from December 1, 2017

through November 30, 2018 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, 2018 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 Fiscal Year 2018 operating 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 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:

	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

Contract 17-1 Pennington WWTP Upgrade and Expansion

Ms. Pchola reported that the Hopewell Township Preliminary and Final Major Site Plan application for the Pennington WWTP Upgrade and Expansion was submitted on November 17, 2017. Staff, Kleinfelder and our attorney attended the Hopewell Township Planning Board Meeting on December 7, 2017. A copy of the comments received from Hopewell Township prior to the meeting was provided to the Board. A discussion with Mr. Mark Kataryniak, Hopewell Township Community Development Director, indicated that he

would recommend to the Board to waive several of the items listed in his December 7, 2017 Memorandum. A copy was provided to the Board.

Ms. Pchola indicated that the site plan application was conditionally approved by Hopewell Township with the following:

- The lighting for the project will require a lighting certification (this will be provided once the project is bid and the lighting manufacturer has been selected by the contractor). This provision will be included in the specifications.
- The lighting should be specified with a lower color temperature from 5000 Kelvin (K) to 3500 K at the buildings and task lighting at the process tanks. According to lighting industry convention, lamps with low correlated color temperature (CCT) values (2700 K to 3000 K) provide light that appears "warm," while lamps having high CCT values (4000 K to 6500 K) provide light that appears "cool." Staff is currently in the process of determining if the 3500 K is sufficient for task lighting.
- Tank lighting to be provided with a shut-off timer (tank/task lighting is on an as needed basis – this lighting will only be necessary if there is an issue at the plant at night – the tank lighting is normally off).
- Based on the removal of twenty-eight (28) existing trees from the site (these trees were originally planted as part of the construction of the Pennington WWTP) forty (40) three-inch caliper replacement trees will be provided located on the north and east side of the property. The tree removal is necessary for the installation of the new facilities and in addition their proximity to the process which is problematic when the trees lose their needles.
- Submission of a stormwater management report
- Submission of a wetlands report
- Resubmission of the site plan with various changes/additions such as existing curbing, change sidewalk concrete from 4,000 psi to 4,500 psi, number of trees, notes, etc.

Ms. Pchola noted that the two outstanding permit issues for the project are the NJDEP wetlands waiver and the issue with providing the DRCC with a conservation easement on the west side of the site.

#### Millstone Pump Station Odor Abatement Design

Ms. Pchola reported that on December 6, 2017, staff met with R3M to review the preliminary design memo for the replacement of the Millstone Pump Station odor control equipment. Based on our comments and changes requested by staff, it is anticipated that there will be an amendment to the design contract. Additions include the type of carbon adsorber selected (radial flow carbon unit) and staff's requested modifications to the duct work which both were addressed in the original proposal as an extra cost.

#### Contract 14-1 SBRSA Emergency Generator Project

Ms. Pchola indicated that this project stands at 94% complete. No payment application was submitted by the contractor this month. During the past reporting period; TCI and Rudox, were on-site and continued with the start-up and commissioning of the emergency generator system. On December 6, 2017, the four-hour full load test was completed on the entire system and on December 11, 2017 the new emergency generator system was successfully operated in automatic mode under a simulated power outage condition. TCI and their subcontractor, Siemens, are in the process of scheduling the work to complete the modifications to the sub-station switchgear. Currently this work is scheduled for January 10 and 11, 2018.

#### Contract 16-1, Schwing Pump Replacement Project

Ms. Pchola reported that MBE continues to submit shop drawings for the project. A meeting was held on December 11, 2017 with SBRSA, GHD, and MBE to review the conduit and wire requirements for the new Schwing pumps.

#### Contract 16-2, MA Effluent Channel Mixers

Ms. Pchola indicated that as of Pay Estimate No. 5 this project stands at 97% complete. During the last reporting period, Allied completed the mechanical demolition in the Blower Room, installation of the new wall mounted damper in the Blower Room, site restoration around the new yard hydrant, modifications to MCC-E7, and disposal of all demolished materials and equipment. All construction work has been completed for this project and the punch list items are expected to be completed by next month. Staff expects to process the final payment application for this project at the January 2018 Authority Board meeting.

#### Contract 16-4 Center Shaft Drive Replacement Project

Ms. Pchola reported that there has been no change to this project. The one remaining item to be completed is to test Drive No. 1 under normal operating conditions. This will be conducted once all rehabilitation work on Incinerator No. 1 has been completed.

