

Minutes of Meeting #555, March 26, 2018– Stony Brook Regional Sewerage Authority

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

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

MEMBERS ABSENT:

CONSULTANTS: Alexander

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

555.01 Chairman Bartolini indicated that pursuant to Section 13 of the Open Public Meetings Act, adequate notice of the time and place of this meeting was given by filing with the Authority's official newspapers, each Clerk of each municipality and by being posted on the Princeton Bulletin Board and on the Authority's website.

555.02 Approval of Minutes

The minutes from the February 26, 2018 Board meeting were approved as presented on a motion by Dr. Downey, seconded by Mr. Patel and passed by a vote of 6 to 0.

555.03 Board Related Activities

Consultant List

The consultant list was provided for information. Mr. Kantorek noted that there are no contracts pending award tonight.

Sewer Connection Fees

Chairman Bartolini indicated that, at his request, the memorandum from the Authority's counsel regarding connection fees has been added to this section. At the February Board meeting the subject of connection fees was mentioned. Chairman Bartolini indicated that this had already been discussed by the Board in 2017. At that time, the Board had asked Ms. Alexander, Counsel for the Authority, to research the matter and provide the Board with a memorandum. Ms. Alexander's memorandum indicated that the Amended Service Contract suspends SBRSA's right to impose connection fees. Before SBRSA could impose connection fees, the Service Contract would need to be amended with all Participants agreeing to the amendment. Chairman Bartolini stated that South Brunswick and West

Windsor were approached, and both said that they were not in favor of amending the Service Contract. Therefore, no further discussions or actions will take place.

#### 555.04 Planning and Administration

Mr. Kantorek noted that on the table was a corrected copy of the Monthly Flow Transmittal for February. One additional flow adjustment was made.

Mr. Kantorek reported that the most current 12-month average daily River Road Plant flow is 9,876,065 gpd with 845,487 gpd of approved but inoperative flow for a total committed flow of 10,721,552 gpd with 2,338,448 gpd or 17.91% of available capacity. The most current 12-month average daily flow at the Hopewell Plant is 232,069 gpd with 300 gpd of inoperative flow, for a total committed flow of 232,369 gpd with 22.54% or 67,631 gpd of available capacity. The Pennington Plant presently has 252,533 gpd as the most current 12-month average daily flow, with 28,448 gpd of approved but inoperative flow, for a total committed flow of 280,981 gpd, with 6.34% or 19,019 gpd of available capacity.

Mr. Kantorek noted that the month of February has been rainy and the 12-month daily average flows rose during the month.

#### Monthly Flow Transmittal

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

Staff conducted a meter verification on the Pennington WWTP Influent Meter on January 31, 2018 and found the meter to be reading high by 1.18%. On February 27, 2018 staff conducted a meter verification and found the meter to be reading low by 1.09% and therefore the meter data from February 1<sup>st</sup> through February 27<sup>th</sup> did not require an adjustment.

The meter certifications were conducted by W.G. Malden on March 5<sup>th</sup> and 6<sup>th</sup>. The Pennington Influent meter certification conducted on March 5<sup>th</sup> indicated that the meter was reading high by 9.51%. The meter data for February 28, 2018 was adjusted downward by 4.21% which is the average of the meter certification and the meter verification.

In addition, the review of the hourly flow data for February 11, 2018 indicated that the influent meter was at its maximum capacity from 2 pm to 7 pm. The hourly flow data was replaced with the hourly data from the effluent meter and the influent average daily flow for February 11<sup>th</sup> was revised.

All remaining meters were within  $\pm 5\%$  accuracy and therefore no additional meter data adjustments were required.

## 555.05 Approval Requests and Actions

### TWA-1 Approvals

None.

### Time Extensions

#### **Maplewood at Princeton, Block 1701, Lot 4.05, Plainsboro Township**

Ms. Pchola reported that this project was approved at the March 23, 2015 SBRSA Board meeting for a flow rate of 10,500 gpd. The TWA application was approved by NJDEP on May 18, 2015.

