



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES 2012 BUDGET PUBLIC HEARING REGULAR MEETING DECEMBER 17TH, 2012

7:00 P.M. - CALL TO ORDER by Chairwoman Parsells

This meeting of the Bayshore Regional Sewerage Authority will now come to order.

ANNOUNCEMENT by the Chairman

I hereby announce, pursuant to Section 5 of the Open Public Meetings Act, and N.J.S.A. 40:14A-8, that adequate notice of this meeting has been sent to The Asbury Park Press and the Newark Star Ledger. Notice has also been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro; the Hazlet Township Sewer Utility, and the W.M.U.A. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building. Chairwoman Parsells asked all to rise for the PLEDGE OF ALLEGIANCE and a MOMENT OF SILENCE in support of all US Troops serving our Country throughout the world.

Present: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Also In Attendance: Robert C. Fischer, Executive Director
Louis E. Granata, General Counsel
Michael Bart, CPA, and Richard Hennessey, CPA, Auditors
Peter J. Canal, Staff Engineer
Ms. Stephanie Towns, Certified Court Reporter

Chairwoman Parsells turned the Public Hearing over to General Counsel who issued the Oath to Professionals and commenced obtaining Testimony from the Executive Director, Auditor and Consulting Engineer. Public Hearing Minutes are recorded by a Certified Court Stenographer and will be made available to any interested parties after formal adoption at the January, 2013 Regular Meeting of the Authority.

The Chairwoman then opened the meeting to the public for any comments on the 2013 Authority Budget.

There were no comments from the public.

1. RESOLUTION NO: (133/12) To Adopt the 2013 Final Budget for Fiscal Year: From January 1, 2013 through December 31, 2013.

WHEREAS, the Bayshore Regional Sewerage Authority is to adopt the 2013 Final Budget for Fiscal Year: From January 1, 2013 through December 31, 2013; and

WHEREAS, the Annual Budget and Capital Budget/Program for the Bayshore Regional Sewerage Authority for the fiscal year beginning January 1, 2013 and ending, December 31, 2013 has been presented for adoption before the governing body of the Bayshore Regional Sewerage Authority at its open meeting on December 17th, 2012; and

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

WHEREAS, the Annual budget as presented for adoption reflects Total Revenues of \$9,509,691.00 Total Appropriations, including any Accumulated Deficit, if any, of \$6,509,691.00 and Total Unreserved Retained Earnings utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$3,000,000.00 and Total Unrestricted Net Assets planned to be utilized of \$3,000,000.00;

NOW THEREFORE BE IT RESOLVED by the governing body of the Bayshore Regional Sewerage Authority, at an open Public Hearing held on December 17th 2012 that the Annual Budget and Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2013 and, ending, December 31, 2013 is hereby adopted and shall constitute appropriations for the purposes stated; and

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

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

2. RESOLUTION NO: (103/11) To adopt and forward the 2012 Budget to the Department of Community Affairs and User Charge Rate for Authority Operations. Fiscal Year: From January 1, 2012 through December 31, 2012.

WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1, et seq., as amended, the Bayshore Regional Sewerage Authority has conducted a Public Hearing on its annual 2013 Fees and Budget, and will provide a transcript of said Hearing to any interested party; and

WHEREAS, the Bayshore Regional Sewerage Authority specifically finds it to be reasonable and necessary to adopt the annexed user charge and budget; and

NOW THEREFORE BE IT RESOLVED, by Bayshore Regional Sewerage Authority that the 2013 Final Budget for Authority operations, be and the same is hereby adopted and approved in the form set forth in full and annexed hereto subject to the approval of the New Jersey Department of Community Affairs; and

BE IT FURTHER RESOLVED that the user charge on the attached 2013 Exhibit "E" be, and is hereby adopted and approved for calendar year 2013.

BE IT RESOLVED that the following Statement of Revenues and Appropriations shall constitute the Budget of the Bayshore Regional Sewerage Authority for the Fiscal Year Ending December 31, 2013.

