

**BERNARDS TOWNSHIP SEWERAGE AUTHORITY
MEETING MINUTES
AUGUST 10, 2021**

1. CALL TO ORDER

The chairperson called the meeting to order at 6:30 PM. Those assembled saluted the flag and the chairperson read the open public meeting statement in accordance with the law.

2. ROLL CALL

Present: Bannan (arrived 6:38), Crane, McNally, Orr

Absent: Fields

Also Present: Director Timko, Superintendent Raymond, Nisivoccia Man Lee

3. APPROVAL OF MINUTES

Motion by McNally, second Crane to approve the Regular Meeting Minutes of June 15, 2021.

All in favor; motion carried.

Motion by McNally, second Crane to approve the Closed Meeting Minutes of June 15, 2021.

All in favor; motion carried.

Motion by McNally, second Crane to approve the Special Meeting Minutes of June 22, 2021.

All in favor; motion carried.

4. CORRESPONDENCE

None

5. PUBLIC COMMENT

None

6. ACTION/DISCUSSION ITEMS

a. Discussion-Audit FYE 11/30/20-Man Lee from Nisivoccia gave an overview of the audit. Our net position increased from \$38,149,000 in 2019 to \$39,956,000 in 2020. The audit also covers compliance, and we have a very sound financial process. The Finance Department does a great job keeping the Authority in a good financial place and there are no recommendations.

Crane had questions about how we arrived at some of the figures.

b. Resolution #2139 Audit FYE 11/30/20

Motion by Crane, second Bannan to approve Resolution #2139.

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

c. Resolution #2140 Audit FYE 11/30/20 Group Certification

Motion by McNally, second Crane to approve Resolution #2140.

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

d. Discussion-Draft 2022 Budget

Timko recommends no increase in the user fee. Seniors can apply through the tax office for reduced rate. The insurance increased by \$5000 because of cybersecurity needs. Timko gave an explanation of capital projects and future projects for 2023 and 2024. Crane requested more information on I & I and possible dates of when the 90 miles of sewer lines were built. 23% of the lines have been inspected.

e. Resolution #2141 National Water Main CO #1 & Final (\$19,297.00)

Motion by McNally, second Bannan to approve Resolution #2141.

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

f. Resolution #2142 Suburban Consulting E Oak Force Main Phase III-\$55,490.00

Motion by Bannan, second McNally to approve Resolution #2142.

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

g. Resolution #2143 Suburban Consulting Fieldstone PS Force Main-\$19,150.00

Motion by Crane, second McNally to approve Resolution #2143.

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

7. CONSULTING ENGINEERS REPORT

July 13, 2021

DEVELOPER PROJECTS:

Bernards Plaza/Dewey Meadow Village Redevelopment

Work at the Monarch Circle Pump Station to tie in the new pipe to the existing station remains to be completed. Onsite plumbing is underway on the Dewey Meadow property.

LCB Senior Living Mount Airy Road

No change since prior report

Mountainview

No change since prior report

Fenwick Place Subdivision (Liberty Meadow)

No change since prior report

AUTHORITY PROJECTS:**Harrison Brook STP - Main Switchgear Repairs**

Mott MacDonald has prepared and is finalizing an engineering proposal to prepare an electrical design for a new “tie-breaker” to balance and make more flexible loads that come on line during power isolation operational modes and standby power load stacking modes (sequence and extent of energizing once the generator comes on line).

NJPDES Permit Renewal Harrison Brook STP

No Updates.

August 4, 2021

DEVELOPER PROJECTS:**Bernards Plaza/Dewey Meadow Village Redevelopment**

The Contractor is in the process of performing work at the Monarch Circle Pump Station to tie in the new pipe to the existing station and the new flow meter equipment and conduits. The work is scheduled to be completed by the 3rd week in August. Onsite plumbing is underway on the Dewey Meadow property.

LCB Senior Living Mount Airy Road

No change since prior report

Mountainview

No change since prior report

Fenwick Place Subdivision (Liberty Meadow)

No change since prior report

Arbor Terrace Assisted Living/Valley Road

The allocation agreement and a conceptual review of the connection plan was completed by Mott MacDonald and discussed with the BTSA director. Review comments are being finalized and sent to the developer for addressing and coordination with BTSA. Formal submission of TWA and application materials is needed.

8. OPERATORS REPORT**JUNE 2021 REPORT**

FLOWS		
Total Flow	45,039,000	Gallons
Average Flow	1,501,000	Gallons
Maximum Flow	2,484,000	Gallons
Minimum Flow	1,156,000	Gallons

OPERATION

<u>Suspended Solids</u>	<u>Dry Weight</u>	<u>NJDEP Limit</u>
Influent	1334 Kg	

Effluent	21 Kg		280 Kg/Day
Net	1313 Kg	98.0 % Removed	85%
Suspended Solids in Effluent	4.0 Mg/l		30 Mg/l.

