

MINUTES
PUBLIC HEARING AND
AGENDA FOR
REGULAR MEETING
MONDAY, DECEMBER 17, 2018

At 7:00 P.M., Chairman Steiner made the following announcement:

The Regular Meeting of the Bayshore Regional Sewerage Authority will now come to order. I hereby announce that pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of this meeting has been sent to the Asbury Park Press. Notice has also been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro and the Western Monmouth Utilities Authority. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building.

Chairman Steiner called for a roll call of attendance:

PRESENT: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

ABSENT: Commissioner McMullen

Also In Attendance: Mr. Robert C. Fischer, Executive Director
J. Michael Broyles, Superintendent
Peter Canal, Chief Engineer
Manuel Ponte, P.E., Consulting Engineer
John Napolitano, Esq.
Michael Bart, Auditor
Susan DuBey, Admin. Assistant
Certified Court Stenographer

Public Hearing on 2019 User Charge

At 7:03 P.M. Chairman Steiner called for a **MOTION** to Open the Public Hearing

OFFERED BY: Commissioner Whalen, **SECONDED BY:** Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

ANNOUNCEMENT (by Chairman Steiner) This portion of the meeting is the Public Hearing for the 2019 User Charge. John Napolitano, General Counsel for BRSA, will issued the Oath to Professionals and commence obtaining Testimony from the Executive Director, Auditor and Consulting Engineer. Public

Hearing Minutes will be recorded by a Certified Court Stenographer and will be made available after formal adoption at the January, 2019 Authority Meeting.

RESOLUTION

RESOLUTION (115/18): to Adopt the 2019 Annual and Capital Budget of the Authority

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION (116/18): to Adopt the 2019 User Charge Schedule

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Whalen, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

CLOSE PUBLIC HEARING

At 7:17 P.M. Chairman Steiner calls for a **MOTION** to Close the Public Hearing and open the Regular Meeting of the Bayshore Regional Sewerage Authority

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

REPORTS

Pete Canal introduced Peter Wersinger, Attorney for PRC ES Associates, LLC and Andrew French of French and Parrello - The Boatworks of Keyport - 26 Townhouses (2 EDU credits)– seeking a Developers Agreement and the endorsement of a TWA.

Also presenting an application for connection is Hazlet Route 36 LLC. at Florence Avenue, the site of abandoned car wash. Ms. Joanna Paglino of Stonefield Engineering proposes a Wawa convenient store with gas station (9 EDU's) project has Hazlet Sewer Utility approval. The connection will be to the lateral on Florence Avenue at the site of the recent BRSA repairs.

Executive Directors Report, BRSA Projects, Special Reports & Connection Applications Mr. Fischer Reported:

Disaster Recovery Update

- Phase II - Combined Blower Building-Contract 80 - still working on the bugs in the Control System.
- The Restoration and Mitigation of the Power Distribution System – 3 of the enclosures are on their support structure and work is being done to heat the units for the winter. The remaining enclosures

should be in around February with a possible close-out the end of May, beginning of June.

Security

- Replacing the camera's that are facing the front gate and the parking lot
- Replacing the Network NVR (Network Video Recorder) so additional cameras could be placed around the facility. This would allow the incinerator operators to monitor the certain processes without leaving the incinerator unattended.

Other

- The 2019 Budget has been adopted and will be sent down to the DCA this week and the new charges will be sent out to the participating towns.
- Purchasing Cooperatives – membership in two cooperative purchasing systems for NJ local government members. This will saving the authority time and money.
- Union Beach Fire Dept. seeking donation.

Staff Engineer Report

Pete Canal:

- Belt Filter Press Access Stair Replacement-RFQ2018-4 - to lowest price \$25,400. Recommend award to lowest bidder Iron Hills Construction.
- Rehabilitation of 4 Sludge Concentration Tanks and replacement of our sludge pumping systems No. 1 & No. 2. Five bids were received and opened on December 5th, ranging from \$3,912,445 to \$3,439,000 – recommend award to lowest bidder Spectraserv, Inc. @ \$3,439,000
- Annual Calibration & Repair of Flow Meters Instrumentation-contract expires March of 2019. Seeking Resolution to authorize public advertising the RFQ on BRSA website.
- Geographical Information System Mapping (GIS) – rescind the November GIS resolution #106/18. Maser informed us their proposal was submitted under a Fair & Open Process however we informed Maser it was a Non-Fair and Open process. Both agreed to rescind the resolution. After advertising on our website for 10 days, on December 14th one sealed proposal was opened from Maser Consulting PA, in the same amount of \$34,785. Recommend award to Maser Consulting of Red Bank, NJ.
- Security System Upgrades – seeking authorization to publically advertise RFQ's on BRSA website.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Condition-Assessment & Planning Program for Internal Inspections of Force Mains – completed draft report on results and recommendations from Pure & submitted to BRSA. Met with Pure and BRSA Staff to review and will address BRSA's comments.
- Odor Control Systems #2, #3,#4 - all in operation with new internals except for Scrubber #4 – waiting for new fan to arrive and to be installed.
- Scrubber #4 has a NJDEP Permit. Contractor needs to inform the DEP it was refurbished and an Air Permit Stack Test must be scheduled and performed to assure Scrubber #4 passes the limits for H2S and Mercaptans.
- Working on former Blower Bldg. #1 to develop concept for parts & equipment storage.