Ms. Pchola stated that as indicated in the SBRSA TWA Resolution, approvals shall remain in effect for two years at which time the applicant must start construction of the treatment works. As required by the SBRSA Resolution, applicants are required to submit an annual report as to the status of their project. The applicant may request a time extension with documentation as outlined in the Resolution. Each extension request shall be for a one-year period but in no case shall the permit be extended beyond a five-year period from the original date of the SBRSA approval.

Ms. Pchola indicated that the developer, Maplewood Senior Living submitted a letter dated March 21, 2018 requesting a one-year extension for this project to May 14, 2018. A copy of the letter was provided to the Board. The applicant did not submit the annual reports and did not request an extension after the initial two-year period. However, as indicated in their request for the time extension, the infrastructure for the project has been completed. SBRSA had discussions with South Brunswick Township and they confirmed that the sewer extension has been constructed and that they have no issue with the time extension. A copy of the email from Mr. Scott Cevera South Brunswick Township Utilities Sewer Department Supervisor was provided to the Board.

Ms. Pchola stated that based on discussions with the developer they expect to request a second one-year extension next month. Ms. Pchola asked the Board to consider granting the extension through May 2019. The developer will begin construction of the buildings and indicated that the project should be completed in August 2019. The Board agreed.

A brief discussion regarding the TWA extension process and the submittal of the annual reports took place. The extension to May 2019 was moved by Dr. Downey, seconded by Mr. Patel and passed by a vote of 6 to 0.

### NJPDES Applications

None.

## Water Quality Management Plan Amendments

None

### Allocated Flow Update

Ms. Pchola noted that Harborage of Princeton, South Brunswick Township TWA application was approved at the February 26, 2018 Board meeting for a flow rate of 16,000 gpd contingent upon receipt of the signed TWA by South Brunswick Township. Staff has not received the signed TWA forms. Staff emailed the engineer on March 15, 2018 regarding status of the application however as of this date staff has not received a reply. The addition of the 16,000 gpd has not been included in the Capacity Status Report Total Inoperative Flow for the River Road WWTP.

## 555.06 Regulatory Report

### Discharge Monitoring Report (DMR)

Mr. Rahimi reported that the Discharge Monitoring Reports for the month of February 2018 were submitted to the NJDEP. No violations were reported.

Mr. Rahimi indicated that the semi-annual (September 1, 2017-February 28, 2018) Surface Water Discharge Characterization Reports (SWDWCR) for the Hopewell and Pennington WWTPs were submitted to the NJDEP. The results were within the expected ranges for these facilities.

### Residual Discharge Monitoring Report (RDMR)

Mr. Rahimi indicated that the December 2017 RDMRs 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 January 2018 RDMR.

### Air Reporting

Mr. Rahimi stated that staff is in the process of obtaining all the data necessary for KEMS to prepare the 2017 Emission Statement.

Mr. Rahimi indicated that the 2017 Title V Annual Bypass Use Report was submitted to the NJDEP on March 1, 2018.

Mr. Rahimi noted that one affirmative defense was submitted to NJDEP during this reporting period:

- On February 15, 2018, while operating Incinerator No. 2 with the RTO (OS28) a High Scrubber Water Level alarm triggered multiple interlocks resulting in the bypass stack to open with sludge combustion in the incinerator (one of the interlocks stops sludge feed). The alarm was the result of a mechanical malfunction of Fly Ash Slurry Pump No. 3.

#### Laboratory

Mr. Rahimi reported that the NJDEP 2018 Proficiency Testing (PT) samples were received on March 15, 2018. The closing date for the study is April 26, 2018.

#### Miscellaneous

Mr. Rahimi indicated that on March 19, 2018 the Incinerator Slag Disposal annual recertification was resubmitted, with the testing results of new parameters. The recertification was approved by Waste Management of Pennsylvania on the same day.

