



BAYSHORE REGIONAL SEWERAGE AUTHORITY

100 Oak Street, Union Beach, NJ 07735
732-739-1095 OFFICE 732-739-2459 FAX

Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES REGULAR MEETING MONDAY, AUGUST 19, 2019

At 7:00 P.M., Chairman Whalen makes 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 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: Commissioners Cavanagh, Khachaturian, Russo, Sutton and Chairman Whalen

ABSENT: Commissioner McMullen

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

Reports

Pete Canal stated Highview of Hazlet (Holy Family Property) 172 apartments w/clubhouse is seeking a Developers Agreement and Connection Approval/TWA. Pete introduced Joe Hanrahan from Hammerland Engineering and Jim Smith from Highview Homes. The gentlemen explained the project which consists of 4-three story buildings and 3-two story buildings. Access to the complex will be from Highway 36 and Aumack Lane. Sewer hookup will be at the current manhole at Aumack and Hemlock Street. There will also be an inground pump station.

Executive Directors Report

Robert Fischer Reported:

- Contract 81S – Power Distribution System – the Switch Gear is sitting out on the service road and

will be placed on the platform tomorrow. Substantial Completion of the project is currently November with final completion in January.

- The Authority is a member for The New Jersey Sustainable Energy Management (NJSEM), a group of 145 municipalities and authorities who bid for natural gas generation. The current contract expires in December 2019 and a request for bids is going out September 11th. The bids will be accepted provided they fall below the pre-approved trigger price. Resolution to continue membership in NJSEM's group and to award contract to the lowest bidder on Sept. 11th.
- Membership with the New Jersey Utility Authority Joint Insurance Fund (NJUS JIF) expires in December 2019. The Authority has a 3 year agreement with NJUAJIF and desires continuing that relationship.

Mr. Fischer introduced Mr. Michael Bart, BRSA Auditor, to present the 2018 Audit to the Board. Mr. Bart walked the Board through each section of the audit report and explained his findings stating the financial position of the Authority is strong. The Commissioners questions were answered by Mr. Bart.

Staff Engineer Report

Peter Canal Reported:

- HDR was selected as the most qualified firm to present a proposal for the Engineering Design Services on the Power Resiliency Project. After negotiation which included Mike Samuel of R3M and the Engineering Committee of the Board the proposal was accepted at \$1,028,220 approx. 6.7% on the project construction cost. Joe Frissora from HDR was present and described the scope of the design.
- Arcadis presented a proposal to provide Hazard Mitigation Plan (HMP) FEMA support in the amount of \$133,000
- The Authority and MCBOA completed a Memorandum of Understanding for the design and construction of the Power Resiliency Project as power will be supplied from the Project to the MCBOA Pump Station in Union Beach in the event of a Power Failure or major outage.
- Annual Security Services Contract No. 113 – opened 2 bids (1) Wisdom Protective Services \$53,564.72 and (2) Universal Protection Services \$58,965.68. Award Contract to the lowest bidder- Wisdom Protective Services for a one-year period.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Repurposing Blower Bldg.#1 to Storage Bldg.- Shorelands submitted shop drawings for review. Mobilizing soon to begin demolition.
- Working with Pure Technology to obtain GIS mapping information.
- Preparing a proposed scope of services for Phase II Condition Assessment & Planning Program for the force mains.

3rd Quarter 2018/2019 Flow Report

- Flows are down from last quarter but the percentage is in line with the previous year.
- Hazlet and Union Beach flow percentages are lower recently with the heavy rain because they are calculated by EDU's instead of their actual flow in accordance with the Sewer Service Agreements.

Superintendent's Report

Mike Broyles Reported:

- The flow is down some 800,000 gpd for July due to dryer weather

- Effluent flow is exceptional, 99% & 98% removal of TSS and BOD respectively.
- Fuel Oil slightly higher due to the warmer weather causing sludge degradation prior to incineration.
- Odor complaints in July- one from 601 5th St. and several from 705 9th Street- Odor Control Tower #4 was out of service due to power failure for approx. ½ hour.

Mr. Fischer congratulated Mike on the 99% and 98% removal.