Superintendent's Report

Mike Broyles Reported:

- Flow for November was up slightly for the month.
- Effluent numbers are excellent with 98% removal
- Received 1 voice message odor complaint from Mr. Lauro stating it was good on Thanksgiving but bad the day after.
- Incinerator down 3 days due to Iron Hills Construction taking down Odor Control Tower #4 to perform rehab work. Title V Air Permit prohibits dewatering of sludge when the system is down. Operations used the shut-down to remove some sand from the incinerator and wind box.
- New lab personnel working out well and moved to new schedule with Tuesday & Wednesday off.
- New Fire Walls installed to upgrade and improve cyber security on our computer system.

Chairman Steiner called for a **MOTION** to approve the Treasurer's Report

TREASURER'S REPORT

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Whalen, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

**TREASURER'S REPORT
STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS**

TD BANK	Balance
TRUSTEE ACCOUNTS	November 30, 2018
TD BANK	
Lakeland Bank-CD	\$ 1,008,964.44
Cash Management	\$ 7,064,819.96
NJEIT Project Fund	\$ 153,242.66
NJEIT Project Fund #2	\$ 4,473,186.73
Incoming Revenue Account	\$ 1,220.57
Operating Regular Account	\$ 1,759,495.23
Operating Reserve Account	\$ 12,247,423.04
Operating Payroll Account	\$ 628,606.03
Debt Service Fund	\$ 200,706.58
TOTAL AUTHORITY ACCOUNTS	\$ 27,537,665.24

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

SCHEDULE OF ACCOUNTS RECEIVABLE

	Balance	
SERVICE CHARGES:	<u>November 30, 2018</u>	
Hazlet Township Sewerage Utility	\$	0.00
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
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	\$	0.00

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$	0.00
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
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	\$	0.00

Balance of Rent Reserve Accounts as of November 30, 2018

Hazlet Township Sewerage Utility	\$	757,014.53
Township of Holmdel	\$	320,210.86
Borough of Union Beach	\$	195,557.62
Borough of Keyport	\$	298,102.51
Borough of Keansburg	\$	304,755.52
Borough of Matawan	\$	324,626.28
Western Monmouth Utilities Authority	\$	97,512.73
Township of Aberdeen	\$	<u>458,170.99</u>
TOTAL	\$	2,755,951.04

PAYMENT OF REQUISITIONS

Chairman Steiner called for a MOTION - to approve payment of bills listed on:

Operating Fund Req. No. 568 (Regular)	\$758,348.96
Payroll Account Req. No.P216 (Payroll)	\$166,239.56
NJEIT Project Fund #2 Req. #PF-28	\$ 38,748.52
Debt Service Fund - Req.# DS3	\$ 24,222.79
Debt Service Fund – Req. # DS4	\$175,590.20

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous vote recorded as follows:
AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

APPROVAL OF MINUTES

Chairman Steiner called for a **MOTION** to approve the following Minutes:

Regular Meeting Minutes of November 19, 2018
Closed Session of November 19, 2018

OFFEDER BY: Commissioner Cavanagh, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner
, Abstain: Commissioner Khachaturian

PUBLIC PORTION

Chairman Steiner announced that this portion of the meeting is now open to the public for comments or questions related to **Regular Meeting Agenda items only**. The public is reminded; only questions or comments specific to the scope of the Agenda items are to be addressed at this time. As a courtesy to all, please be mindful of limiting your comments accordingly.