REVENUES	
Retained earnings appropriated	\$0.00
Anticipated revenues	\$9,509,691.00
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Total revenues and other financial sources	\$9,509,691.00
APPROPRIATIONS	
Operating Expenses	\$6,509,691.00
Capital Appropriations	\$3,000,000.00
Debt service, reserves, and deficit	\$0.00
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Total appropriations	\$9,509,691.00

Exhibit "E" Customer Flow Charges

The Bayshore Regional Sewerage Authority hereby establishes Customer (User) Flow Charges as follows for 2013:

Aberdeen:	\$1,697,311.00
Hazlet:	\$2,646,456.00
Holmdel:	\$1,153,566.00
Keansburg:	\$ 890,297.00
Keyport:	\$1,066,498.00
Matawan:	\$1,001,799.00
Union Beach:	\$ 705,492.00
WMUA:	\$ 348,272.00

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Vella and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Chairwoman Parsells called for a **MOTION** to adjourn the Public Hearing

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Chairwoman Parsells then called the Regular Meeting of the Authority to order and called for **MOTIONS** on the following:

ACCEPT THE TREASURER'S REPORT - For November, 2012

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	<u>11-30-12</u>

UNRESTRICTED

Revenue Fund	\$ 6,226,368.69
General Fund	\$ <u>871,791.30</u>
Total Unrestricted	\$ 7,098,159.99

RESTRICTED

Bond Service Fund

1985 Bond Service Fund	\$ 817.08
2002 Bond Service Fund	\$ <u>0.00</u>
Total Bond Service Funds	\$ 817.08

Bond Reserve Funds

1985 Bond Reserve Fund	\$ 0.00
Total Bond Reserve Funds	\$ <u>0.00</u>

2010 NJEIT BONDS

Revenue	\$ 0.00
Construction	\$ 1,103,167.67
Bond Service	\$ <u>0.05</u>
TOTAL NJEIT	\$ <u>1,103,167.72</u>
TOTAL TRUSTEE ACCOUNTS	\$ 8,202,144.79

AUTHORITY ACCOUNTS

Incoming Revenue Account	\$ 6,527.38
Operating Regular Account	\$ 96,369.66
Operating Payroll Account	\$ <u>114,453.99</u>
TOTAL AUTHORITY ACCOUNTS	\$ <u>217,351.03</u>
TOTAL	\$ 8,419,495.82

SCHEDULE OF ACCOUNTS RECEIVABLE

SERVICE CHARGES:	Balances as of <u>November 30, 2012</u>
Hazlet Township Sewerage Authority	\$ 0.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 265,604.37
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	<u>\$ 0.00</u>
TOTAL	\$ 265,604.37
OUTFALL AUTHORITY CHARGES	
Hazlet Township Sewerage Authority	\$ 0.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 21,404.34
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	<u>\$ 0.00</u>
TOTAL	\$ 21,404.34
Balance of Rent Reserve Accounts as of November 30th, 2011	
Hazlet Township Sewerage Authority	\$ 1,522,249.07
Township of Holmdel	\$ 426,052.49
Borough of Union Beach	\$ 417,772.43
Borough of Keyport	\$ 643,251.97
Borough of Keansburg	\$ 301,371.80
Borough of Matawan	\$ 822,575.89
Western Monmouth Utilities Authority	\$ 194,985.50
Township of Aberdeen	<u>\$ 667,956.59</u>
TOTAL	\$ 4,996,215.74

Detail of the Trustee accounts, receipts and disbursements, including investment activity, are on file in the Administrative Office of the Bayshore Regional Sewerage Authority.

Chairwoman Parsells called for a **MOTION** for payment of the following bills:

Operating Fund Req. No. 468 (Regular)	\$148,946.58
Operating Fund Req. No. S-2 (Sandy)	\$854,593.14
Payroll Account Reg. No. P136	\$206,000.34

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayess: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

Chairwoman Parsells announced that this portion of the meeting is now open to the public for comments or questions related to Agenda items only. She reminded the public only questions or comments specific to the scope of an agenda items will be addressed. As a courtesy to all, please be mindful of limiting you comments accordingly.