TREASURER'S REPORT

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

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

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

TREASURER'S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

| | Balance July 31, 2019 |
|----------------------------|----------------------------------|
| INVESTMENT ACCOUNTS | |
| Lakeland Bank-CD | \$ 1,027,824.09 |
| Lakeland Bank-CD | \$ 1,006,922.22 |
| Cash Management | \$ 7,177,629.94 |
| TD Bank-CD | <u>\$ 3,000,000.00</u> |
| TOTAL INVESTMENT | \$ 12,212,376.25 |
| TD BANK | |
| NJEIT Project Fund | \$ 341,795.33 |
| NJEIT Project Fund #2 | \$ 4,352,652.59 |
| Incoming Revenue Account | \$ 214,853.82 |
| Operating Regular Account | \$ 2,009,656.60 |
| Operating Reserve Account | \$ 9,972,798.49 |
| Operating Payroll Account | \$ 667,528.59 |
| Debt Service Fund | <u>\$ 108,027.44</u> |
| TOTAL TD ACCOUNTS | \$ 17,667,312.86 |
| TOTAL AUTHORITY ACCOUNTS | \$ 29,879,689.11 |

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 July 31 2019 |
|----------------------------------|---------------------------------|
| 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 |

Balance of Rent Reserve Accounts as of July 31, 2019

| | | |
|--------------------------------------|----|--------------|
| Hazlet Township Sewerage Utility | \$ | 760,131.92 |
| Township of Holmdel | \$ | 321,529.49 |
| Borough of Union Beach | \$ | 196,362.93 |
| Borough of Keyport | \$ | 299,330.10 |
| Borough of Keansburg | \$ | 256,920.88 |
| Borough of Matawan | \$ | 325,963.09 |
| Western Monmouth Utilities Authority | \$ | 101,892.21 |
| Township of Aberdeen | \$ | 462,953.27 |
| TOTAL | \$ | 2,725,083.89 |

PAYMENT OF REQUISITIONS

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

| | |
|--|--------------|
| Operating Fund Req. No. 576 (Regular) | \$752,035.61 |
| Payroll Account Req. No. P 224 (Payroll) | \$203,089.92 |
| NJEIT Project Fund #2 Req. #PF-36 | \$ 7,203.13 |

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

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

APPROVAL OF MINUTES

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

- Agenda Meeting Minutes of July 15, 2019
- Closed Session Minutes of July 15, 2019

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

AYES: Commissioners Cavanagh, Khachaturian, Sutton and Chairman Whalen

ABSTAIN: Commissioner Russo

PUBLIC PORTION

Chairman Whalen **ANNOUNCED**: 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.

Mr. Lauro, 9th Street, Union Beach – congratulated Commissioner Russo on her appointment and commented that he has not smelled the burnt ash since last complaint. He wanted to know if anything has been done.

Mr. Fischer said that the ash basin is constantly flooded and the ash doesn't go up in the atmosphere.

Mr. Lauro said it's been a good summer overall.

RESOLUTIONS

RESOLUTION No. (92/19): To Adopt the 2018 Annual Audit Report as presented by Bart and Bart, CPAs, BRSA Auditors

WHEREAS, N.J.S.A. 40:14A-7.1 requires the governing body of each local Authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended December 31, 2018 has been completed and will be filed with the members and customer towns served pursuant to N.J.S.A. 40:14A-7.1; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit entitled "General Comments" and "Recommendation," and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the Commissioners of the Bayshore Regional Sewerage Authority are the members of the governing body and have received the annual audit and have personally reviewed the annual audit, and have specifically reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby adopt the 2018 Annual Audit Report and certify to the Local Finance Board of the State of New Jersey that each member has personally reviewed the annual audit for the fiscal year ended December 31, 2018 and specifically has reviewed the sections of the annual audit report entitled "General Comments" and "Recommendations," and has evidenced same by group affidavit in form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

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

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

RESOLUTION No. (93/19): To Execute the Local Finance Board Group Affidavit Form

We, the Commissioners constitute the members of the governing body of the Bayshore Regional Sewerage Authority being of full age and being duly sworn according to law, upon our oath depose and say:

- We are duly appointed Commissioners of the Bayshore Regional Sewerage Authority.
- We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended December 31, 2018 and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

SCOTT WHALEN Chairman

ADAM KHACHATURIAN Vice-Chairman

MARCY MCMULLEN Secretary

MADELINE RUSSO Asst. Secretary

CHRISTOPHER CAVANAGH Treasurer

BARTHOLOMEW SUTTON Asst. Treasurer

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

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

RESOLUTION No. (94/19): Readopt TD Bank Resolution To Authorize New Commissioner 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:

| | | |
|--------------------|--------------------|-------|
| ROBERT C. FISCHER | 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 19th day of August 2019