Mr. Rahimi noted that the applications for the National Association of Clean Water Agencies (NACWA) Peak Performance Awards for all three facilities were submitted on February 27, 2018.

#### 555.07 Safety

Mr. Irizarry noted that as of March 20, 2018 Stony Brook Regional Sewerage Authority has gone 621 consecutive days without a “Lost Time Accident”.

Mr. Irizarry reported that on January 26, 2018 the Joint Insurance Fund (JIF) assessed the Authority’s safety programs and procedures. A copy of the assessment was provided to the Board.

Mr. Irizarry stated that on February 9, 2018 the Princeton Bureau of Fire Safety conducted its annual inspection of the River Road facility and the Princeton Pump Station. A copy of the report was provided to the Board. All violations have been mitigated. The inspector returned on March 23, 2018 and confirmed that all violations were mitigated.

Mr. Irizarry reported that on February 27, 2018 CNA conducted a risk assessment of the River Road facility on behalf of the Joint Insurance Fund (JIF). Staff is waiting for receipt of the report.

Mr. Irizarry indicated that on March 14, 2018 Survivor Fire conducted the five-year internal piping inspection of the fire sprinklers. A copy of the report was provided to the Board.

Mr. Irizarry stated 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. Goldfarb again requested that the actual date that the Kleinfelder Inspection Report status report is prepared (i.e., March 22, 2018) be notated on the report.

#### 555.08 Litigation

The Litigation Report was provided for information.

Ms. Alexander indicated that the status conference call scheduled for March 21, 2018 was adjourned due to the inclement weather; therefore, there were no changes to the report.

#### 555.09 Operations Report

##### River Road Facility

Mr. Kunert reported that the storms on March 2<sup>nd</sup> and March 7<sup>th</sup> caused high flows at all three facilities. The storm on March 7<sup>th</sup> brought six (6) inches of very heavy snow causing tree branches to break at all three treatment facilities including the pump stations. Two large trees fell at the River Road WWTP. One of the trees fell on the Modified Aeration Splitter Box/Scumwell which damaged most of the handrail but not the scum mixer or the clarifier valve operators. A photograph of this damage was provided to the Board. Staff will replace the handrail soon.

Mr. Kunert indicated that the needed repairs to Incinerator No. 1 were completed on March 15, 2018. The work was performed by Albertus Energy in accordance with the bid contract. Staff began drying out/warming up this incinerator the following day.

Mr. Kunert reported that the RATA testing for both incinerators took place the week of March 19, 2018.

Mr. Kunert explained that several months ago, staff met with two representatives from Reliant Water Technologies. They were promoting an invention called “The Wetwell Wizard.” The device consists of an air blower, discharge hose and specially designed air diffusers which create large air bubbles that are diffused with high rotation. As these bubbles rise in a wetwell, they help break up grease debris build up so it can be removed/pumped with the wastewater. This device cannot be used at our pumping stations due to SBRSA’s wetwell designs; however, staff found another use for it at the River Road WWTP. The Sludge Thickener Scumwell receives the skimmings from the Sludge Thickeners which consists mainly of rising sludge and foam. Because SBRSA receives liquid sludge from facilities that digest their sludge, some of it ends up in the Thickener Scumwell. The anaerobic conditions within the scumwell act like a digester, which is

accelerated during the warmer summer months. Sludge digestion is a process where organic matter is converted into volatile acids by acid forming bacteria. These volatile acids are subsequently converted into methane and carbon dioxide by methane forming bacteria which is done under anaerobic conditions. The Thickener Scumwell potentially releases odorous compounds consisting of hydrogen sulfide, many associated with volatile organic acids. Most importantly, SBRSA has a very dangerous flammable/explosive situation on site because of the methane that is produced. Staff performed a two-month free trial using the “The Wetwell Wizard.” The trial proved to be successful in several ways. It broke up the thick floating sludge; enabled us to remove the floating rags easily with a rake; the very high hydrogen sulfide levels dropped into the single digits; and, most importantly, changed the environment within the well from being anaerobic to aerobic which happened within the first week of the trial period. This stopped the production of volatile acids and methane. SBRSA purchased a unit with two diffusers, relocated the 480-volt power to the backside of the structure, and installed explosion proof conduit and fittings. A simple enclosure was purchased to protect the blower from the elements. Staff will continue to monitor the scumwell periodically to ensure that the odorous/dangerous problem remains under control and, is hopefully permanently rectified.

