

MINUTES
REGULAR MEETING
MONDAY, NOVEMBER 18, 2019

At 7:01 P.M. Chairman Whalen made the following announcement:

The 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 Whalen asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence for the safety of US Troops all over the world.

Chairman Whalen called for a roll call of attendance:

PRESENT: Commissioner Cavanagh, Khachaturian, McMullen, Sutton and Chairman Whalen

ABSENT: Commissioner Russo

Also, In Attendance: Mr. Robert C. Fischer, Executive Director
Peter J. Canal, BRSA Engineer
J. Michael Broyles, Superintendent
John Napolitano, General Counsel
Manuel Ponte, P.E., Consulting Engineer
Susan DuBey, Administrative Assistant

Reports

Executive Directors Report

Mr. Fischer Reported:

- Power Distribution System is near complete. All switchgear and transformers are in and elevated. Final completion is around February 6, 2020.
- Resiliency Power Project is in design. A kick-off meeting was held last week.
- Executive Director transition is in progress and working very well. Next week the Accountant & possible the Bond Counsel will come to provide training to new Executive Director, Financial Administrative Assistant and Purchasing Agent.
- Mr. Fischer explained the progress of the Financial Assistant & the role she and Mrs. DuBey will continue to take until the Financial Assistant is fully trained. He also presented the duties the new Financial Administrative Assistant will be assuming as of December 1, 2019.
- The 2020 Budget was sent down to the DCA for approval. Received an e-mail stating the budget is approved and ready for adoption at the December 16, 2019 meeting.

Staff Engineer Report

Pete Canal Reported:

Pete introduced Megan Turi and Suzanne Zitzman of Maser Consulting to do a presentation to explain what has been done in Phase I and updates in mapping additional lines, manholes, easements, etc. in the next phase of the GIS system.

- Seeking Resolution to award the 2020 GIS Services to Maser.
- Seeking resolution to authorize public bidding for Collection System Rehabilitation on Virginia Avenue easement
- Seeking resolution to authorize public advertising for Annual Cleaning and Video Inspection of interceptors
- Seeking resolution to award RFQ to Roofing Maintenance System of Freehold for inspection and maintenance of the plant buildings in the amount not to exceed \$16,520.
- Seeking Resolution to extend the furnishing and delivery of Fuel Oil to Griffith-Allied Trucking in the amount not to exceed \$210,852 for a one-year period.
- Seeking resolution to approve a commercial sewer connection to Chick-Fil-A of Hazlet in Costco parking lot.
- New Jersey Joint Insurance Fund is issuing the Authority a dividend in the amount of \$25,453 which will be credited on our 1st payment in 2020.
- Seeking resolution to authorize the continuation of part time employment to Austin Carol and Morley Mehta during the holidays
- Discussion with Trinity Consultants, odor specialists, coming December 11th to evaluate the plant.

Consulting Engineer – R3M

Manuel Ponte Reported:

- R3M has been monitoring the repurposing of the Blower Building to Storage Bldg. They have also worked with HDR, Arcadis and BRSA staff to answer remaining FEMA questions on Power Resiliency BCA Report.

Commissioner Cavanagh asked for more detail on the questions FEMA was asking. Mr. Fischer explained it was a focus on the BCA calculation and that FEMA felt the remaining funds were close to the estimated cost of the Resiliency Project. The Authority and their Consultants disagree and have been providing FEMA with answers to their questions regarding our calculations.

- Attended meeting to inspect and coordinate the validation of pipeline conditions
- Distributed the 2018 Annual Engineering Inspection Report

Mr. Fischer explained that the annual inspection was a requirement of the old Bonding Indentures and after Sandy the facility was in a constant state of repair. As of 2018 the facility is restored and inspection can resume.

Manuel said that 2018 is this first time since Sandy that the annual inspection was conducted.

Superintendent's Report

Mike Broyles Reported:

- The flow is down slightly since last month, been fairly dry.
- The plant effluent consistent with last month TSS down slightly as is the fuel oil usage.
- There were 6 odor complaints for last month (3) from 9th Street and (3) from Kathleen Ct.

Wind direction and speed reflects the odor complaints except on October 19th Odor Control Tower #1 experienced a sodium hypochlorite pump failure and a mechanic was called in for the repair.

Changed the Wet Well levels in the plant so there is less splash.