/s/ _____, **BRSA Asst. Secretary**
Madeline Russo

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Madeline Russo, the Asst. 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

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

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

RESOLUTION No. (95/19): To Readopt TD Bank Resolution To Authorize New Commissioner 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:

| | | |
|--------------------|--------------------|-------|
| ROBERT C. FISCHER | Executive Director | _____ |
| SCOTT WHALEN | Chairman | _____ |
| ADAM KHACHATURIAN | Vice-Chairman | _____ |
| CHRIS CAVANAGH | Treasurer | _____ |
| BARTHOLOMEW SUTTON | Asst. Treasurer | _____ |
| MARCY MCMULLEN | Secretary | _____ |
| MADLINE RUSSO | Asst. Secretary | _____ |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 19th day of August 2019

/s/ _____, **BRSA Asst. Secretary**
Madeline Russo

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Madeline Russo, the Asst. 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

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

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

RESOLUTION No. (96/19): To Readopt Lakeland Bank Resolution Authorizing New Commissioner

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:

| | | |
|--------------------|--------------------|-------|
| ROBERT C. FISCHER | Executive Director | _____ |
| SCOTT WHALEN | Chairman | _____ |
| ADAM KHACHATURIAN | Vice-Chairman | _____ |
| CHRIS CAVANAGH | Treasurer | _____ |
| BARTHOLOMEW SUTTON | Asst. Treasurer | _____ |
| MARCY MCMULLEN | Secretary | _____ |
| MADLINE RUSSO | Asst. Secretary | _____ |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 19th day of August 2019

/s/ _____, **BRSA Asst. Secretary**
Madeline Russo

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Madeline Russo, the Asst. 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

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

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

RESOLUTION No. (97/19): To Readopt New Jersey Cash Management Resolution Authorizing New Commissioner

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:

| | | |
|--------------------|--------------------|-------|
| ROBERT C. FISCHER | Executive Director | _____ |
| SCOTT WHALEN | Chairman | _____ |
| ADAM KHACHATURIAN | Vice-Chairman | _____ |
| CHRIS CAVANAGH | Treasurer | _____ |
| BARTHOLOMEW SUTTON | Asst. Treasurer | _____ |
| MARCY MCMULLEN | Secretary | _____ |
| MADLINE RUSSO | Asst. Secretary | _____ |

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 19th day of August 2019

/s/ _____, **BRSA Asst. Secretary**
Madeline Russo

I, Scott Whalen, Chairman of the above-named Authority, do hereby certify that Madeline Russo, the Asst. 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

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

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

RESOLUTION No. (98/19): To Accept the Nine (9) Month Flow Report for 2018/2019

WHEREAS, R3M Engineering, Consulting Engineers for the Bayshore Regional Sewerage Authority, (“Authority”) have determined the quantity of sewage from each of the Towns and Authorities connected to the Authority’s system for the period September 26, 2018 to June 26, 2019 (First, Second and Third Quarters of 2018/2019); and

WHEREAS, said flow figures have been calculated from actual meter readings, maintenance service reports, meter calibration reports and other data; and

WHEREAS, said flow figures have been reviewed by the Commissioners of this Authority.

NOW THEREFORE BE IT RESOLVED that the Bayshore Regional Sewerage Authority hereby accepts the flow calculations, certified by R3M for the period September 26, 2018 to June 26, 2019 (First, Second and Third Quarters of 2018/2019).

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

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

RESOLUTION NO. (99/19): To Award the Security Services, C.113 to Wisdom Protective LLC., for a One-Year period for an amount not to exceed \$53,564.72

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) buildings and processes were severely damaged from Hurricane Sandy on October 29, 2012; and

WHEREAS, the Authority has a need for security services at the treatment plant during the period of construction of these buildings and processes; and

WHEREAS, the security services will monitor the plant site, buildings and alarm system during the night shift for 8 hours per day, 7 days per week; and

WHEREAS, the existing Contract with Motivated Security of Somerville, NJ. is expiring; and

WHEREAS, in accordance with Local Public Contract Law, the Bayshore Regional Sewerage Authority had advertised for Security Services for a one-year period; and

WHEREAS, on August 13, 2019 at 2:00 P.M. two (2) sealed bids were received and publicly opened, those bids being from Wisdom Protective Services, LLC in the amount of \$53,564.72 and Universal Protection Services LLC. in the amount of \$58,965.68 for a one-year period; and

WHEREAS, the Authority Engineer, Purchasing Agent and Attorney reviewed the bids and are recommending award of the Contract to Wisdom Protective Services, LLC in the amount not to exceed \$ 53,564.72 for a one-year period; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the 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 authorize award of the Contract for Security Services for a one-year period to Wisdom Protective Services, LLC. in the amount of \$53,564.72 in accordance with the terms and conditions of the contract documents.