#### Upstream Facilities

Mr. Kunert reported that during one of the storm events in March, the emergency generators ran at both Upstream Facilities. The emergency generator at the Pennington Facility failed several times for a short period of time and needed to be restarted by the Operator and Mechanic on site. Each time the generator failed on a “High Temperature” alarm even though the temperature reading was not high enough to cause this alarm condition. A service call was made the following day and the technician found a loose wire which apparently was the cause of each failure. The generator was subsequently tested and ran without incident.

#### Odor Report

Mr. Kunert reported that staff received no odor complaints during the month of February and no odor complaints during the partial month of March. The full March number will be reported at the April 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 February.

#### 555.10 Maintenance

Mr. Stewart reported that Belt Press No. 1 was removed from service on February 15, 2018 to replace a worn steering roller and bearing. A new roller and bearing from inventory were installed, tested and the belt press was placed back into service.

Mr. Stewart indicated that Nitrification Return Sludge Pump No. 4 was found to be operating with excessive vibration and making noise during routine checks. It was determined that the 40-horsepower motor had bad bearings. The motor was removed and replaced with a reconditioned motor from inventory, tested and placed into operation.

Mr. Stewart noted that while performing preventative maintenance on the Cake Storage Bin Feed Screws on March 1, 2018, it was found that one of the two drive end pillow block bearings had excessive wear. To make the necessary repairs the storage bin needed to be empty. Due to safety concerns, Shafts & Sleeves was contracted to remove and install the new drive bearings and repack the screws. Once tested the screws were put into operation.

Mr. Stewart reported that on March 3, 2018 the Pennington Plant Generator failed during operation on a high temperature alarm as discussed in the Operations Report.

Mr. Stewart noted that the current monthly open work requests stand at twenty-one (21). The preventative maintenance graphs show that SBRSA is currently averaging two (2) days overdue and the number of overdue units is approximately seventeen (17).

Mr. Stewart indicated that a list of Work Orders and Preventative Maintenance for the month of February 2018 was provided to the Board. The list was included to inform the Board of the amount of work performed monthly by the Maintenance staff in addition to safety items and items in the Kleinfelder Annual Inspection Report.

#### 555.11 Construction Report

Chairman Bartolini stated that he directed staff to include Resolution 2017-03 in the Board book each month. This Resolution affirms SBRSA's policy when contracting for all professional services. This sets the procedure staff follows when contracting for professional services.

#### NJPDES/Title V Permit Quarterly Permit Status

Ms. Pchola indicated that the quarterly status summary of the Authority's NJPDES permits and Title V permit was included in the Board book. Ms. Pchola noted that the summaries will be updated and provided to the Board on a quarterly basis. Additions from last quarter are shown in bold type. There were no changes to the Hopewell WWTP summary.

#### Contract 17-1 Pennington WWTP Upgrade and Expansion

Ms. Pchola reported that Kleinfelder has addressed all outstanding issues as required in the Hopewell Township Planning Board Resolution No. 18-8. The information was submitted to Hopewell Township on March 21, 2018. Kleinfelder recently discovered that the Hopewell Fire Official had comments on the design documents which were not provided



during the initial Hopewell Township Planning Board review. Staff and Kleinfelder expect to receive these comments shortly and will review and address the comments as necessary.