<u>CBOD</u>	<u>Dry Weight</u>		<u>NJDEP Limit</u>
Influent	422 Kg		
Effluent	10.0 Kg		75.7 Kg/Day
Net	412 Kg	95.0 % Removed	85%
CBOD in Effluent	2.0 Mg/l		8 Mg/l

<u>Phosphorus</u>	<u>Dry Weight</u>		<u>NJDEP Limit</u>
Influent	19 Kg		
Effluent	1.0 Kg		
Phosphorus in Effluent	0.21 Mg/l		0.76 Mg/l

Remarks

Hypochlorite Used: 656 Gals. Sulfur Dioxide Used: 729 Lbs. Alum Used: 5760 Gals.
Caustic Used: 189 Gals. Total Precipitation 2.7 Inches. Effluent reuse 7.227mg

Comments

Routine work and samples completed. Ran gens at pump stations and plant. Checked Pleasant Valley Pump Stations (**requested by DEP enforcement agent**), BRI run, Checked drives, tanks, gens, and vehicles. Checked all syphons, checked Barons, and checked Jamestown Rd., changed carbon E. Oak, Juniper way, Fieldstone and MVR, flushed fieldstone force main, exercised valves at pump stations, exercised sluice gates and valves at plant, cleaned probes at stations, mulched flower beds, cleaned S. Maple wet well, Foley generator maintenance, Grease trap inspections, plant oil changes, pumping services replaced component in eff SCADA panel, removed fallen tree from Eff outfall.

TV inspection:

Palmerston Pl, Granville Way,

Jetted:

None

Manhole inspections:

HB-03-02 #14 Wedgewood Dr checked for water company damage, EOS-34-03 EOS-11-01 EOS-11-02 checked for the possibility of lowering them, replaced frame and cover for MH# LR-15-13 Galloping hill Rd,

Customer Service:

#67 S Alward located cleanout for customer, #136 S. Maple investigated blockage complaint (blockage was homeowners' problem but BTSA staff was able to clear it for the customer), #140 Galloping Hill Rd investigated sunken sidewalk slab near cleanout (determined it was from a job contracted by the homeowner to relace their sewer line. Homeowner needs to have it repaired),

SAFETY

See attached report submitted by Matt Hutchinson Safety Coordinator.

PROJECTS

Security communication upgrade: According to Rich Umbrino, No hold on project. Lomelo ordered the remaining DVRs. Once hardware arrives Lomelo will get them installed. Gilbert on site 6/29/21 to troubleshoot Stonehouse camera, he ran all possible tests and determined that we need a new camera. Pumping services will get us a price.

East Oak St. force main Rehab Phase 2: Work resumed on Monday 6/28/21. CCTV completed on the lined portion of the main. Contractor installed new ARV manhole set up bypass to downstream manhole. No work scheduled for 7/1/21 or 7/2/21 due to potential rain event. Work will resume 7/6/21.

O2D High Flow Bypass: Spoke with Mike M. from Suburban Consulting on 6/8/21. He said they are still working on ideas and would get them to us soon.

Smoke Testing/CCTV/Cleaning: Awaiting next phase to address priority repair items. Spoke to Mike McAloon on 6/25/21, he is working on specs.

Raw Sewerage wet well piping: Improvement scope submitted by MM.

Crown Ct Force Main: Chris Wohlleb called on 6/30/21 to inform us that an inside drop manhole needs to be installed for one of the building connections. He said that this was the only feasible solution for this issue. The contractor's original idea had been to enter the manhole 2 feet above the channel. This would have created issues with debris being deposited on the bench, which in turn, could cause blockages and odors. I informed him that if an inside drop was to be installed, we will have to have easy access to the "T" for cleaning purposes and the downstream side of the "T" needs to be left open for flow in case of a blockage inside the drop.

Gas tank removal: In the process of getting prices. Applied Service Corp. was on site Monday 6/28/21 to view the area.

June 2021 Monthly Safety Report

Continued following implemented COVID-19 precautions, limited contact, use of facemasks for unvaccinated employees, increased hygiene practices, social distancing, sign-in sheet for visitors and deliveries.

Monthly safety inspections were completed.

Conducted weekly and monthly storm drain inspections.

Changed from monthly to weekly eye wash/emergency shower inspections.

Completed all monthly checks on fire extinguishers, lights, emergency lighting, and exit signs.

Replaced light bulbs where needed.

Annual respiratory protection class with fit tests and annual confined space drill were scheduled with Safety Services LLC for 7/13 and 7/15.

New Hire, Chris Castens started 6/30, was issued safety gear.

Exercised plant gens, gates, and valves.

Lost time no accidents 303 days (Plus June 30 days).