- Looking at the fresh air vents on the covered tanks but with employees going in and out they cannot be completely closed.

Chairman Whalen asked if the fresh air intake has a back flow or check valve on them.

Mike said some of them have spring loaded dampers, some are just open with grates on them no way to stop the air coming in or reversing it.

- The Purge Air Blower motor failed on the Incinerator, an old motor was installed until a new one Arrived three day later.
- DEP will be in next week to perform a full Lab Inspection of the procedures and records to maintain our Certification. This inspection is done every 2 years.
- CEI failed to respond to Notice Of Violation (NOV) stating they never received it. A copy of the NOV and the signed receipt was given to them. Saker Shop Rite shares the facility with CEI. Last year I was informed they were working on separating the two companies. I will put together a letter and Administrative Penalty.

Mr. Fischer said the DEP gives us the authority to inspect and limit the discharge of the industries and we have to follow all the regulations of the DEP.

- ABB was here to do the flow meter calibration and certification. All but Keansburg Flowmeter was acceptable and out of calibration. We are using historical flows for Keansburg readings. Maintenance took the meter out, cleaned it and reinstalled it and the warnings on the meter were gone. We are monitoring the meter for accuracy. This is a relatively new meter.
- Tom and Austin have located all the manholes for the GIS program.

TREASURER’S REPORT

Chairman Whalen called for a **MOTION** to approve the **REVISED** September 2019 Treasurer’s Report

TREASURER’S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

SCHEDULE OF ACCOUNTS

RECEIVABLE

BRSA CHARGES	Balance
	<u>Revised September 30,2019</u>
Hazlet Township Sewerage Utility	\$ -647,829.25
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ -231,357.50
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ -91,773.25
Township of Aberdeen	<u>\$ 0.00</u>
TOTAL	\$ -970,960.00

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$	-68,489.45
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
Borough of Keyport	\$	0.00
Borough of Keansburg	\$	-24,459.46
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	- 9,702.41
Township of Aberdeen	\$	<u>0.00</u>
TOTAL	\$	-102,651.32

RENT RESERVE ACCOUNTS as of Revised September 30, 2019

Hazlet Township Sewerage Utility	\$	761,007.08
Township of Holmdel	\$	321,899.68
Borough of Union Beach	\$	196,589.01
Borough of Keyport	\$	299,674.73
Borough of Keansburg	\$	257,216.68
Borough of Matawan	\$	326,338.39
Western Monmouth Utilities Authority	\$	102,009.52
Township of Aberdeen	\$	<u>463,486.28</u>
TOTAL	\$	2,728,221.37

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

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

Chairman Whalen called for a **MOTION** to approve the October 2019 Treasurer's Report

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

	Balance
<u>INVESTMENT ACCOUNTS</u>	<u>October 31, 2019</u>
Lakeland Bank-CD	\$ 1,035,178.74
Lakeland Bank-CD	\$ 1,014,127.31
Cash Management	\$ 7,216,022.04
TD Bank-CD	\$ <u>3,000,000.00</u>
TOTAL INVESTMENT	\$ 12,265,328.09
TD BANK	
NJEIT Project Fund	\$ 457,267.20
NJEIT Project Fund #2	\$ 2,969,438.58
Incoming Revenue Account	\$ 3,122,923.38
Operating Regular Account	\$ 2,302,425.35
Operating Reserve Account	\$ 7,173,417.41
Operating Payroll Account	\$ 667,832.76
Service Fund	\$ <u>108,320.71</u>
TOTAL TD ACCOUNTS	\$ 16,801,625.39

TOTAL AUTHORITY ACCOUNTS

\$ 29,066,953.48

Detail of the 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
	<u>October 31, 2019</u>
BRSA CHARGES	
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	\$ 0.00
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	\$ 0.00
TOTAL	\$ 0.00
RENT RESERVE ACCOUNTS as of October 31, 2019	
Hazlet Township Sewerage Utility	\$ 761,363.69
Township of Holmdel	\$ 322,050.52
Borough of Union Beach	\$ 196,681.13
Borough of Keyport	\$ 299,815.15
Borough of Keansburg	\$ 257,337.21
Borough of Matawan	\$ 326,491.31
Western Monmouth Utilities Authority	\$ 102,057.32
Township of Aberdeen	\$ 463,703.47
TOTAL	\$ 2,729,499.80