Ms. Pchola noted that staff received the NJDEP Freshwater Wetlands Transition Area Waiver dated February 23, 2018. A copy of the waiver was provided to the Board.

Ms. Pchola indicated that Mr. Kantorek had discussions with the Delaware Raritan Canal Commission's (DRCC) Executive Director indicating that some wastewater facilities were not required to provide a conservation easements. The DRCC Executive Director came to the same conclusion and therefore, SBRSA is not required to provide a conservation easement.

Ms. Pchola explained that staff received the DRCC staff report dated March 9, 2018 and the project has been recommended for approval with the final action to be heard at the next DRCC meeting. A copy of the report was provided to the Board. The meeting was scheduled for March 21, 2018 however due to the inclement weather, the meeting was cancelled, and has been rescheduled for March 27, 2018. The DRCC staff have recommended approval of the project without the requirement of a conservation easement.

Mr. Goldfarb commended Mr. Kantorek on a job well done.

#### Millstone Pump Station Odor Abatement Design

Ms. Pchola reported that based on our meeting with R3M on January 25, 2018, staff requested some additional changes to the original scope of work. The additional design scope included:

- Change in the type of carbon adsorber (radial flow versus a dual bed). The change to a radial flow adsorber required R3M to provide additional evaluation on this type of unit.
- Addition of a ventilation evaluation and design of new interior duct work.
- Addition of interlocked motor operated dampers and wet well high level control with the odor control system fan and the high velocity fan.

Ms. Pchola noted that staff conducted a thorough review of the proposed amendment with R3M and is currently negotiating the cost associated with the additional design work.

#### River Road WWTP UV Disinfection/Filtration Design

Ms. Pchola stated that Kleinfelder continues to work on the design.

#### Evaluation of the Existing Fly Ash Slurry Line Piping System

Ms. Pchola reported that staff is still in the process of evaluating the scope of work for this project. Staff will contact Corrosion Probe Inc. for a quote to inspect the failed Abresist

pipe to get a second opinion as to the possible cause for the pipe failure. Corrosion Probe, Inc. is a specialized consulting firm that provides consulting, engineering design and technical support for equipment repairs and structural rehabilitation, corrosion control and prevention, construction management, condition assessment, and specialty nondestructive testing services. Staff has used the services of Corrosion Probe in the past to inspect the condition of the original Meter Chamber No. 7.

#### 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. Over the past reporting period the contractor continued with the completion of the items listed on the preliminary deficiency list.

Ms. Pchola reported that on March 1, 2018 SBRSA completed two system tests, one test with both generators in automatic and one test with just one generator (natural gas unit) in automatic. The goals of the tests were: 1) confirm the duration of the start sequence for the two units and, 2) confirm that one unit would start automatically if the other unit was in the OFF mode. The results of both tests were as expected, the duration of the start sequence for the two units is just under three (3) minutes and one unit will start-up and run in automatic if the other unit is in OFF mode.

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

Ms. Pchola reported that MBE continues to submit shop drawings for the project. On March 7, 2018 MBE received the first two Schwing pumps (Pumps 3 & 4) for the project. The contractor expects to install the prefabricated building in mid-April and then begin the installation of electrical conduits from the building to the existing Sludge Cake Receiving Building.

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

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. Testing of Drive No. 1 will begin now that staff switched to Incinerator No. 1 to conduct the Relative Accuracy Test Audit (RATA).

#### Contract 18-1 Hopewell WWTP Primary Tank Sludge Collector Replacement Project

Ms. Pchola explained that the project was advertised on February 21, 2018. The pre-bid meeting was held on February 28, 2018. Of the six (6) contract documents distributed to potential bidders, five (5) bids were received on March 20, 2018 ranging in price from \$93,947 to \$224,935.70. The low bidder was Blooming Glen Contractors, Inc. in the amount of \$93,947.