1. RESOLUTION (135/12): To adopt a “non-fair and open process” for 2013

WHEREAS, the Bayshore Regional Sewerage Authority has adopted a Pay-to-Play Policy in accordance with NJSA 19:44A-20.4 et seq., known as the “New Jersey Local Unit Pay-to-Play Law”; and

WHEREAS, the Authority uses a “non-fair and open” process which precludes a contractor from making a reportable contribution in the previous year or during the term of the contract and requires certification by the contractor that no reportable contributions were made during the (1) one year preceding the award of the contract; and

WHEREAS, it is the desire of the Authority to continue to use a “non-fair and open” process for 2013; and

WHEREAS, the Authority Commissioners have asked the Executive Director to seek proposals for review for Professional Services for 2013 including the mandatory political and business entity disclosure certifications prior to the annual Reorganization Meeting in February; and

NOW THEREFORE BE IT RESOLVED the Bayshore Regional Sewerage Authority will use a “non-fair and open” process in 2013 for hiring the professionals and the Executive Director is instructed to seek proposals from its professionals for review prior to the Reorganization Meeting of February, 2013.

Mr. Gene Gere asked what a “non-fair and open” process was. Director Fischer stated that it prohibits BRSA professionals from making reputable contributions to political campaigns for the year prior to contract award as well as during the term of the contract. He explained the difference between the “non-fair and open” and the “fair and open” process.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayess: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

2. RESOLUTION (136/12): To award Caustic Soda contract extension for 1 year to Kuehne Chemical Co., Inc.

WHEREAS, in accordance with Local Public Contracts Law at 1:00 P.M. on Wednesday, January 4, 2012, the Bayshore Regional Sewerage Authority advertised and received bids for the furnishing and delivery of Caustic Soda Solution for a (1) one year period; and

WHEREAS, on January 9, 2012 the Bayshore Regional Sewerage Authority awarded the Caustic Soda Solution contract to the lowest responsible bidder being Kuehne Chemical Co. Inc. of South Kearny, NJ who submitted a base bid of \$705.00 per dry ton for an annual total of \$14,100.00; and

WHEREAS, the contract is scheduled to expire in January and the Bayshore Regional Sewerage Authority and the Company are mutually agreeable to extending the original Contract under the same terms and with the same prices for a period of (1) one additional year; and

WHEREAS, the original Contract provides by mutual agreement and, the Local Public Contracts Law allows for (1) one year contract extensions for a maximum of 2 years; and

WHEREAS, extension of the original Contract will require authorization from the Commissioners and the completion of contract extension documents; and

WHEREAS, the Staff Engineer and Qualified Purchasing Agent have reviewed the correspondence from Kuehne Chemical Co. Inc. of South Kearny, NJ accepting the (1) one-year extension in accordance with the same product, price, terms and conditions as the original contract.

NOW THEREFORE BE IT RESOLVED that Kuehne Chemical Co. Inc. of South Kearny, NJ is hereby awarded a (1) one-year extension of the contract for the furnishing and delivery of Caustic Soda Solution in accordance with the terms and conditions of the original bid and contract documents.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute the Contract extension documents.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Parsells and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

3. RESOLUTION (137/12): To award a 1 year contract extension for #2 Fuel Oil to Duffy Fuel of Newark.

WHEREAS, in accordance with Local Public Contracts Law on Tuesday, December 7, 2010, the Bayshore Regional Sewerage Authority advertised and received bids for the furnishing and delivery of #2 Fuel Oil for a one year period; and

WHEREAS, on January 25, 2010 the Bayshore Regional Sewerage Authority awarded the #2 Fuel Oil contract to the lowest responsible bidder being Duffy Fuel of Newark, NJ who submitted a base bid of \$2.6783 per gallon – total annual anticipated amount of \$267,830.00; and