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

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

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 578 (Amended)	\$895,237.79	<u>-CHANGE IN AMOUNT ONLY</u>
Operating Fund Req. No. 579 (Regular)	\$534,223.82	
Payroll Account Req. No. P 227 (Payroll)	\$215,556.19	
NJEIT Project Fund #2 Req. #PF-39	\$327,480.96	

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

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

APPROVAL OF MINUTES

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

Agenda Meeting Minutes of October 21, 2019
Closed Session Minutes of October 21, 2019

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

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

PUBLIC PORTION

ANNOUNCEMENT (by **Chairman Whalen**): This portion of the meeting is now open to the public for comments or questions related to 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.

Charles Hoffman of Florence Avenue, Hazlet stated that the IMO22 (International Maritime Organization) must reduce their sulfur and particulates so they are putting scrubbers on their ships and going to lighter fuel oil. He said fuel oil is going to skyrocket and asked if there is a cap on the cost of fuel.

Pete said that we purchase fuel at the tank car price at the Port plus the shipping cost.

Sam Lauro of 9th Street of Union Beach said he called the police about the odor because he thought no one was here because of the Holiday. He said he could have called again today.

RESOLUTIONS

Resolutions #126/19 through #131/19 are by Consent Agenda. All matters listed under Consent Agenda are considered to be routine. If discussion is desired by any Board member, that item will be removed and will be considered separately.

RESOLUTION No. (126/19): Confirming Peter Canal, Executive Director as the Signatory and Authorized Representative of the Authority to sign and verify documents submitted to all Departments of the State of New Jersey, County of Monmouth; and various offices and agencies of the U.S. Federal Government.

WHEREAS, it is necessary for the Bayshore Regional Sewerage Authority (“Authority”) to select an authorized representative to sign and verify documents submitted to various Departments of the State of New Jersey, County of Monmouth, and to various offices and agencies of the United States Federal Government; as well as various contract documents of the Authority.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Peter Canal, Executive Director of the Authority is hereby appointed authorized signatory and representative of the Authority for the above listed purposes effective December 1, 2019.

RESOLUTION No. (127/19): Readopt TD Bank Resolution To Authorize New Executive Director Payroll Account

BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority:

1. That an account or accounts be continued and maintained with **TD BANK** (hereinafter called the Bank) titled **Payroll Account**, and there may be deposited to its credit in one or more accounts with the Bank, any money, check and other instruments which may come into possession of this Authority. Any other property may be deposited with the Bank for safe keeping, custody and other purposes. Items for deposit, collection or discount may be endorsed by any person authorized to sign checks, or endorsements thereof, may be made in writing or by a stamp without designation of the person so endorsing.

2. Any two of the following: Executive Director, Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, or Assistant Treasurer of this Authority are authorized, on behalf of this Authority and in its name, (a) to sign checks, savings withdrawals, drafts, notes, acceptances, and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank for the account of this Authority, and to receive any thereof, and to issue instructions for the conduct of any account of this Authority with the Bank, (b) to accept drafts, and other instruments payable at the Bank; and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Authority; and (c) to endorse, negotiate, and receive, or authorize the payment of, the proceeds of, any negotiable or other instruments or orders for the payment of money payable to or belonging to this Authority.

BE IT FURTHER RESOLVED that the foregoing Resolution shall continue in full force and effect and Bank may rely on them until a certified copy of a subsequent Resolution of the Board of Directors of this Authority modifying or rescinding any or all such Resolutions shall have been actually received by the Bank.

I FURTHER CERTIFY that the names of the persons who respectively hold the offices or positions mentioned in the foregoing Resolutions and their actual signatures are as follows:

PETER CANAL	Executive Director	_____
SCOTT WHALEN	Chairman	_____
ADAM KHACHATURIAN	Vice-Chairman	_____
CHRIS CAVANAGH	Treasurer	_____
BARTHOLOMEW SUTTON	Asst. Treasurer	_____

MARCY MCMULLEN
MADELINE RUSSO

Secretary
Asst. Secretary

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 18th day of November 2019

/s/ _____, **BRSA Secretary**
Marcy McMullen

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Marcy McMullen, the Secretary of said Authority, is duly authorized to sign as above stated, without other signature, according to the above Resolution.

WITNESS my hand and the seal of said Authority the day and year above written.