BE IT FURTHER RESOLVED, the Chairman and Executive Director are hereby authorized to execute the contract with Wisdom Protective Services, LLC in the amount of \$53,564.72 for Security Services for a one-year period.

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

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

RESOLUTION No. (100/19): To Secure Flood Insurance for Authority Buildings Eligible For National Flood Insurance Program Coverage

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns several buildings at the Treatment Plant located at 100 Oak Street in Union Beach, NJ; and

WHEREAS, the buildings further identified as Main Pump Station Addition and Administration Building are eligible for flood insurance under the National Flood Insurance Program (NFIP); and

WHEREAS, the Selective Insurance Company will provide total coverage of \$1,000,000 for Buildings and \$417,400 for contents for a total premium of \$12,361 with a \$90,000 deductible; and

WHEREAS, as a condition of FEMA funding the Authority is required to obtain and maintain flood insurance on all eligible buildings; and

WHEREAS, the quoted premiums and coverages have been reviewed by the Authority Risk Management consultants, Conner Strong & Buckelew who has recommended binding these coverages; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the insurance 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 authorize the payment of the above stated premiums to secure flood insurance for the named Authority Buildings for a one-year term according to the building renewal date and instruct the Executive Director to execute all necessary documentation to secure this coverage.

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

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

RESOLUTION NO. (101/19): To Acknowledge Commissioner Charles Steiner for His Years of Service

WHEREAS, Charles Steiner has served the public as a Commissioner of the Bayshore Regional Sewerage Authority (“Authority”) for six and one half (6½) years from February 1, 2013 to July 20, 2019 including the position as Chairman; and

WHEREAS, during a critical time in the history of the Authority, Commissioner Steiner helped to bring to fruition enormous undertakings and was instrumental in resolving challenging issues relative to the Restoration and Mitigation of the Authority’s Treatment facility and many other important matters due to the destruction from Superstorm Sandy; and

WHEREAS, Commissioner Charles Steiner, through his years of service to the Authority, has helped guide its activities and contributed invaluable to its progress.

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority, its Commissioners, and employees hereby express sincere appreciation to Commissioner Steiner for a job well done and gratitude for his years of service and a dedication above and beyond the expectations of a Commissioner in the performance of his duties.

BE IT FURTHER RESOLVED, the Bayshore Regional Sewerage Authority hereby proclaims Charles Steiner, Commissioner Emeritus.

BE IT FURTHER RESOLVED, a copy of this Resolution will be sent to the Governing Body of the Borough of Union Beach to be entered into their permanent records.

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

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

RESOLUTION NO. (102/19): To Adopt A Claimant Certification Policy for the Bayshore Regional Sewerage Authority

WHEREAS, on August 18, 2016 the State of NJ Legislature adopted PL 2016 Ch. 29 which allows local units greater flexibility on when to require a vendor certification prior to paying claims; and

WHEREAS, the Local Finance Board has adopted the rules and regulations that local units must adhere to in order to enact the provisions of the law (LFN 2018-13); and

WHEREAS, NJAC 5:30-9a.6 as well as 5:31-4.1 clarify that the certification may be executed by signature stamp, facsimile signature, or electronic signature in addition to a “wet” signature; and

WHEREAS, NJAC 5:30-9a.6 as well as 5:31-4.1 allow local authorities may by resolution set for the circumstances when they will and will not require a vendor (claimant) signature on a purchase order; and

WHEREAS, the Qualified Purchasing Agent and the Executive Director have determined that the following circumstances be applied with respect to this act.

| Vendor Signature Required (stamp, fax, electronic or wet is acceptable) | Vendor Signature Not Required |
|--|--|
| Employee Reimbursements | Vendors who are paid through electronic fund transfers (EFT) |
| Professional Services | Debt Service |
| Retiree Reimbursements | Utilities regulated by tariff |
| Purchases over \$6,000 | Vendors who do not provide certifications as part of the normal course of business |
| | |

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the customers and members of the Authority to adopt the above Claimant Certification Policy effective August 19, 2019.