WHEREAS, the contract is scheduled to expire in January and the Bayshore Regional Sewerage Authority and the Company are mutually agreeable to extending the original Contract under the same terms and with the same prices for a period of (1) one additional year; and

WHEREAS, the original Contract provides by mutual agreement and, the Local Public Contracts Law allows for (1) one year contract extensions for a maximum of 2 years; and

WHEREAS, extension of the original Contract will require authorization from the Commissioners and the completion of contract extension documents; and

WHEREAS, the Staff Engineer and Qualified Purchasing Agent have reviewed the correspondence from Duffy Fuel of Newark, NJ accepting the (1) one-year extension in accordance with the same product, price, terms and conditions as the original contract; and

WHEREAS, there will be no further contract extensions permitted after this (1) one-year extension expires in January 2014.

NOW THEREFORE BE IT RESOLVED that Duffy Fuel of Newark, NJ is hereby awarded a (1) one-year extension of the contract for the furnishing and delivery of #2 Fuel Oil in accordance with the terms and conditions of the original bid and contract documents.

BE IT FURTHER RESOLVED, that the Executive Director is hereby authorized to execute the Contract extension documents.

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

4. RESOLUTION (138/12): To award "Safety Employee of the Year to Michael Dow.

WHEREAS, Michael Dow has served the Bayshore Regional Sewerage Authority since November 5, 2007 in the capacity of Electrician; and

WHEREAS, Michael Dow has consistently taken the initiative to participate in the Authority's Safety Program making suggestions and assisting in the implementation of protective measures to ensure the health, safety and well-being of his/her fellow employees; and

WHEREAS, Michael Dow has consistently exhibited a positive attitude with which to promote a safe environment and implement safety standards by example to their fellow employees

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority, its Commissioners, and employees hereby award Michael Dow as the Safety Employee of the Year Award along with this Resolution and a \$100.00 gift card and express sincere appreciation to Michael Dow for a job well done and this valuable contribution to Bayshore Regional Sewerage Authority.

BE IT FURTHER RESOLVED, this Resolution is hereby formally adopted by the Board and will be entered into the permanent records of the Authority.

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

5. RESOLUTION (139/12): To amend Resolution 98/11 increasing the budget for Arcadis –US in the amount of \$2,100.00 on work on Return Sludge Pump Station #1.

WHEREAS, the Bayshore Regional Sewerage Authority previously authorized the firm Arcadis-US, Consulting Engineers to perform engineering construction services in the amount of \$14,775.00 for Return Sludge Pump Station No.1, repairs to reinforced concrete beam, Contract 59 by Resolution No. 98/11; and

WHEREAS, Arcadis-US has incurred additional costs in the amount of \$2,100.00 beyond their estimate due to additional engineering and inspections necessary to complete the project; and

WHEREAS, the increase in budget to provide for these reimbursed expenses in the amount of \$2,100.00 will increase the total budget for Arcadis-US for the Return Sludge Pump Station No.1, repairs to reinforced concrete beam, Contract 59 by Resolution No. 98/11 to \$16,875.00; and

WHEREAS, the Bayshore Regional Sewerage Authority engineer has reviewed these costs and finds them to be fair and reasonable; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available to procure these services,

NOW THEREFORE BE IT RESOLVED the Commissioners deem it in the best interest of the Authority and Customers towns to amend the budget for Arcadis-US for the Return Sludge Pump Station No.1, repairs to reinforced concrete beam, Contract 59 by Resolution No. 98/11 by \$2,100.00 bringing the total budget to \$16,875.00.

BE IT FURTHER RESOLVED the Executive Director is authorized to take the necessary action to affect this amendment.