(seal)

/s/ _____, **BRSA Chairman**
Scott Whalen

RESOLUTION No. (128/19): To Readopt TD Bank Resolution To Authorize New Executive Director For Various Accounts Incoming Revenue, Operating, Reserve, Rent Reserve, Bond Service and NJEIT Project Fund Accounts

BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority:

1. That an account or accounts be continued and maintained with **TD BANK** (hereinafter called the Bank) titled **Incoming Revenue, Operating Account, Reserve, Rent Reserve, NJEIT Project Fund, Bond Service Account, and NJEIT Project Fund II Accounts**, and there may be deposited to its credit in one or more accounts with the Bank, any money, check and other instruments which may come into possession of this Authority. Any other property may be deposited with the Bank for safe keeping, custody and other purposes. Items for deposit, collection or discount may be endorsed by any one person authorized to sign checks, or endorsements thereof, may be made in writing or by a stamp without designation of the person so endorsing.

2. Any three of the following: Executive Director, Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer of this Authority are authorized, on behalf of this Authority and in its name, (a) to sign checks, savings withdrawals, drafts, notes, acceptances, and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank for the account of this Authority, and to receive any thereof, and to issue instructions for the conduct of any account of this Authority with the Bank, (b) to accept drafts, and other instruments payable at the Bank; and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Authority; and (c) to endorse, negotiate, and receive, or authorize the payment of, the proceeds of, any negotiable or other instruments or orders for the payment of money payable to or belonging to this Authority, except that in the wire transfer of funds for the payment of taxes, employee payroll, benefits or other such obligation as may be required of the Authority, the Executive Director is authorized to make such wire transfers using the financial institutions' secured portals. All such wire transfers shall be ratified at the first Authority meeting subsequent to transfer of funds.

BE IT FURTHER RESOLVED that the foregoing Resolution shall continue in full force and effect and Bank may rely on them until a certified copy of a subsequent Resolution of the Board of Directors of this Authority modifying or rescinding any or all such Resolutions shall have been actually received by the Bank.

I FURTHER CERTIFY that the names of the persons who respectively hold the offices or positions mentioned in the foregoing Resolutions and their actual signatures are as follows:

PETER CANAL	Executive Director	_____
SCOTT WHALEN	Chairman	_____
ADAM KHACHATURIAN	Vice-Chairman	_____
CHRIS CAVANAGH	Treasurer	_____
BARTHOLOMEW SUTTON	Asst. Treasurer	_____
MARCY MCMULLEN	Secretary	_____
MADELINE RUSSO	Asst. Secretary	_____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 18th day of November 2019

/s/ _____, **BRSA Secretary**
Marcy McMullen

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Marcy McMullen, the Secretary of said Authority, is duly authorized to sign as above stated, without other signature, according to the above Resolution.

WITNESS my hand and the seal of said Authority the day and year above written.

(seal)

/s/ _____, **BRSA Chairman**
Scott Whalen

RESOLUTION No. (128/19): To Readopt Lakeland Bank Resolution Authorizing New Executive Director

BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority:

1. That an account or accounts be continued and maintained with **LAKELAND BANK** (hereinafter called the Bank) titled **BRSA Reserve**, and there may be deposited to its credit in one or more accounts with the Bank, any money, check and other instruments which may come into possession of this Authority. Any other property may be deposited with the Bank for safe keeping, custody and other purposes. Items for deposit, collection or discount may be endorsed by any one person authorized to sign checks, or endorsements thereof, may be made in writing or by a stamp without designation of the person so endorsing.

2. Any three of the following: Executive Director, Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer of this Authority are authorized, on behalf of this Authority and in its name, (a) to sign checks, savings withdrawals, drafts, notes, acceptances, and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank for the account of this Authority, and to receive any thereof, and to issue instructions for the conduct of any account of this Authority with the Bank, (b) to accept drafts, and other instruments payable at the Bank; and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Authority; and (c) to endorse, negotiate, and receive, or authorize the payment of, the proceeds of, any negotiable or other instruments or orders for the payment of money payable to or belonging to this Authority, except that in the wire transfer of funds for the payment of taxes, employee payroll, benefits or other such obligation as may be required of the Authority, the Executive Director is authorized to make such wire transfers

using the financial institutions' secured portals. All such wire transfers shall be ratified at the first Authority meeting subsequent to transfer of funds.