JULY 2021 REPORT

FLOWS

Total Flow	39,171,000	Gallons
Average Flow	1,264,000	Gallons
Maximum Flow	1,874,000	Gallons
Minimum Flow	984,000	Gallons

OPERATION

<u>Suspended Solids</u>	<u>Dry Weight</u>		<u>NJDEP Limit</u>
Influent	1984	Kg	
Effluent	18	Kg	280 Kg/Day
Net	1966	Kg	85%
Suspended Solids in Effluent	4.0	Mg/l	30 Mg/l.
VG			

<u>CBOD</u>	<u>Dry Weight</u>		<u>NJDEP Limit</u>
Influent	512	Kg	
Effluent	8.0	Kg	75.7 Kg/Day
Net	504	Kg	85%
CBOD in Effluent	2.0	Mg/l	8 Mg/l

<u>Phosphorus</u>	<u>Dry Weight</u>		<u>NJDEP Limit</u>
Influent	13	Kg	
Effluent	0.51	Kg	
Phosphorus in Effluent	0.10	Mg/l	0.76 Mg/l

Remarks

Hypochlorite Used: 793 Gals. Sulfur Dioxide Used: 840 Lbs. Alum Used: 6020 Gals.
Caustic Used: 0 Gals. Total Precipitation 6.38 Inches. Effluent reuse 7.220mg

Comments

Routine work and samples completed. Ran gens at pump stations and plant. Checked Pleasant Valley Pump Stations (**requested by DEP enforcement agent**), BRI run, Checked drives, tanks, gens, and vehicles. Checked all syphons, checked Barons, and checked Jamestown Rd., changed carbon E. Oak, Juniper way, Fieldstone and MVR, flushed fieldstone force main, exercised

valves at pump stations, exercised sluice gates and valves at plant, cleaned probes at stations, Cleaned CL2 contact tanks, Licensed plumber replaced safety shower in CL2 building, Rebuilt backflow preventer in Alum Building (**repair performed in house by BTSA staff saving the Authority approx. \$500**) Cummins performed annual service on Crown Ct generator, Plant Gen breaker #1 failed (Router Haney called in troubleshoot and switch out with the spare), replaced lower belt on filter press (**repair performed in house by BTSA staff saving the Authority approx. \$1000**), Grease trap inspections.

TV inspection:

Berkeley Circle, Evergreen Pl, Bullion Dr, Dewey Meadow, Crown Ct and Sunrise Assisted Living (**located high flow infiltration coming in from the old supermarket lateral in Dewey Meadow, the line was broken by construction crews. Dewey Meadow contractors repaired the break**),.

Jetted:

Berkeley Circle, Chelsea Pl, Chaucer Rd, Carriage Rd, Old Church Rd, Heritage Ct, Sun Rd, Old Coach Rd, Kensington Rd, Victoria Dr, Lancelot Ln, Everson Pl, Victoria Dr, Wedgewood Dr, Clive Ln, Melbourne Way,

Manhole inspections:

Placed a dish into meter pit manhole at Rebel Hill pump station.

Customer Service:

#59 Flintlock located cleanout for customer,

SAFETY

See attached report submitted by Matt Hutchinson Safety Coordinator.

PROJECTS

Security communication upgrade: Chris P. forwarded info on Stonehouse camera to Megan at PSI, she is going to quote us a camera and needed accessories/programming.

East Oak St. force main Rehab Phase 2: Punch list created.

O2D High Flow Bypass: Spoke with Mike M. He said he will be sending recommendations by the end of next week.

Smoke Testing/CCTV/Cleaning/I&I: Draft for I&I rehabilitation project submitted for review. Bid advertisement 7/29/21, Bid opening scheduled for 8/31/21.

Raw Sewerage wet well piping: Improvement scope submitted by MM.

Crown Ct Force Main: Meter pit installed, trenching for flow meter conduit and force main connection underway.

Gas tank removal: PO has been issued by purchasing. T-Slack has begun the permitting process.

Tie Breaker MCC4 – MCC5: Holtaway & Sons submitted best price.

Cell Tower: Verizon's contractor scheduled to begin work 8/9/21.

Solar Inverter #3 repair: Lead time on main control board at this point is 4-5 weeks.

July 2021 Monthly Safety Report

Monthly safety inspections were completed.

Conducted weekly and monthly storm drain inspections.

Completed all weekly emergency shower/ eye wash inspections.

Completed all monthly checks on fire extinguishers, lights, emergency lighting, and exit signs.

New emergency shower/eye wash station was installed in scale room, building #6.

Completed annual respiratory protection class and respirator fit tests on 7/13.

Completed confined space class and annual drill on 7/15

Chris Castens had poison ivy rash from contact on 7/20, went to urgent care 7/26, out the 26th & 27th

Exercised plant gens, gates, and valves.

Lost time no accidents 11 days (Starting from the 21st)

9. RESOLUTION #2144– Approval of Bill List Dated: August 10, 2021 - \$623,539.05

Motion by Bannan, second McNally to approve Resolution #2144 Bill List Dated August 10, 2021 - \$623,539.05

ROLL CALL

Aye: Bannan, Crane, McNally, Orr

Nay:

Motion Carried

10. MEMBER/STAFF COMMENTS

Crane suggested we nominate a vice chairperson.

McNally and members thanked Tom and staff for the budget presentation.

Crane stated he is very impressed, and we should be proud of how the Authority is run.

Crane questioned \$7,000,000 in a state fund listed in the audit as uninsured.

11. ADJOURNMENT

Motion by Bannan, second Crane, to adjourn at 7:33 pm.

All in flavor; motion carried.

Respectfully submitted,

Susan Long