NO ONE FROM THE PUBLIC PRESENT

RESOLUTIONS

RESOLUTION No. (117/18): To Approve Sanitary Sewer Connection Application and Developer's Agreement for PRC-ES Associates, LLC, Developer for The Boatworks at Keyport

WHEREAS, PRC-ES Associates, LLC ("Developer"), is the project developer of The Boatworks at Keyport, located at 156-158 West Front Street, further designated as Block 22, Lots 12.01, 19 & 20 in the Borough of Keyport, a 24 Equivalent Dwelling Units ("EDU's") Project, with 26 Townhouse Units and a credit for two (2) existing connections; and

WHEREAS, the Developer has indicated they have received all local approvals including local sanitary sewer approval; and

WHEREAS, the project is expected to generate 5,850 gallons per day of wastewater; and

WHEREAS, the Developer has paid the review fee of \$423.10; and

WHEREAS, PRC-ES Associates, LLC will execute the Authority's Developer's Agreement, pay all review and Attorney fees, provide the Authority's Attorney with acceptable guarantees and submit the initial payment of connection fees under the terms and conditions of the Developer's Agreement; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that PRC-ES Associates, LLC is hereby granted sanitary sewer approval for the above referenced project, contingent upon the above requirements, the execution of the aforementioned Developer's Agreement and the payment of the first installment of connection fees.

BE IT FURTHER RESOLVED that the Executive Director is authorized to WMQ-3 upon execution of the proposed Developers Agreement.

BE IT FURTHER RESOLVED the Developer must properly maintain its sanitary sewer system, in accordance with the Bayshore Regional Sewerage Authority Rules and Regulations, and

BE IT FURTHER RESOLVED that this approval is good for a one-year period.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Sutton, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (118/18): To Approve Sanitary Sewer Connection Application for Hazlet Route 36, LLC, Developer for Proposed Convenience Store with Fuel Sales

WHEREAS, Hazlet Route 36, LLC ("Developer"), is the project developer of a proposed convenience store with fuel sales, located at Route 36 & Florence Avenue, further designated as Block 63, Lots 1, 1.01, 2, 3, 7 & 8 in the Township of Hazlet, a 9 Equivalent Dwelling Units ("EDU's") Project; and

WHEREAS, the Developer has indicated they have received all local approvals including local sanitary sewer approval; and

WHEREAS, the project is expected to generate 2,000 gallons per day of wastewater; and

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) Chief Engineer has reviewed the Developers application and is recommending sanitary sewer connection approval; and

WHEREAS, the Developer has paid the review fee of \$78.05 and connection fee of \$45,324.00; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Hazlet Route 36, LLC is hereby granted sanitary sewer approval for the above referenced project.

BE IT FURTHER RESOLVED the Developer must properly maintain its sanitary sewer system in accordance with the Bayshore Regional Sewerage Authority Rules and Regulations, and

BE IT FURTHER RESOLVED that this approval is good for a one-year period.

OFFEDER BY: Commissioner Whalen, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (119/18): To Authorize Advertisement for RFQ 2019-01 Security System Upgrades

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) has four (4) existing security cameras around the facility that are in need of upgrading; and

WHEREAS, the Authority desires to upgrade these cameras and surveillance system to allow for improved surveillance and future expansion; and

WHEREAS, a Request for Quotes (RFQ 2019-01) Security System Upgrade has been developed by the Authority Engineering staff; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the CPS Service Contracts line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Chief Engineer and Qualified Purchasing Agent to advertise for quotes for the Security System Upgrades, on the Authority Website.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Cavanagh, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (120/18): To Authorize Advertisement for RFQ 2019-02 Annual Preventative Maintenance, Calibration & Repair of Instrument Equipment

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) currently has a Contract with ABB for the Annual Preventative Maintenance, Calibration & Repair of Instrument Equipment; and

WHEREAS, the Contract is due to expire on March 18, 2019; and

WHEREAS, a Request for Quotes (RFQ 2019-02) for the Annual Preventative Maintenance, Calibration & Repair of Instrument Equipment has been developed by the Authority Engineering staff; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the CPS Service Contracts line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Chief Engineer and Qualified Purchasing Agent to advertise for quotes for the Annual Preventative Maintenance, Calibration & Repair of Instrument Equipment, on the Authority Website.