#### Contract 17-3, Server Room and IT Office Improvements

Ms. Pchola stated that as of Pay Estimate No. 2 this project stands at 100% complete. During the last reporting period, Stone Hill Contracting completed all electrical work, installation of the new flooring and installation of the “Turtle Shell” water protection unit over the server racks. On December 1, 2017, the Certificate of Approval was received from the Princeton Construction Department.

#### Contract 17-4, Hopewell WWTP Primary Clarifier Collector Mechanism Replacement

Ms. Pchola indicated that Kleinfelder and staff completed the draft plans and specifications for the project. The draft plans and specifications are under staff review and once complete,

the project will be advertised for bid. The estimated construction cost for this project is \$265,000 which includes a 15% contingency.

#### Process Control/SCADA

Ms. Pchola noted that the quarterly flow meter verification was conducted by SBRSA staff and W.G. Malden on December 1, 2017. Preventative maintenance was completed for all field devices and process control loops.

#### Plant Influent Flow Meter

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

#### Information Technology

Mr. Thomas reported that IT has been working closely with Finance providing support as needed with the new finance software transition.

Mr. Thomas indicated that SBRSA's Network Security Appliances at all three (3) plant sites have been updated ensuring the best level of security. Upgrades were scheduled and completed with the lowest possible impact to daily operations.

Mr. Thomas noted that staff has continued to deploy workstations with two (2) workstations left to be configured and installed.

Mr. Thomas reported that the TRACE Report workstation that was previously seated in the engineering trailer has been virtualized. This makes the reporting software available from any workstation approved for access.

### 552.12 Finance Report

#### Payment of Bills and Claims

Mr. Morehouse moved for approval of Resolution 2017-84 for the payment of bills and claims in the amount of \$1,157,189.90 with two signatures instead of three. The motion was seconded by Dr. Downey.

Mr. Goldfarb asked Mr. Sears if he reviewed Mr. Kantorek's expenses reimbursement. Mr. Sears indicated that he did review all items and all were in order.

The Resolution was then passed by a roll call vote of 5 to 0. Resolution 2017-84 follows.

**Resolution Regarding Payment of Bills and Claims**

**Resolution No. 2017-84**

**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 **\$1,157,189.90** 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 twelve-month period ending November 30, 2017 is \$1,433,485. The Authority has total cash and investments of \$19,509,459.62 at an average interest rate of 0.48%. The current construction projects balance is \$14,226,606. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is \$19,345,312. The New Jersey Cash Management Fund yield is 0.25%.

Resolution 2017-82, Adoption of Cash Management Plan

Mr. Sears recommended approval of Resolution 2017-82, Adoption of Cash Management Plan. Mr. Sears indicated that there were no changes from the previous year’s plan. So moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a roll call vote of 5 to 0. Resolution 2017-82 follows.

**Resolution of the Stony Brook Regional Sewerage Authority Adopting a Cash Management Plan**

**Resolution No. 2017-82**

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

**NOW, THEREFORE, BE IT RESOLVED** by the SBRSA that the Cash Management Plan, attached hereto, is hereby approved for the fiscal year ending November

30, 2018 and that the Chief Financial Officer is directed to implement said Cash Management Plan in accordance with all applicable statutes.

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 2017-83, Appoint a Public Agency Compliance Officer

Mr. Sears recommended approval of Resolution 2017-83, To Appoint a Public Agency Compliance Officer. This is necessary for the Authority to fulfill its Affirmative Action requirement. So moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by a vote of 5 to 0. Resolution 2017-83 follows.

**Resolution to Appoint a Public Agency Compliance Officer**

**Resolution No. 2017-83**

**BE IT RESOLVED**, by the Stony Brook Regional Sewerage Authority that Madelene Karlowitsch be and is hereby appointed to serve as the Authority's Public Agency Compliance Officer (PACO) for the calendar year 2018 to fulfill the requirements of the Affirmative Action Office, Department of the Treasury of the State of New Jersey.

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 2017-86, 2018 Participants' Estimated Charge Resolution

Staff recommended approval of Resolution 2017-86, 2018 Participants' Estimated Charge. Mr. Sears indicated that the year-end figures are unaudited, the estimated costs are based on the five-year averages and the "Project Debt Service Adjustment" is based on the seven-year average. So moved by Mr. Morehouse, seconded by Dr. Downey and passed by a roll call vote of 5 to 0. Resolution 2017-83 follows.