BE IT FURTHER RESOLVED that the Secretary shall cause a brief notice of the adoption of this Resolution to be published once in the Authority's designated official newspaper as required by law within ten (10) days of its adoption and will be posted on the BRSA official website.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Vella and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

6. RESOLUTION (140/12): To engage in the services of Longo Electric for the emergency repair of the Blower Building #1 at a cost of \$32,950.00

WHEREAS, Hurricane Sandy caused extensive damage to the Bayshore Regional Sewerage Authority; and

WHEREAS, Hurricane Sandy flooding affected the Bayshore Regional Sewerage Authority Blower Building No. 1; and

WHEREAS, the Authority is in need of emergency repair services to repair the flood damage to the Authority's Blower Building No. 1 on an emergency basis; and

WHEREAS, the Authority solicited competitive quotations for the repair of Blower Building No. 1; and

WHEREAS, the sealed solicited competitive quotations received on December 14, 2012 for the temporary repair to Blower Building No. 1 were opened and the lowest quote was received from Longo Electric at a cost of \$32,950.00; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available to procure these disaster related services,

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that it engages the services of Longo Electric, 1 Henry Shupe Road, Wharton, NJ 07885 for the emergency repair of Blower Building No. 1 at a cost of \$32,950.00.

BE IT FURTHER RESOLVED that the Secretary shall cause a brief notice of the adoption of this Resolution to be published once in the Authority's designated official newspaper as required by law within ten (10) days of its adoption and will be posted on the BRSA official website.

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Vella and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

7. RESOLUTION (141/12): To authorize PS&S to conduct engineering for a single sampling point.

WHEREAS, the Bayshore Regional Sewerage Authority is required by its NJPDES Permit to perform continuous effluent monitoring of both its treatment trains at a single sampling point. Effluent from the treatment plant is currently monitored by continuous sampling of each treatment train separately and determining discharge compliance by mathematically combining results.

WHEREAS, the continuous monitoring system includes the installation of a sampling pump within an existing treatment plant junction chamber, a 4' x 20' elevated boardwalk to provide access to the sampling pump location (i.e. the junction chamber) for maintenance, new electric lines and piping affixed to the boardwalk to power the sampling pump and to convey the effluent sample to an existing upland facility for laboratory analysis, and an underground duct bank located within an upland area inland of the boardwalk that will house the new electric lines and effluent sampling piping; and

WHEREAS, PS&S previously prepared the plans for the CAFRA permit and has submitted a proposal dated December 7, 2012 to perform engineering services for the Effluent Single Sampling Point for a total price of \$26,000.00; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available to procure these services,

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Authority hereby authorize PS&S to perform the aforementioned engineering services of Contract 62 for a total price of \$26,000.00 as outlined in their proposal submitted to the BRSA Engineer on December 7, 2012.

BE IT FURTHER RESOLVED that the Secretary shall cause a brief notice of the adoption of this Resolution to be published once in the Authority's designated official newspaper as required by law within ten (10) days of its adoption and will be posted on the BRSA official website.

OFFERED BY Commissioner Parsells and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

8. RESOLUTION (142/12): To engage in the services of Municipal Maintenance for repair of grease/scum pumps.

WHEREAS, Hurricane Sandy caused extensive damage to the Bayshore Regional Sewerage Authority; and

WHEREAS, Hurricane Sandy flooding affected the Bayshore Regional Sewerage Authority Grease/Scum Pump; and

WHEREAS, there is a need to replace flood damaged pumping components; and

WHEREAS, the Authority solicited competitive quotes for the essential pumping components for Grease/Scum Pump; and

WHEREAS, the solicited competitive quotations received on December 4, 2012 for pumping components and the lowest quote was received from Municipal Maintenance at a cost of \$6,340.00; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available to procure these disaster related services.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that it engages the services Municipal Maintenance Co., 1352 Taylors Lane, Cinnaminson, NJ 08077 at a cost of \$6,340.00 to replace essential pumping components at the Grease/Scum Pump.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsell

9. RESOLUTION No. (143/12): To solicit bids for the inspection of interceptors in Union Beach.

WHEREAS, Hurricane Sandy caused severe flooding in the Bayshore Region; and

WHEREAS, the Bayshore Regional Sewerage Authority (BRSA) owns and maintains manholes and interceptor piping as part of its sanitary sewer system; and

WHEREAS, there is a need to perform TV inspections and cleaning for the BRSA sanitary sewer interceptors in the flooded areas; and

WHEREAS, the Authority is desirous of maintaining its sanitary sewer system in good condition; and

WHEREAS, the BRSA has funding available to procure these disaster related services.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the BRSA Engineer and Qualified Purchasing Agent are hereby authorized to advertise on the BRSA web site a Request for Quotation for the Emergency TV Inspection and Cleaning of Sanitary Sewer System.