OFFEDER BY: Commissioner Whalen, SECONDED BY: Commissioner Cavanagh, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (121/18): To authorize participation in a Cooperative Pricing Agreement

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Educational Services Commission of New Jersey, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on 12/17/2018 the governing body of the Bayshore Regional Sewerage Authority, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED this **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Bayshore Regional Sewerage Authority and Robert C. Fischer is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

BE IT FURTHER RESOLVED, The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey. This resolution shall take effect immediately upon passage.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Cavanagh, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (122/18): To Authorize Membership in the North Jersey Wastewater Cooperative Pricing System

WHEREAS, the Bayshore Regional Sewerage Authority desires to become a member of the North Jersey Wastewater Cooperative Pricing System, NJWCP, effective January 1, 2019; and

WHEREAS, such membership shall be for a period of one-(1) year ending November 24, 2019 and each renewal, thereafter of the system, unless the Bayshore Regional Sewerage Authority elects to formally withdraw from the system;

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority that the Executive Director is hereby authorized to execute the agreement dated December 13, 2018 for such membership.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (123/18): To Award Contract #106 Sludge Concentration Tank Rehabilitation Project to Spectraserv Inc. in the amount of \$3,439,000.00

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates four (4) sludge Concentration Tanks for conveyance and disposal of sludge; and

WHEREAS, the Concentration Tanks are an essential component of the treatment plant and are in need of rehabilitation; and

WHEREAS, the Authority approved Resolution No.119/17 authorizing PS&S to prepare specifications and drawings for a Public Contract; and

WHEREAS, in accordance with Local Public Contracts Law, the Authority publically advertised for the Sludge Concentration Tank Rehabilitation Project, with five (5) sealed bids being received and publically opened on December 5, 2018 at 2:00 P.M. ranging in price from a low of \$3,439,000 to a high of \$3,912,445.10; and

WHEREAS, the lowest bid was received from Spectraserv Inc., of South Kearny, NJ with a bid of \$3,439,000.00; and

WHEREAS, the Authority Attorney, Consulting Engineer, PS&S and the Authority Chief Engineer have reviewed the bids and are recommending award to the lowest responsive, responsible bidder, Spectraserv Inc. from South Kearny, NJ in the amount of \$3,439,000.00; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending Contract as set forth in the Resolution; and

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority that Spectraserv Inc. South Kearny, NJ is hereby awarded Contract #106 Sludge Concentration Tank Rehabilitation Project, in the amount of \$3,439,000.00 in accordance with the terms and conditions of the bid and Contract Documents.

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized to execute the Contract Documents.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (124/18): To Award the Request for Quotation 2018-04 for Belt Filter Press Access Stair Replacement to Iron Hills Construction Co., Inc.

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) is in need to replace both access stairs for the belt filter presses in the sludge de-watering room; and

WHEREAS, the Authority Consulting Engineer, R3m engineering, inc. designed new access stairs for the belt filter presses and the Authority Engineering Staff prepared a Request for Quotation (RFQ) for the stair replacement work; and

WHEREAS, in accordance with Local Public Contracts Law, the Authority advertised and on December 11, 2018 at 2:00 P.M. received quotes for Belt Filter Press Access Stair Replacement; and

WHEREAS, five (5) quotations were received, ranging in price from a low of \$25,400.00 to a high of \$68,000, with the lowest quote from Iron Hills Construction Co. Inc., of Wayne, NJ; and

WHEREAS, the Authority Chief Engineer and Staff have reviewed the quotation and found it acceptable and are recommending award to Iron Hills Construction Co., Inc. in the amount of \$25,400; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the award of the Belt Filter Press Access Stair Replacement to Iron Hills Construction Co. Inc. of Wayne, NJ in accordance with the terms and conditions of this RFQ at the total price of \$25,400.00.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (125/18): To Rescind Resolution 106/18 Awarding Engineering Services for Professional Enterprise Geographic Information Systems (eGIS) and Global Positioning Systems (GPS)

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) awarded a contract to Maser Consulting on November 19, 2018 in the amount of \$34,785 to provide Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services to the Authority; and

WHEREAS, the Authority finds it necessary to rescind Resolution 106/18 awarding the eGIS/GPS contract.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby rescind resolution 106/18 awarding Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services, to Maser Consulting P.A. of Red Bank, NJ.