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

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

RESOLUTION NO. (103/19): To Execute Memorandum of Understanding with MCBOA for Standby Power Resiliency Generation Project

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) submitted a Hazard Mitigation Plan (“HMP”) for a Power Resiliency System for the Authority and the Monmouth County Bayshore Outfall Authority (“MCBOA”), Union Beach Facility (“the Project”); and

WHEREAS, The Authority and MCBOA wish to memorialize each parties obligations and responsibilities with regard to the design, construction, funding and operation of the project; and

WHEREAS, the parties wish to enter into a Memorandum of Understanding (“MOU”) setting forth these obligations; and

WHEREAS the parties if required agree to prepare a subsequent agreement which will set forth more definitive obligations and payment terms upon completion of the design and construction of the project; and

WHEREAS, a copy of the proposed MOU is attached to and incorporated by reference to this Resolution.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage that the Chairman is authorized to execute the proposed MOU.

BE IT FURTHER RESOLVED, the Executive Director and Authority Counsel are authorized and directed to take all reasonable and necessary action to effectuate the terms of the Resolution.

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

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

RESOLUTION NO. (104/19): To Approve Sanitary Sewer Connection and Treatment Works Approval Application for Hazlet Residential Development, LLC, Developer of Highview at Hazlet

WHEREAS, Hazlet Residential Development, LLC (Developer) is the developer of a project located at NJSH Route 36 & Aumack Lane, further designated as Block 68.13, Lot 26 in the Township of Hazlet, a 187 Equivalent Dwelling Units (EDU's) Project with 172 Residential Units, a Club House and 26 affordable housing units; 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 42,000 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 \$901.55; and

WHEREAS, the Developer will execute the 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.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Hazlet Residential Development, 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 installation of connection fees.

BE IT FURTHER RESOLVED the Executive Director is hereby authorized to execute the Statement of Consent documents and return the Treatment Works Approval application to the applicant for processing by the New Jersey Department of Environmental Protection upon execution of the Developer's Agreement and payment of all aforementioned fees.

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.

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

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

RESOLUTION NO. (105/19): To Approve Highview Homes Developers Agreement For Highview at Hazlet

WHEREAS, Hazlet Residential Development, LLC (Developer) has requested to be allowed to enter into a Developer's Agreement with the Bayshore Regional Sewerage Authority (Authority) to provide sanitary sewer service to the project know as Highview at Hazlet located at NJSH Route 36 & Aumack Lane, further designated as Block 68.13, Lot 26 in the Township of Hazlet, a 187 Equivalent Dwelling Units (EDU's) Complex with 172 Residential Units and a Club House; and

WHEREAS, the development has 26 affordable housing units that qualify for 50% reduction in connection fees, and

WHEREAS, the Developer is requesting payment for connection fees in a phased matter; and

WHEREAS, the Authority's Attorney will prepare a Developer's Agreement that is acceptable to the Authority Board of Commissioners and Developer; and

WHEREAS, the Commissioners of the Authority deem it is in the best interest of the Authority to enter into said Developer's Agreement; and

WHEREAS, the Developer will execute the Developer's Agreement, 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.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the execution of the Developer's Agreement with Hazlet Residential Development, LLC contingent upon satisfaction of the above-mentioned terms and conditions.

BE IT FURTHER RESOLVED upon satisfaction of the above terms and conditions, the Chairman, Secretary and Executive Director are hereby directed to execute the Agreement and to file it with the Monmouth County Clerk's Office.

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

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

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

RESOLUTION NO. (106/19): To award Contract for Design and Engineering Services Relating to Standby Power Resiliency Generation Project for BRSA Treatment Plant to HDR Engineering, Inc., in the amount of \$1,028,220

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") submitted a Hazard Mitigation Plan ("HMP") for Power Resiliency System for Authority and Monmouth County Bayshore Outfall Authority ("MCBOA"), Union Beach Facility; and

WHEREAS, on October 18, 2018, the Federal Emergency Management Agency ("FEMA") authorized a detailed engineering design of the proposed Power Resiliency System; and

WHEREAS, Resolution 103/18 authorizes the staff to prepare a Request for Qualifications, in accordance with Federal Procurement Standards; and