Ms. Pchola stated that due to the large difference from the lowest bidder to the second lowest bidder, staff contacted Blooming Glen Contractors to determine if they made an

error in their bid. Blooming Glen indicated that they did not make an error and that one of the vendors they received a quote from for the sludge collection equipment had some exceptions to the contract's specifications.

Ms. Pchola explained that from the advice from our attorney, staff sent an email to Blooming Glen indicating that the award of Contract 18-1 by the Board of the Stony Brook Regional Sewerage Authority will be made without exception to the contract documents and Specifications. If Blooming Glen Contractors, Inc. believes that their bid was submitted in error or cannot fully comply with the Specifications of the project, a letter informing the Authority that Blooming Glen Contractors, Inc. intent to withdraw their bid in accordance with N.J.S.A. 40A:11-23.3 must be submitted. N.J.S.A. 40A:11-23.3 provides, among other things, that a withdrawal due to mistake must be made within five business days after the bid opening and must include evidence that: (1) the enforcement of the contract, if actually made, would be unconscionable; (2) the mistake relates to a material feature of the bid; (3) the mistake occurred notwithstanding the fact the bidder exercised reasonable care in preparation of the bid; and (4) the bidder making the mistake is able to get relief by way of withdrawing the bid without serious prejudice to the contracting unit.

Ms. Pchola indicated that if a letter of intent to withdraw is not received by close of business on March 26, 2018 in accordance with N.J.S.A. 40A:11-23.3, it will be assumed that Blooming Glen Contractors, Inc. is fully aware of the contract requirements and will comply with the Specifications without exception.

Based on the above, staff recommended award of Contract 18-1 to Blooming Glen Contractors, Inc. in the amount of \$93,947 as presented in Resolution 2018-13. Staff did not receive a letter of withdrawal by the close of business today, March 26, 2018.

The Board asked what the estimated cost for the project was. Ms. Pchola indicated that Kleinfelder estimated the cost to be \$230,000. The second lowest bid amount was approximately \$140,000. The quote for the collector mechanism from the specified vendor was approximately \$94,000. The contractor will more than likely not use the named manufacturer for the equipment but some other manufacturer. Mr. Kantorek noted that this was not a sole source specification, but the equipment must meet the specifications in the bid.

Ms. Pchola indicated that Blooming Glen forwarded an email to SBRSA from one of the contractor's potential vendors to us listing the exceptions they were taking to the specifications. Ms. Pchola stated that staff did not comment on the exceptions. It is not SBRSA's place to comment on this information prior to award.

Chairman Bartolini asked staff if the bid is awarded tonight what recourse does the Authority have. Mr. Kantorek indicated that the contractor was informed that they must meet the specifications and if they cannot then they could potentially have to default on the contract. The Authority would then call in their performance bond.

Mr. Bixby indicated that he contacted some of the references provided by Blooming Glen Contractors and all gave favorable remarks. In addition, he spoke with Kleinfelder and they had a favorable opinion of their work.

The discussion continued regarding the award of the contract and the purpose of the performance bond.

Dr. Downey made a motion to award the contract to Blooming Glen Contractors Inc. in the amount of \$93,947. The motion was seconded by Mr. Goldfarb. Dr. Downey stated that the Construction Committee did discuss this project at its meeting tonight.

Ms. Alexander indicated that the Authority has no choice but to award the contract to the lowest bidder as long as the bid complies with the Local Public Contracts Law.

Ms. Alexander noted that the contractor has until the close of business on March 27, 2018 rather than March 26, 2018 to submit their letter of intent to withdraw their bid since the five business days start on the day after the bid was opened.

Dr. Downey rescinded her first motion and made a motion to approve the award of the contract to Blooming Glen Contractors, Inc. contingent upon not receiving a letter of withdrawal by the close of business March 27, 2018. The motion was seconded by Mr. Goldfarb and passed by a roll call vote of 6 to 0. Resolution 2018-13 follows.