BE IT FURTHER RESOLVED that the foregoing Resolution shall continue in full force and effect and Bank may rely on them until a certified copy of a subsequent Resolution of the Board of Directors of this Authority modifying or rescinding any or all such Resolutions shall have been actually received by the Bank.

I FURTHER CERTIFY that the names of the persons who respectively hold the offices or positions mentioned in the foregoing Resolutions and their actual signatures are as follows:

PETER CANAL	Executive Director	_____
SCOTT WHALEN	Chairman	_____
ADAM KHACHATURIAN	Vice-Chairman	_____
CHRIS CAVANAGH	Treasurer	_____
BARTHOLOMEW SUTTON	Asst. Treasurer	_____
MARCY MCMULLEN	Secretary	_____
MADELINE RUSSO	Asst. Secretary	_____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 18th day of November 2019

/s/ _____, **BRSA Secretary**
Marcy McMullen

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Marcy McMullen, the Secretary of said Authority, is duly authorized to sign as above stated, without other signature, according to the above Resolution.

WITNESS my hand and the seal of said Authority the day and year above written.

(seal)

/s/ _____, **BRSA Chairman**
Scott Whalen

RESOLUTION No. (130/19): To Readopt New Jersey Cash Management Resolution Authorizing New Executive Director

BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority:

1. That an account or accounts be continued and maintained with **NJ CASH MANAGEMENT FUND** (hereinafter called the Bank) titled **BRSA Reserve**, and there may be deposited to its credit in one or more accounts with the Bank, any money, check and other instruments which may come into possession of this Authority. Any other property may be deposited with the Bank for safe keeping, custody and other purposes. Items for deposit, collection or discount may be endorsed by any one person authorized to sign checks, or endorsements thereof, may be made in writing or by a stamp without designation of the person so endorsing.

2. Any three of the following: Executive Director, Chairman, Vice-Chairman, Secretary, Treasurer, Assistant Secretary, Assistant Treasurer of this Authority are authorized, on behalf of this Authority and in its name, (a) to sign checks, savings withdrawals, drafts, notes, acceptances, and other instruments and orders for the payment of money or for the withdrawal or delivery of funds or other property at any time held by the Bank for the account of this Authority, and to receive any thereof, and to issue instructions for the conduct of any account of this Authority with the Bank, (b) to accept drafts, and other instruments payable at the Bank; and to waive demand, protest, and notice of protest or dishonor of any instrument made, drawn, or endorsed by this Authority; and (c) to endorse, negotiate, and receive, or authorize the payment of, the proceeds of, any negotiable or other instruments or orders for the payment of money payable to or belonging to this Authority,

except that in the wire transfer of funds for the payment of taxes, employee payroll, benefits or other such obligation as may be required of the Authority, the Executive Director is authorized to make such wire transfers using the financial institutions' secured portals. All such wire transfers shall be ratified at the first Authority meeting subsequent to transfer of funds.

BE IT FURTHER RESOLVED that the foregoing Resolution shall continue in full force and effect and Bank may rely on them until a certified copy of a subsequent Resolution of the Board of Directors of this Authority modifying or rescinding any or all such Resolutions shall have been actually received by the Bank.

I FURTHER CERTIFY that the names of the persons who respectively hold the offices or positions mentioned in the foregoing Resolutions and their actual signatures are as follows:

PETER CANAL	Executive Director	_____
SCOTT WHALEN	Chairman	_____
ADAM KHACHATURIAN	Vice-Chairman	_____
CHRIS CAVANAGH	Treasurer	_____
BARTHOLOMEW SUTTON	Asst. Treasurer	_____
MARCY MCMULLEN	Secretary	_____
MADELINE RUSSO	Asst. Secretary	_____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 18th day of November 2019

/s/ _____, **BRSA Secretary**
Marcy McMullen

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Marcy Mc Mullen, the Secretary of said Authority, is duly authorized to sign as above stated, without other signature, according to the above Resolution.

WITNESS my hand and the seal of said Authority the day and year above written.

(seal)

/s/ _____, **BRSA Chairman**
Scott Whalen

RESOLUTION No. (131/19): To Appoint Peter Canal as the Authority’s Public Agency Compliance Officer

BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Peter Canal be and is hereby appointed as the Bayshore Regional Sewerage Authority Public Agency Compliance Officer (PACO) for all matters concerning Affirmative Action Regulations pursuant to P.L. 1975 c.127 effective December 1, 2019.