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

10. RESOLUTION (144/12): To purchase proprietary components for the Authority Sludge Grinder

WHEREAS, the Bayshore Regional Sewerage Authority owns a JWC Environmental Muffin Monster for the grinding of sewerage; and

WHEREAS, the Muffin Monster cutters are in need of replacement to allow for the proper shredding of sludge which is essential to the proper operation of the Authority sludge handling system; and

WHEREAS, the cutters of the Muffin Monster are goods of a specialized nature offered by G.P. Jager & Associates exclusively; and

WHEREAS, G.P. Jager & Associates offers an exchange program for the Muffin Monster Cutter Cartridge at a cost of \$9,930.00; and

WHEREAS, the qualifying Purchasing Agent and R3M Engineering have reviewed the proposal from G.P. Jager & Associates and find it to be fair and reasonable; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that it engages the services of G.P. Jager & Associates, 143 Miller Road, Kinnelon, NJ 07405 at a cost of \$9,930.00

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Parsells and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

11. RESOLUTION (145/12): To contract with Champion Uniform Service for supply and cleaning of employee uniforms.

WHEREAS, in accordance with Local Public Contracts Law, Bayshore Regional Sewerage Authority has received quotes for providing a uniform rental and cleaning program; and

WHEREAS, the lowest responsible quote was provided by Champion Uniform Service, Inc. have submitted a total quote price of \$7,841.60 per year for a (2) two year period; and

WHEREAS, the Authority's Staff Engineer, Purchasing Agent and Attorney have reviewed the quotations and recommended award of the contract to Champion Uniform Supply, Inc.; and

WHEREAS, the Bayshore Regional Sewerage Authority has funding available to procure these services.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that it engages the services of Champion Uniform Supply Inc., 20 Douglas Street, Fords, NJ 08863 for providing a uniform rental and cleaning program at a cost of \$7,841.60 for (1) one-year and \$15,683.20 for a (2) year period.

OFFERED BY Commissioner Parsells and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

12. RESOLUTION (146/12): To solicit RFP's for a Sludge Hauling and Management Alternatives Study.

WHEREAS, Hurricane Sandy flooded the Bayshore Regional Sewerage Authority on October 29, 2012 causing severe damage to the facility; and

WHEREAS, Hurricane Sandy damaged the Authority Sludge Handling Facilities including the Dorr Oliver and Niro Incinerators and affiliated equipment and processes; and

WHEREAS, the Authority has a need to evaluate alternatives for sludge handling and management on a short term and long term basis, and

WHEREAS, the Authority has previously evaluated several engineering firms for the purpose of assisting the Authority in its Capital Improvement Plans and established a list of firms, and

WHEREAS, the repair and/or replacement of the Sludge Incineration Facilities and affiliated equipment is a capital improvement.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Executive Director is authorized to solicit a Request for Proposal from the short list of engineering firms previously selected for a Sludge Management Alternatives Study of the Bayshore Regional Sewerage Authority.

Director Fischer spoke of the need to have professional evaluation of alternatives available to Commissioners for Sludge Management now and in the future. The damage caused by flooding on October 29, 2012, the new sewage sludge incinerator regulations which take effect in 2016, the service life remaining on the Dorr Oliver Incinerator and the recovery time frame all interact in both beneficial and determining ways. This resolution will allow the Commissioners the opportunity to

receive quotes from our previously selected Capital Improvement Professionals for the best approach of the alternatives available given the issues.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

13. RESOLUTION (147/12): To execute the Sewer Service Agreement with the Borough of Keyport

WHEREAS, the Bayshore Regional Sewerage Authority is in receipt of an executed Sewer Service Agreement (SSA) from the Borough of Keyport; and

WHEREAS, the Commissioners of the Authority deem it in the best interest of the customers it serves in the Borough of Keyport to execute the agreement in accordance with the terms and conditions contained therein.