**Resolution Authorizing the Award of Contract 18-1 Hopewell Wastewater Treatment Plant (WWTP) Primary Tank Sludge Collector Replacement Project**

**Resolution No. 2018-13**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (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 “Hopewell Wastewater Treatment Plant (WWTP) Primary Tank Sludge Collector Replacement Project, Contract 18-1”; and

**WHEREAS**, sealed competitive bids were received by the Authority on March 20, 2018, as more fully set forth as attached; and

**WHEREAS**, the Authority has determined that the bid of Blooming Glen Contractors, Inc. is the lowest bid in the amount of \$93,947.00; and

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

**WHEREAS** the Stony Brook Regional Sewerage Authority has funds available in its retained earnings.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority that it hereby awards the contract to Blooming Glen Contractors, Inc., the lowest responsive bidder; for the Hopewell Wastewater Treatment Plant (WWTP) Primary Tank Sludge Collector Replacement Project, Contract 18-1 in the amount of \$93,947.00; and

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

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

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 the billing meters versus the River Road plant influent meter was provided to the Board.

Information Technology

Mr. Thomas reported that River Road lost communication with all pump and meter stations at approximately 15:00 hours on March 8<sup>th</sup>. An incident ticket was created, and Verizon dispatched a field technician. Downed power lines were found, and repairs were completed the morning of March 9<sup>th</sup>.

Mr. Thomas explained that after the recent weather, four (4) of our outdoor cameras failed. An order for new cameras has been prepared including a high-resolution camera for the front gate. The new camera will allow staff to read license plates and vehicle IDs much easier on the recordings.

Mr. Thomas indicated that IT has been working with the Lab to get the Operator10 software updated to the latest version. The latest version provides far more integration with other systems used at Stony Brook. As of March 20<sup>th</sup>, the server software has been upgraded. Staff has started to upgrade the client software.

Mr. Thomas stated that IT has been assisting the Finance Department with the new timeclocks. Network settings have been applied to accommodate the connectivity to the

ADP network. The hardware was initialized and tested at all installation locations (River Road, Hopewell and Pennington) to ensure a smooth transition moving forward.

Mr. Thomas noted that the purchase order for the additional licenses for Board member emails has been processed and received by Dell. *Microsoft* is in the process of administering the order.

#### 555.12 Finance Report

##### Payment of Bills and Claims

Mr. Morehouse moved for approval of Resolution 2018-11 for the payment of bills and claims in the amount of \$1,341,824.92 with two signatures instead of three. The motion was seconded by Mr. Goldfarb and passed by a roll call vote of 6 to 0. Resolution 2018-11 follows.

#### **Resolution Regarding Payment of Bills and Claims**

##### **Resolution No. 2018-11**

**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 \$1,341,824.92 be approved for payment with checks bearing two authorized signatures instead of three authorized signatures.

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			

##### Treasurer's Report

Mr. Sears stated that a correction was made to the Total Current Projects Balance which affected four pages in the Finance Report. Copies of those pages were provided to the Board.

Mr. Sears reported that net income for the three-month period ending February 28, 2018 is \$184,636. The Authority has total cash and investments of \$19,799,420.56 at an average interest rate of 0.51%. The current construction projects balance is \$15,496,178. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is \$18,880,806. A payment was made to the NJEIT on February 1, 2018. The New Jersey Cash Management Fund yield is 0.25%.

#### Monthly Sludge Business Analysis

Mr. Sears reported that the net income figure for the month of February is \$62,256 and the cumulative net income is \$273,257.

#### Resolution 2018-12, Specifying Proprietary Replacement Parts for the Schwing Pumps

Mr. Sears recommended approval of Resolution 2018-12, Specifying Proprietary Replacement Parts for the Schwing Pumps due to the specialized nature of the parts and there are no other manufacturers other than Schwing Bioset that fabricates these parts. The Resolution will become part of the bid specifications. Bids will be received on April 18, 2018. It is anticipated that the contract will be awarded at the April 23, 2018 Board meeting.