BE IT FURTHER RESOLVED, a copy of this resolution be filed with the State of New Jersey Department of Treasury Affirmative Action Officer.

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

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

RESOLUTION No. (132/19): To Authorize Dental Benefit Coverage with Delta Dental For 2019/2020

WHEREAS, Bayshore Regional Sewerage Authority provides its employees with dental benefits through Delta Dental; and

WHEREAS, in a memorandum dated October 15, 2019 Delta Dental of New Jersey offered 12-month coverage rates at \$47.99 per month for one (1) party coverage, \$92.85 per month for two (2) party coverage, and \$159.78 per month for three (3) party coverage; and

WHEREAS, said rates represent a less than 2% increase over the existing rates; and

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

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority accepts the 12-month rate offered by Delta Dental of New Jersey and contract with the same for the period December 1, 2019 to November 30, 2020.

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

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

RESOLUTION No. (133/19): To Authorize Facility Roofing Contract to Roof Maintenance Systems in the amount of \$16,520.00

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) is in need annually of inspections and repairs on the various roofs throughout the plant; and

WHEREAS, the Authority prepared a Request for Quotation #2019-04 for the Roof Systems Inspection, Service and Preventative Maintenance, for a Two-Year period; and

WHEREAS, on November 6, 2019, Roof Maintenance Systems submitted the only quote; and

WHEREAS, the proposal was reviewed by the Authority Engineer and Purchasing Agent and found to be reasonable and acceptable; and

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

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the roofing Inspection, Service and Preventative Maintenance contract to Roof Maintenance Systems of Freehold, NJ in accordance with the terms and conditions of the Request for Quotation #2019-04 in the amount not to exceed \$16,520.00.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the project to Roof Maintenance Systems of Freehold, NJ.

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

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

RESOLUTION No. (134/19):To Approve Sanitary Sewer Connection Application to Chick-fil-A of Hazlet

WHEREAS, Chick-fil-A (“Developer”), is the project developer of a proposed Chick-fil-A restaurant, located at 2821 State Route 35, further designated as Block 192, Lots 4.03 in the Township of Hazlet, an 11 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 2,340 gallons per day of wastewater; and

WHEREAS, the Developer has paid the connection fee of \$55,396.00 and the review fee of \$75.03; and

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

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby grants Chick-fil-A of Hazlet a 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 Authority’s Rules and Regulations; and

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

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

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

RESOLUTION No. (135/19):To Authorize Advertisement for RFQ 2019-05 Manhole Lining Project

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and maintains over 300 sanitary sewer manholes; and

WHEREAS, the Authority has a need for the repair and rehabilitation of multiple manholes; and

WHEREAS, the Authority Staff has identified the highest priority manholes in need of repair in rehabilitation in 2019; and

WHEREAS, a Request for Quotes (RFQ 2019-05) is being 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 Collection System line item of the Capital Budget, 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 authorize the Chief Engineer and Qualified Purchasing Agent to advertise for quotes for RFQ 2019-05, Manhole Lining Project on the Authority Website.

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

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

RESOLUTION No. (136/19): To Award Engineering Services for Professional Enterprise Geographic Information Systems (eGIS) and Global Positioning Systems (GPS), in the amount of \$44,845.00

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

WHEREAS, the BRSA has a need to upgrade its infrastructure paper records and standardize to one overall master file containing all sewer assets; and

WHEREAS, through Resolution 126/18, the Authority contracted with Maser Consulting, P.A. (“Maser”) for the Annual Engineering Services for Geographical Information Systems (GIS), Global Positioning Systems (GPS) & Network Hosting, in the amount of \$34,785; and

WHEREAS, the term of the existing agreement with Maser is for one-year and that term is due to expire at the end of this year; and

WHEREAS, the Authority desires to continue building and utilizing its GIS mapping; and

WHEREAS, Maser Consulting, P.A. has submitted a Proposal dated November 13, 2019 to provide Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services for 2020, for an amount not to exceed \$44,845.00; and

WHEREAS, the Chief Engineer and Staff Engineer have met with the staff of Maser Consulting, P.A. to review the proposal and find it to be fair and reasonable; 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 approve an engineering proposal for Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services, for an amount not to exceed \$44,845.00 to Maser Consulting P.A. of Red Bank, NJ, in accordance with the terms and conditions of its proposal dated November 13, 2019.