WHEREAS, the Authority solicited Request of Qualifications from qualified engineering firms for the Design and Construction Management Services for the Power Resiliency Generation Project in accordance with federal government selection procedure at 40 USC 1103; and

WHEREAS, Resolution 78/19 authorizes the Evaluation Committee to negotiate a fair and reasonable price for the design of the Power Resiliency Generation Project with the most qualified firm, HDR Engineering, Inc., in accordance with 40 USC 1104 Negotiation of Contract Procedure; and

WHEREAS, HDR Engineering, Inc. ("HDR") submitted a proposal dated August 9, 2019 for design and engineering services relating to Standby Power Resiliency Facilities for the Authority Treatment Plant, in the amount of \$1,028,220; and

WHEREAS, the Authority Consulting Engineer, R3m engineering, Inc., the Chief Engineer and Director have met with the staff of HDR 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 unrestricted net position 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 a proposal for design and engineering services relating to Standby Power Resiliency Project for the Authority Treatment Plant, in the amount of \$1,028,220, to HDR Engineering, Inc., of Mahwah, NJ, in accordance with the terms and conditions of its proposal dated August 9, 2019.

BE IT FURTHER RESOLVED, the Chairman is hereby authorized to execute the contract agreement with HDR Engineering, Inc., of old Mahwah, NJ.

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

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

RESOLUTION NO. (107/19): To award Contract for FEMA Consulting Services Relating to the Standby Power Resiliency Generation Project to ARCADIS in the Amount Not to Exceed \$133,440

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) submitted a Hazard Mitigation Plan (“HMP”) for a Power Resiliency System for the Authority and the Monmouth County Bayshore Outfall Authority (“MCBOA”), Union Beach Facility (“the Project”); and

WHEREAS, The Authority solicited Requests for Qualifications from qualified engineering firms for design, construction management services and FEMA consulting for the project; and

WHEREAS, ARCADIS was determined by the Evaluation Committee to be the most qualified firm to perform the FEMA consulting services portion of the Project; and

WHEREAS, the Authority received a cost proposal from ARCADIS for FEMA consulting portion of the work dated August 12, 2019 in the amount not to exceed \$133,400; and

WHEREAS, the Authority, Consulting Engineer, R3M Engineering Inc., the Chief Engineer and the Executive Director have reviewed the scope and cost of the proposal and find it 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 unrestricted net position 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 the proposal for the FEMA Consulting Services relating to Standby Power Resiliency Project in the amount of \$133,400 to ARCADIS Engineering, Inc. of Fairlawn, New Jersey, in accordance with the terms and conditions of its proposal dated August 12jo, 2019.

BE IT FURTHER RESOLVED, the Chairman is hereby authorized to execute the contract agreement with ARCADIS Engineering Inc. of Fairlawn, NJ.

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

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

RESOLUTION NO. (108/19): To Continue Membership in the NJSEM and Execute a Contract for Natural Gas commodity with the Lowest Responsible Bidder

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) is a member of the New Jersey Sustainable Energy Joint Meeting (NJSEM); and

WHEREAS, the NJSEM combines the purchasing power of over 165 municipalities and authorities for the purpose of energy procurement; and

WHEREAS, as a member of the NJSEM the Authority has realized savings on natural gas commodity prices as compared to the Utility Rates; and

WHEREAS, the existing natural gas contract for the members of the NJSEM expires in December 2019 and the NJSEM will conduct a natural gas commodity bid for a twenty four-(24) or thirty six (36) month contract beginning in December 2019 depending upon bid prices and award to the low bidder if the bid price is below a previously agreed upon strike price; and

WHEREAS, the Authority desires to continue membership in the NJSEM and to participate in the electronic bid on September 11, 2019 for new natural gas commodity prices effective December 2019.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority deem it in the best interest of the customers and members of the Authority to continue membership in the NJSEM and Authorizes the Executive Director to execute all necessary documents related to the natural gas bid to be held on or about September 11, 2019 provided the low bid is at or below the strike price previously provided by the NJSEM.

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

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

RESOLUTION NO. (109/19): To Renew Membership in the New Jersey Utility Authority Joint Insurance Fund

WHEREAS, the Bayshore Regional Sewerage Authority is a member of the New Jersey Utility Authorities Joint Insurance Fund; and

WHEREAS, said renewed membership terminates as of December 31, 2019 unless earlier renewed by agreement between the Authority and the Fund; and

WHEREAS, the Authority desires to renew said membership.