So moved by Dr. Downey, seconded by Mr. Morehouse and passed by a roll call vote of 6 to 0. Resolution 2018-12 follows.

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

#### **Resolution No.: 2018-12**

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

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

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

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

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

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

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

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

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

1. That the Authority agrees that due to the specialized nature of the equipment necessary for the conduct of its affairs, the only acceptable manufacturer for its Schwing Pump replacement parts is the manufacturer of the equipment, Schwing Bioaset of Somerset Wisconsin.
2. Funds are available in 2018 Budget for the purchase of spare parts.
3. This resolution for proprietary equipment shall be made part of the bid documents.

<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 Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			

Update on the 2017 Audit

Mr. Sears indicated that he has gone through the first review of the audit with the auditors. The audit cannot be finalized until the State of New Jersey releases the unfunded pension liability figures. It is anticipated that these figures will be released on April 7, 2018.

A Finance Committee meeting will be scheduled either at the end of April or the beginning of May to review the final audit.



### Two-Percent Cap

Chairman Bartolini stated that at the February Board meeting a discussion took place regarding the 2% Cap. Staff was going to prepare an analysis as if the 2% cap were in effect in 2018 and how it would affect SBRSA.

Mr. Sears indicated that he did the initial analysis but did not review it with the Executive Director. Mr. Sears explained that on March 16<sup>th</sup> he attended a meeting at Passaic Valley Sewerage Commission with other authorities affected by the 2% cap. Discussions regarding how flow is defined took place at the meeting.

Ms. Alexander stated that Department of Community Affairs (DCA) will provide regulations. It is the hope of the Association of Environmental Authorities (AEA) to have some input into the drafting of the regulations. Also, the AEA is sending out a membership survey regarding the cap. More information will be forthcoming.

### 555.13 Personnel Report

The Personnel Report was provided for member information.

Mr. Kantorek stated that one Operator IV was promoted to an Operator III and one employee is on a leave of absence (disability).

### 555.14 Correspondence

For information.

### 555.15 Old Business

None

### 555.16 New Business

None.

### 555.17 Open to the Public

555.18 And such other issues as may come before the Board

None.

555.19 Executive Session

Resolution 2018-14, Resolution Authorizing Closed Session Pursuant to the Open Public Meetings Law

The Board entered Executive Session at 8:30 pm to discuss Draft 2018 Succession Plan by way of Resolution 2018-14 on a motion by Mr. Goldfarb, seconded by Dr. Downey.

Mr. Goldfarb indicated that one individual, Ms. Pchola, will be discussed during closed session and asked if that person was given notice. Mr. Kantorek indicated that he had spoken to the Authority's Labor attorney who recommended that a written notice be provided to that individual. Ms. Pchola was sent a written notice, albeit late, and Ms. Pchola has waived any and all timing issues. Therefore, she can be discussed tonight in Executive Session.

Resolution 2018-14 was then passed by a roll call vote of 6 to 0. Resolution 2018-14 follows.

**RESOLUTION AUTHORIZING CLOSED SESSION  
PURSUANT TO THE OPEN PUBLIC MEETINGS LAW**

**Resolution No. 2018-14**

**BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority ("Authority") on this 26<sup>th</sup> day of March 2018, as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Law, in order to discuss the Draft 2018 Succession Plan.
2. The minutes of the executive session relating to the discussion of the Draft 2018 Succession Plan will be released to the public in the event of successful completion.
3. 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			

Report of Executive Session

The Board discussed the draft 2018 Succession Plan. The discussion included the actions being proposed to address the increase in the number of employee retirements of the Baby Boomers reaching retirement age. The Board also discussed the replacement of the retiring Executive Director and staff's recommendations on that matter.

Return to Public Session

The Board returned to Public Session at 9:35 on a motion by Mr. Goldfarb, seconded by Dr. Downey and passed by unanimous vote.

555.20 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 9:37 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  
March 29, 2018