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

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

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

RESOLUTION No. (137/19): To Award a One (1) Year Extension for Contract #107-O for Furnishing and Delivering of Fuel Oil to Griffith-Allied Trucking, LLC d.b.a. Allied Oil

WHEREAS, in accordance with Local Public Contracts Law at 11:00 A.M. on Wednesday, November 7, 2018, the Bayshore Regional Sewerage Authority (“Authority”) received bids for the Furnishing and Delivering of a Fuel Oil for a One (1) Year Period; and

WHEREAS, on November 19, 2018 the Authority awarded the Furnishing and Delivery of Fuel Oil Contract #107-O to the lowest responsible responsive bidder, Griffith-Allied Trucking, LLC d.b.a. Allied Oil of Hillsborough, New Jersey, Resolution No. (01/18); and

WHEREAS, on December 19, 2019 the Contract is scheduled to expire; and

WHEREAS the Contract provides by mutual agreement, and the Local Public Contracts Law allows for up to two (2), one (1) year extensions, which the total price shall not exceed the change in the index rate for the twelve (12) months preceding the most recent quarterly calculation and price; and

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

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Fuel Oil line item, to cover the maximum dollar value of the pending Contract as set forth in the Resolution; and

WHEREAS the Authority Chief Engineer and Purchasing Agent reviewed the correspondence from Griffith-Allied Trucking LLC d.b.a. Allied Oil of Hillsborough, New Jersey accepting the one (1) year extension in accordance with the same product, terms, conditions, and price of the original contract; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Fuel Oil line item of the Operating Budget, 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 that Griffith-Allied Trucking, LLC d.b.a. Allied Oil of Hillsborough, NJ is hereby awarded the first, one (1) year extension for the Furnishing and Delivering of Fuel Oil, Contract #107-O for a One (1) Year Period, in the amount of \$2.2695 per gallon for a total of \$210,852.00 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 to Griffith-Allied Trucking LLC d.b.a. Allied Oil in the amount of \$210,852.00 for a one (1) year period.

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

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

RESOLUTION No. (138/19): To Authorize Advertisement for Public Bids on Contract No. 112, Virginia Avenue Interceptor Rehabilitation Project

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and operates an interceptor sewer in the Township of Hazlet that are in need of rehabilitation; and

WHEREAS, there is a sag in the sewer interceptor pipe located in the Virginia Avenue Easement that needs to be evaluated and repaired; and

WHEREAS, the Authority contracted with Jacobs Engineering Group, Inc. to design the Virginia Avenue Interceptor Rehabilitation Project, Contract 109, by Resolution #91/18; and

WHEREAS, Jacobs Engineering Group, Inc. has completed the design of the project and has developed public bidding documents for solicitation of public bids.

NOW THEREFORE BE IT RESOLVED the Commissioners of BRSA authorize the Chief Engineer and Qualified Purchasing Agent to advertise for public bids for the Virginia Avenue Interceptor Rehabilitation Project, Contract 112, in the Authority Official Newspaper and on the Authority Website.

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

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

RESOLUTION No. (139/19): To Authorize Per Diem rates for Official Government Travel

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) authorizes its employees from time to time to attend seminars, conferences, meetings and various training events (Official Government Travel) related to their employment; and

WHEREAS, the Authority desires to formalize the Policy on expenses related to official government travel; and

WHEREAS, the General Services Administration (GSA) publishes Per Diem rates for travel, meals and incidentals on their official website at www.gsa.gov.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the issuance of a per diem for travel, meals & incidentals, parking and cab fare which shall be approved by board action prior to issuance.

BE IT FURTHER RESOLVED, travel not authorized by per diem requires the submittal of receipts as verification of expense prior to reimbursement of expenses.

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

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

PUBLIC PORTION

Chairman Whalen 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.

Charles Hoffman of Florence Avenue, Hazlet asked John Napolitano about the law suite with Conti. John said that they are still talking, no new developments.

EXECUTIVE SESSION

Chairman Whalen calls for a **MOTION** to go into Closed Session at 8:16 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.