**2018 Participants' Estimated Charge Resolution**

**Resolution 2017-86**

**BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority on December 18, 2017:

1. Pursuant to Section 609(2) of the Bond Resolution, the Authority adopted an Annual Budget of Operating Expenses in the amount of \$15,343,320 for its fiscal year 2018 which commences December 1, 2017. A copy of the Annual Budget, as adopted, shall be promptly filed with the Trustee and the Consulting Engineer.
2. Pursuant to Section 406(B) of the Amended Service Contract, the Authority is required to estimate the "Net Annual Cost" for the ensuing fiscal year. For this purpose, "items of expense" are \$15,343,320; "items of receipt" are \$ 2,420,000. The "Net Annual Cost" which the Authority will use for computing the "Base Charge" is \$ 12,923,320.
3. Pursuant to Section 406(B) of the Amended Service Contract, the Authority, on or before December 20, is required to estimate the "Annual Charge" for each participant for the ensuing fiscal year. The "Annual Charge" is composed of (a) the "Base Charge" (b) the "Connecting Installment" and (c) the modified "Project Debt Service Adjustment". The "Connecting Installment" was included for the years 1984 to 1993 and no longer applies.
  - (a) The "Base Charge" is figured by allocating the "Net Annual Cost" among the participants in accordance with the Authority's estimate of each participant's expected proportion of actual flow for the ensuing fiscal year.
    - (l) The Authority hereby adopts the following percentages using flow estimates based on 5 years of average flow method as the allocation figures to be used for FY 2018:

Princeton	32.218%
South Brunswick Township	40.629
West Windsor Township	22.976
Hopewell Borough	1.587
Pennington Borough	2.590

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

Princeton	\$4,163,611.25
South Brunswick Township	5,250,642.54
West Windsor Township	2,969,314.42
Hopewell Borough	205,082.73
Pennington Borough	<u>334,669.06</u>

TOTAL \$12,923,320.00

(b) The allocation factors, based on an average of flows from 2011 through 2017, (seven-year average) to be used for the computation of the "Project Debt Service Adjustment" are as follows:

Princeton	32.905%
South Brunswick Township	40.151
West Windsor Township	22.768
Hopewell Borough	1.608
Pennington Borough	2.568

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

Princeton	-441,418.16
South Brunswick Township	+334,297.09
West Windsor Township	+111,306.69
Hopewell Borough	+4,964.31
Pennington Borough	<u>-9,149.93</u>
TOTAL	<u>\$ 0.00</u>

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

	<u>Base Charge</u>	+	<u>Project Debt Service Adjustment</u>	=	<u>Annual Charge</u>
Princeton	\$4,163,611.25		-441,418.16		\$3,722,193.09
South Brunswick Township	5,250,642.54		+334,297.09		5,584,939.63
West Windsor Township	2,969,314.42		+111,306.69		3,080,621.11
Hopewell Borough	205,082.73		+4,964.31		210,047.04
Pennington Borough	<u>334,669.06</u>		<u>-9,149.93</u>		<u>325,519.13</u>
TOTAL	<u>\$12,923,320.00</u>		<u>0.00</u>		<u>\$12,923,320.00</u>

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

### Monthly Sludge Business Analysis

Mr. Sears reported that net income for the month of November is \$117,153 and the cumulative net income is \$1,406,832.

Mr. Sears noted that effective January 1, 2018 SBRSA's bid limit will be going to \$17,500. SBRSA had been operating with a temporary Qualified Purchasing Agent (QPA) but that time has expired. It is anticipated that SBRSA will have a QPA by July 1, 2018. Staff will also need to obtain multiple quotes for purchases over \$2,625.

Mr. Kantorek indicated that on the table was a copy of proposed legislation requiring State oversight of budgets of regional sewerage authorities. Basically, it states that the percentage in a budget cannot exceed two (2) percent increase over spending. Mr. Kantorek indicated that the bill originally was proposed about a year ago and contained unfavorable language. At that time, the Association of Environment Authorities (AEA) testified for more favorable language which appears to be included in the new legislation. (The issue was with how the cap would effect billing to participants.)

Ms. Alexander indicated that the Senate has passed the bill, however, there is no companion bill from the Assembly yet. The AEA was able to get many exceptions into the cap; all the exceptions afforded to municipalities and a few additional ones.

Mr. Sears noted that the new accounting software went live on December 1, 2017. There may be some noticeable changes in formatting. Any comments or suggestions are welcomed.

### 552.13 Personnel Report

The Personnel Report was provided for member information.

Mr. Kantorek stated that two mechanics were hired and one Operator was terminated with a potential grievance. Therefore, the Authority currently has forty-eight (48) filled positions. Mr. Kantorek indicated that this year there are three (3) employees definitely retiring with the potential for up to seven. Some positions will require hiring and training and the total number of employees may go up to fifty (50). However, in the end there will be forty-six (46) employees.