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority Commissioners hereby authorize the execution of the SSA with the Borough of Keyport effective December 18, 2012 and return the excess Rent Reserve according to the executed SSA in the amount of \$322,117.98.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Parsells and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

14. RESOLUTION (148/12): To make a \$1000.00 donation to the Union Beach American Legion Post No. 321.

WHEREAS, the Bayshore Regional Sewerage Authority has received a request for donation from the American Legion Post 321 in Union Beach, and

WHEREAS, the American Legion is committed to sponsorship of wholesome programs in Union Beach and is a key community organization, and

WHEREAS, the American Legion has been devastated by Hurricane Sandy.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Authority that a donation of \$1000.00 be made to the American Legion Post 321 in Union Beach.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Tedeschi and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

At 7:46 P.M. Chairwoman Parsells called for a MOTION to go into Close Session in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permitting the exclusion of the public from a meeting in certain circumstances. This action was taken to discuss matters falling within attorney-client privileges, specifically matters of employment. It is anticipated at this time that the above stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Vella and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Minutes from the Closed Session will be recorded separately.

At 7:49 P.M. Chairwoman Parsells called for a **MOTION** to end Closed Session

OFFERED BY Commissioner Tedeschi and **SECONDED BY** Commissioner Vella and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Chairwoman Parsells opened the meeting to the public to discuss any BRSA matters the public may care to address.

1. Director Fischer informed the Board that 6 Authority vehicles were destroyed during the flood. The Authority has since purchased 2 new trucks by emergency contract due to immediate need and will need to solicit bids or State Contract for the purchase of 3 more. Commissioners suggested purchasing one or two SUV's as part of the Authority fleet.
2. Director Fischer asked the Commissioners for guidance for the Holiday Party. The Commissioners suggested an off-premise Holiday Celebration on January 17, 2013 for the Staff and Spouses as a Holiday and Thank-You celebration for the work in responding to Hurricane Sandy.
3. Director Fischer informed the Board of a donation request from the American Legion Post 321. The Commissioners agreed to a \$1000.00 donation.
4. Director Fischer suggested picking one of the top non-selected engineering firms from the request for expression of interest to assist the Authority in developing proposals for upcoming work associated with the flooding on October 29, 2012. The Commissioners agreed to CME Engineering pending their confirmation with the Authority's pay-to-play regulation.

Chairwoman Parsells made the following announcements:

The next Agenda Meeting of the B.R.S.A. is scheduled for Monday, **January 14, 2013 @ 7:00 P.M.**

The next Regular Meeting of the Authority will be held on Monday, **January 21, 2013 @ 7:00 PM.**

All meetings take place in the Administration Building of the BRSA located at 100 Oak Street, Union Beach, NJ, 07735.

At 8:02 P.M., Chairwoman Parsells called for a **MOTION** to Aajourn the meeting.

OFFERED BY Commissioner Vella and **SECONDED BY** Commissioner Sutton and carried unanimously by roll call vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Chairwoman Parsells opened the meeting up to the public to discuss any matters they might care to address.

There were no comments from the public.

Chairwoman Parsells closed the public portion of the meeting, and made the following announcement:

The next Agenda Meeting of the B.R.S.A. is scheduled for **Monday, January 14^h, 2013** at 7:00 P.M.

The next Regular Meeting of the B.R.S.A. is scheduled on **Monday, January 21th, 2013**, at 7:00 P.M.

OFFERED BY Commissioner Sutton and **SECONDED BY** Commissioner Vella and carried unanimously by voice vote recorded as follows:

Ayes: Commissioners DiNardo, Sutton, Tedeschi, Vella and Chairwoman Parsells

Respectfully submitted,

Robert C. Fischer