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

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

MINUTES FROM EXECUTIVE SESSION ARE RECORDED SEPERATELY

END CLOSED SESSION

Chairman Whalen called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:28 P.M.

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

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

RESOLUTION No. (140/19): To Extend Term of Employment for Intern Austin Carrol

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) is in need of college intern assistance in the Engineering Department to advance our Asset Management and GIS system goals; and

HEREAS, The Universities and Colleges of New Jersey have Career Development Departments for the placement of Engineering Students in permanent or temporary positions; and

WHEREAS, the Authority hired Austin Carroll, a mechanical engineering student at Rutgers University as an Intern on June 17, 2019 by resolution No. 83/19 to assist the engineering department with specific engineering projects; and

WHEREAS, the Authority extended the term on internship for Mr. Carrol on September 16, 2019 by resolution No. 118/19 to provide for one day per week internship until the end of the calendar year; and

WHEREAS, the Authority and Mr. Carroll are desirous of continuing the internship to include five days per week between January 2 and January 17, 2020 and one day per week thereafter until the end of May 2020; and

WHEREAS, the Authority Chief Engineer and Staff Engineer recommend extending the internship for Austin Carrol of Old Bridge, New Jersey to work on the Authority Asset Management an GIS Systems; and

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

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby extend the term of employment for Mr. Austin Carroll of Old Bridge, NJ as stated, at a rate of \$15 per hour as an intern to work in the Authority Engineering Department.

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

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

RESOLUTION No. (141/19): To Hire Moorly Mehta as an Intern in the Engineering Department

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) is in need of intern assistance in the Engineering Department to advance our Asset Management and GIS system goals; and

WHEREAS, The Universities and Colleges of New Jersey have Career Development Departments for the placement of Engineering Students in permanent or temporary positions; and

WHEREAS, the Authority wishes to hire qualified students for summer employment to assist the engineering department with specific engineering projects; and

WHEREAS, the Authority advertised with the Career Development Department at Rutgers, New Jersey Institute of Technology and Ramapo College and received 18 resumes for the positions; and

WHEREAS, the Authority interviewed 8 candidates and found 2 most qualified candidates for the positions;

WHEREAS, the Authority Chief Engineer and Staff Engineer recommend Moorly Mehta of Old Bridge, New Jersey, a mechanical engineering student at Rutgers University, to fill the position of intern to work on the Authority Asset Management and GIS Systems; and

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

NOW THEREFORE BE IT RESOLVED, that the Commissioners of the Bayshore Regional Sewerage Authority hereby hire Mr. Moorly Mehta of Old Bridge, NJ as an intern to work in the Authority Engineering Department at a rate of \$15 per hour commencing December 26, 2019 and ending January 17, 2020.

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

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

RESOLUTION No. (141/19): TO PROMOTE THOMAS PETTI AS PRINCIPAL ENGINEER

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, due to the retirement of the Executive Director of the Authority and the Chief Engineer transitioning to the Directors position, there is a need for an Engineer to manage the Engineering Department; and

WHEREAS, Thomas Petti, Staff Engineer at the Authority has demonstrated through his experience and education the qualities necessary for the position of Principal Engineer; and

WHEREAS, Thomas Petti has previously served the Authority in the capacity of Engineering Intern, Assistant Engineer and Staff Engineer since the summer of 2014 to the satisfaction of the Authority Director and Chief Engineer; and

WHEREAS, the new Executive Director, Peter Canal has a transition plan for the Engineering Department and is recommending to the Board the promotion of Thomas Petti to Principal Engineer, effective December 1, 2019, at a salary of \$83,000.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority authorize the promotion of Thomas Petti as Principal Engineer at a salary of \$83,000, effective December 1, 2019.

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

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

Chairman Whalen called for a **MOTION** to authorize the advertisement for the position of Staff Engineer.

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

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

ADJOURNMENT

ANNOUNCEMENT (by Chairman Whalen):

The B.R.S.A. Public Hearing for the 2020 User Charge is scheduled for Monday, December 16, 2019, at 7:00 P.M. immediately followed by the Regular Meeting. All meetings take place in the Administration Building of the Authority located at 100 Oak Street, Union Beach, NJ 07735.

At 8:48 P.M., Chairman Whalen called for a **MOTION** to Adjourn the meeting.

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

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

Respectfully Submitted,
Susan DuBey
Administrative Assistant