NOW THEREFORE, the Commissioners of the Bayshore Regional Sewerage Authority hereby agree to renew its membership in the New Jersey Utility Authorities Joint Insurance Fund and to be subject to the Bylaws, Rules and Regulations, coverages, and operating procedures thereof as presently existing or as modified from time to time by lawful act of the Fund.

BE IT FURTHER RESOLVED the Commissioners shall be and hereby are authorized to execute the agreement to renew **membership annexed hereto and made a part hereof and to deliver same to the New Jersey Utility Authorities Joint Insurance Fund evidencing the Authority's intention to renew its membership.**

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

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

PUBLIC PORTION

Chairman Whalen **ANNOUNCEED**: 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.

EXECUTIVE SESSION

Chairman Whalen called for a **MOTION** to go into Closed Session at 8:20 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 Cavanagh, and carried by a unanimous voice vote recorded as follows:

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

CLOSED SESSION MINUTES ARE RECORDED SEPERATELY

END CLOSED SESSION

Chairman Whalen called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:40 P.M.

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

AYES: Commissioners Cavanagh, Khaturian, Russo, Sutton and Chairman Whalen

RESOLUTION NO. (110/19): To Approve the Payment of Accrued Days Owed to Chelsea Bray on Resignation of Employment

WHEREAS, On July 31, 2019 Laboratory Technician Chelsea Bray officially resigned from the Bayshore Regional Sewerage Authority; and

WHEREAS, Authority Policy provides payout upon resignation of accrued pro-rated Vacation benefits, and any remaining Sick time (capped at 240 hours) and Personal Days; and

WHEREAS, Ms. Bray's remaining Sick & Personal Days and accrued Vacation benefits have been calculated and recorded in a memorandum submitted by Mrs. Susan DuBey, Administrative Assistant to the Authority to the Executive Director, dated August 8, 2019; and

WHEREAS, the Executive Director has reviewed the calculated time owed and finds the calculation of Sick (55 hours), Personal (16 hours), Pro-rated Vacation (46 hours) accurate; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Salary 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 hereby accept the letter of resignation from Chelsea Gray authorize the payment of

remaining Sick and Personal Days and accrued Vacation time owed Chelsea Bray as detailed in the attached memorandum dated August 12, 2019 in the amount of \$4,200.88.

(Attachment on file in the Administrative Offices of the Authority)

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

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

RESOLUTION NO. (111/19): To Hire a New Laboratory Technician

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 the Bayshore Regional Sewerage Authority has a need to hire a new employee in the position of Laboratory Technician to fill a vacated position; and

WHEREAS, the Authority posted the position of Laboratory Technician for plant personnel prior to accepting applications; and

WHEREAS, the Authority management staff have interviewed qualified candidates for the position of Laboratory Technician; and

WHEREAS, Aina Yadav of Howell, NJ has demonstrated through her resume and interview the qualities for the position of the Laboratory Technician; 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 Aina Yadav of Howell, NJ as Laboratory Technician at a starting pay rate of \$ 34.22 per hour, effective September 1, 2019 with a 90 day probationary period and pending the results of the Authority Criminal History, Drug and Alcohol Screening.

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

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

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

RESOLUTION NO. (112/19): To Approve Salary Adjustments for Executive, Management, Supervisory and Office Personnel for 2019

WHEREAS, the Executive Director presented his annual review of performance of Executive, Management, Supervisory and Office Personnel to the Authority Personnel Committee; and

WHEREAS, the Personnel Committee has reviewed the performance evaluations and recommendations of the Executive Director; and

WHEREAS, the Personnel Committee has discussed the evaluations and recommendations with the entire Authority Board of Commissioners; and

WHEREAS, in accordance with NJAC 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 contract as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize the Executive Director to make the salary adjustments in accordance with the memorandum dated August 19, 2019 and to implement the salary adjustments retroactive to January 1, 2019.

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

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

ADJOURMENT

Chairman Whalen **ANNOUNCED**:

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, September 16, 2019, at 7:00 P.M. All meetings take place in the Administration Building of the Authority located at 100 Oak Street, Union Beach, NJ 07735.

At 8:43 P.M., Chairman Whalen called for a **MOTION** to Adjourn the meeting.

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

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

Respectfully Submitted,

Susan A. DuBey
Administrative Assistant