### 552.14 Correspondence

For information.

552.15 Old Business

None

552.16 New Business

Resolution 2017-85, Awarding Contract for the Supply of a Liquid Odor Control Chemical

Mr. Kunert reported that on November 15, 2017, sealed bids for the supply of a liquid odor control product were opened. These bids were based on the results of trials that were conducted prior to bidding. During these trials, each bidder had to meet the qualifications regarding product effectiveness and determine the dosage necessary to meet these qualifications. Two companies performed trials and their bids are shown below:

	12 MONTHS	24 MONTHS
Evoqua Water Technologies	\$0.81/lb/\$62,441.28	\$0.81/lb/\$62,441.28 (1st) \$0.81/lb/\$62,441.28 (2nd) 2Yr. Total = \$124,882.56
Coyne Chemical	\$0.8346/lb/\$37,423.67	\$0.8346/lb/\$37,423.67 (1st) \$0.8346/lb/\$37,423.67 (2nd) 2Yr. Total = \$74,847.34

Mr. Kunert explained that the low bidder, Coyne Chemical, did not qualify during their two-day trial by not keeping the average Hydrogen Sulfide concentration below 4.0 ppm each day which is required as per the bid specifications, therefore, their bid cannot be considered. In addition, they submitted a bid with incorrect values and mathematical errors in the formula that is used to calculate a total price.

Mr. Kunert indicated that the last contract was a two-year contract with Evoqua Water Technologies for a total two-year price of \$242,668.61 at a unit price of \$0.76/lb for both the first year and the second year. Please note that the average total pounds used during the trials are used in the formula to calculate a total bid price. This evaluated bid price is subject to radical increases and/or decreases at times since it is based on the H2S concentrations in the sludge at the time of the trials which varies throughout the year.

Mr. Kunert recommended that a two-year contract be awarded to Evoqua Water Technologies at a unit price of \$0.81/lb. for the first year and a unit price of \$0.81/lb. for the second year for a two-year total of \$124,882.56. So moved by Dr. Downey, seconded by Mr. Compton and passed by a roll call vote of 5 to 0. Resolution 2017-85 follows.

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

**Resolution No. 2017-85**

**WHEREAS**, the Authority advertised for the receipt of sealed competitive bids in accordance with the requirements of the Local Public Contracts Law, N.J.S.A. 40A: 11-1 et seq. for the supply of a Liquid Odor Control Chemical; and

**WHEREAS**, the following sealed bids were received by the Authority on November 15, 2017, as more fully set forth as follows:

	12-Month	24-Month
Evoqua Water Technologies	\$0.81/lb. / \$62,441.28	\$0.81/lb. / \$62,441.28 (1st) \$0.81/lb. / \$62,441.28 (2nd) 2Yr. Total = \$124,882.56
Coyne Chemical	\$0.8346/lb. / \$37,423.67	\$0.8346/lb. / \$37,423.67 (1st) \$0.8346/lb. / \$37,423.67 (2nd) 2Yr. Total = \$74,847.34

**WHEREAS**, the Authority has determined that the seemingly low bidder, Coyne Chemical, did not qualify during their two-day trial by not keeping the average Hydrogen Sulfide concentration below 4.0 ppm each day which is required as per the bid specifications, therefore, their bid cannot be considered; and

**WHEREAS**, in addition, Coyne Chemical submitted a bid with incorrect values and mathematical errors in the formula that is used to calculate a total price; and

**WHEREAS**, the responsive low bidder, Evoqua Water Technologies submitted a bid of \$0.81 per pound for the first year and \$0.81 per pound for the second year for a total two-year price of \$124,882.56; and

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

**WHEREAS**, there are sufficient funds to provide funding for the contract amount.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority that it hereby awards a 24-month contract to Evoqua Water Technologies, the lowest responsive bidder for the supply of a Liquid Odor Control Chemical in the estimated amount of \$124,882.56; and

**BE IT FURTHER RESOLVED** that the Executive Director, staff and consultants are authorized to take all appropriate measures to ensure that all appropriate documents are provided by the Contractor.

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

Award of Liquid Sludge Agreement

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

Township of                      1,000,000 gallons                      January 1, 2018 to December 31, 2022  
Montgomery      (annual minimum committed quantity)

552.17 Open to the Public

552.18 And such other issues as may come before the Board

None.

552.19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 9:08 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  
January 11, 2018