OFFEDER BY: Commissioner Sutton , SECONDED BY: Commissioner Cavanagh, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (126/18): To Award Engineering Services for Professional Enterprise Geographic Information Systems (eGIS) and Global Positioning Systems (GPS), To Maser Consulting in the amount of \$34,785

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) maintains paper records of its mapping and as-built drawings; and

WHEREAS, the Authority has a need to upgrade its sewer interceptor paper records and standardize to one overall master file containing all Bayshore Regional Sewerage Authority sewer assets; and

WHEREAS, on December 5, 2018, the Authority advertised on its public website at www.bayshorersa.com for proposals to provide professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services; and

WHEREAS, on December 14th at 10:00 am the Authority opened sealed proposals from one-(1) engineering firm, Maser Consulting in an amount of \$34,785; and

WHEREAS, the Chief Engineer and Staff Engineer have reviewed the proposal and find it to be in accordance with the proposed scope of services; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services, to Maser Consulting of Red Bank, NJ, for an amount not to exceed \$34,785 in accordance with the terms and conditions of its proposal dated December 7, 2018.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute the contract agreement with Maser Consulting P.A. of Red Bank, NJ.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

PUBLIC PORTION

Chairman Steiner announces: This meeting is open to the public to discuss **any BRSA matters** the public may care to address. The public is reminded, only questions or comments not previously addressed; and/or specific to the scope of BRSA's operations or projects will be addressed.

NO ONE FROM THE PUBLIC PRESENT

Executive Session

Chairman Steiner calls for a **MOTION** to go into Closed Session at 7:55 P.M. 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 will be taken to discuss matters falling within attorney-client privileges, specifically, pending or **anticipated litigation, contract negotiations and matters of employment of public employees.** 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.

OFFEDER BY: Commissioner Whalen, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

CLOSED SESSION MINUTES ARE RECORDED SEPERATELY

END CLOSED SESSION

Chairman Steiner called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:18 P.M.

OFFEDER BY: Commissioner Sutton, SECONDED BY: Commissioner Khachaturian, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTIONS

RESOLUTION No. (127/18): To Hire an Administrative Assistant

WHEREAS, The Bayshore Regional Sewerage Authority ("Authority") is a public body corporate and politic organized and existing under and pursuant to the Sewerage Authorities Law, and

WHEREAS, for the more efficient operation of the Authority there is a need to hire a new employee in the title of Administrative Assistant, a confidential position in the Authority office staff to fill a vacated position; and

WHEREAS, the Authority management staff has had the opportunity to work with a Temporary Employee from Cornerstone Staffing Services for an eight-(8) month period of time; and

WHEREAS, Kelsey Mallow of South Amboy, NJ, currently employed by Cornerstone Staffing Services has demonstrated through her 8-month temporary position, the desired skill set, job attitude, and dependability required of the job; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Plant Salary line item, to cover the maximum dollar value of the pending employee as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority authorize the hiring of Kelsey Mallow of South Amboy, NJ as Administrative Assistant at a salary of \$37,500, effective January 1, 2019 with a 90-day probationary period and six-(6) month review; pending the results of the Authority Criminal History, Drug and Alcohol Screening.

BE IT FURTHER RESOLVED subsequent to an acceptable 90-day probationary period Kelsey Mallow be granted all of the benefits of employment as a regular full-time employee of the Bayshore Regional Sewerage Authority.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Sutton, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (128/18): To Hire a Custodian

WHEREAS, The Bayshore Regional Sewerage Authority (“Authority”) is a public body corporate and politic organized and existing under and pursuant to the Sewerage Authorities Law, and

WHEREAS, for the more efficient operation of the Authority there is a need to hire a new employee in the title of Custodian to fill a vacated position; and

WHEREAS, the Authority maintenance department has interviewed several candidates for the position of Custodian; and

WHEREAS, Patrick Drum of Eatontown, NJ, has demonstrated through his resume and interview, the desired skill set required of the job; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Plant Salary line item, to cover the maximum dollar value of the pending employee as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority authorize the hiring of Patrick Drum of Eatontown, NJ as a custodian effective January 1, 2019 at a starting rate of \$22.16 per hour in accordance with the current Collective Bargaining Agreement, with a 90-day probationary period; pending the results of the Authority Criminal History, Drug and Alcohol Screening.

BE IT FURTHER RESOLVED subsequent to an acceptable 90-day probationary period Patrick Drum be granted all of the benefits of employment as a regular full-time employee of the Bayshore Regional Sewerage Authority.

OFFEDER BY: Commissioner Khachaturian, SECONDED BY: Commissioner Whalen, and carried by a unanimous vote recorded as follows:

AYES: Commissioners Cavanagh, Khachaturian, Sutton, Whalen and Chairman Steiner

ANNOUNCEMENT (by Chairman Steiner):

The next meeting of the BRSA will be held on Monday, January 21, 2019. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:20 P.M., Chairman Steiner called for a **MOTION** to Adjourn the meeting.

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Cavanagh, and carried by a unanimous voice vote recorded as follows:

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

Respectfully submitted,
Susan DuBey
Administrative Assistant