



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Robert C. Fischer
EXECUTIVE DIRECTOR

MINUTES REGULAR MEETING MONDAY, SEPTEMBER 16, 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; Khachaturian, McMullen, Russo and Chairman Whalen

ABSENT: Commissioners; Cavanagh and Sutton

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
Mike Samuel, P.E. Consulting Engineer

Reports

Director's report: Mr. Fischer spoke about the progress with contract 81S Power Distribution System. Progress has been good lately and substantial completion is expected for November 13, 2019. He informed the Board about the Memorandum of Agreement signed between the Authority and the Monmouth County Bayshore Outfall Authority. Mr. Fischer informed the Board that the Authority has received seventeen-(17) resumes for the position of Executive Director and that the 2020 Budget preparation is underway. Mr. Fischer also spoke about a request for donation from the Union Beach Fire Department, one of the first responders in town.

Chief Engineer's report: Mr. Canal informed the Board that staff is preparing to develop an RFP for the design of the Upgrade to the Dorr Oliver Incinerator. He also spoke about the progress made by the Interns that were hired this summer. The interns greatly advanced the data input to our GIS system as well as our Asset Management System. Mr. Fischer mentioned that one of the Interns is off on Fridays this semester and

able to work for 8 hours each week. There is money in the budget to cover the once per week internship until December 31st. Mr. Canal updated the Board on the progress of the Sludge Concentration Tank Rehabilitation and Improvement Contract No. 106. He spoke about a Lenox Road connection application for three-(3) residential units on a subdivided lot in Aberdeen and the need for an approval tonight. He spoke about the Power Resiliency Project and introduced Mike Samuel of R3m Engineering who presented his proposal for Engineering Support Services to include Value Engineering of the Power Resiliency Project. Mr. Samuel indicated that his last contract for support services for the planning of the project was underspent and indicated an ability to close the contract out with unspent funds.

Consulting Engineers Report: Manuel Ponte gave an update on the Repurposing of the Blower Building 1 to Storage Building.

Superintendents Report: Mr. Broyles spoke about odor complaints received and the Authority effort to track down these intermittent, wind driven odors. He advised the Board of the Industrial Pretreatment Program (IPP) violation of effluent limits from a discharger in the BRSA jurisdiction and the Authority Notice of Violation sent to the discharger. There is a minimum mandatory penalty assessment forthcoming for the discharger. Mr. Broyles advised the Board that the new Authority Network Server is up and running and Andrew Komorek, our Process Control and Instrumentation Engineer is working with the contractor to debug the system. Andrew and our Facility Electrician pulled new fiber optic cabling in the incineration building while the incinerator was off line for repairs.

TREASURER'S REPORT

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

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

AYES: Commissioner McMullen, Khachaturian, Whalen, Russo

ABSTAIN:

TREASURER'S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

INVESTMENT ACCOUNTS	Balance August 31, 2019
Lakeland Bank-CD	\$ 1,027,824.09
Lakeland Bank-CD	\$ 1,014,127.31
Cash Management	\$ 7,191,241.10
TD Bank-CD	<u>\$ 3,000,000.00</u>
TOTAL INVESTMENT	\$ 12,233,192.50
TD BANK	
NJEIT Project Fund	\$ 342,121.21
NJEIT Project Fund #2	\$ 4,349,598.08
Incoming Revenue Account	\$ 578,749.35
Operating Regular Account	\$ 2,017,457.29
Operating Reserve Account	\$ 9,026,835.86

Operating Payroll Account	\$ 615,213.97
Debt Service Fund	\$ 108,027.44
TOTAL TD ACCOUNTS	\$ 17,038,106.20
TOTAL AUTHORITY ACCOUNTS	\$ 29,271,298.70

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>August 31, 2019</u>
BRSA CHARGES	
Hazlet Township Sewerage Utility	\$ 647,829.25
Township of Holmdel	\$ 266,219.25
Borough of Union Beach	\$ 168,225.00
Borough of Keyport	\$ 260,895.50
Borough of Keansburg	\$ 231,357.50
Borough of Matawan	\$ 258,754.75
Western Monmouth Utilities Authority	\$ 91,773.25
Township of Aberdeen	\$ 416,974.50
TOTAL	\$ 2,342,029.00

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$ 68,489.45
Township of Holmdel	\$ 28,145.10
Borough of Union Beach	\$ 17,784.96
Borough of Keyport	\$ 27,582.26
Borough of Keansburg	\$ 24,459.46
Borough of Matawan	\$ 27,355.94
Western Monmouth Utilities Authority	\$ 9,702.41
Township of Aberdeen	\$ 44,083.17
TOTAL	\$ 247,602.75

Balance of Rent Reserve Accounts as of July 31, 2019

Hazlet Township Sewerage Utility	\$ 760,587.08
Township of Holmdel	\$ 321,722.02
Borough of Union Beach	\$ 196,480.51
Borough of Keyport	\$ 299,509.40
Borough of Keansburg	\$ 257,074.72
Borough of Matawan	\$ 326,158.28
Western Monmouth Utilities Authority	\$ 101,953.22
Township of Aberdeen	\$ 463,230.49
TOTAL	\$ 2,276,715.72

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 577 (Regular)	\$ 445,427.60
Payroll Account Req. No. P 225 (Payroll)	\$ 278,242.68
NJEIT Project Fund #2 Req. #PF-37	\$ 17,283.51

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

AYES: McMullen, Khachaturian, Whalen, Russo

ABSTAIN:

APPROVAL OF MINUTES

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

Agenda Meeting Minutes of August 19, 2019
Closed Session Minutes of August 19, 2019

OFFEDER BY: Comm. Khachaturian , SECONDED BY: Comm. Russo and carried by a unanimous voice vote recorded as follows:

AYES: McMullen, Khachaturian, Whalen, 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.

Sam Lauro of 9th Street spoke about odors he has across the street from the plant from time to time when the wind is blowing in his direction. He said the odors have been less frequent over time, but he still gets them when the wind is blowing in the direction from the plant to his house. The Mr. Broyles and Mr. Fischer asked him to record when the intermittent odors are detected as a means of tracking the possible origin.

RESOLUTIONS

RESOLUTION No. (113/19): To Authorize the Administrative Assistant and Finance Administrative Assistant to Perform Certain Financial Functions at the Request of the Executive Director

WHEREAS, The Bayshore Regional Sewerage Authority is a Public Body politic and corporate constituting a political subdivision of the State of New Jersey and;

WHEREAS, the Authority annually authorizes the Executive Director and Commissioners to act on its behalf in affecting financial transactions with its financial institutions and;

WHEREAS, many financial transactions occur through online portals requiring dual control for security and fraud minimization and;

WHEREAS, the Authority has a need to authorize certain individuals to conduct financial transactions using the financial institution's dual control system at the request and under the supervision of the Executive Director for the purposes of ACH and wire payments and transfer of funds between accounts, as well as to deliver deposits to the bank, print online statements and check daily balances.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize either the Administrative Assistant or Finance Administrative Assistant to perform the tasks at the request of the Executive Director.

BE IT FURTHER RESOLVED, in all transactions involving the electronic payment of funds the Executive Director shall be one of the two individuals involved in the dual control system of transactions.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen,

ABSENT: Commissioner Cavanagh, Sutton

RESOLUTION No. (114/19): 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 Fire Water Pump Station and the Laboratory Building are eligible for flood insurance under the National Flood Insurance Program (NFIP); and

WHEREAS, the Selective Insurance Company will provide total coverage of \$808,400 for Buildings and \$175,000 for contents for a total premium of \$4,666 with a \$15,000 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.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen, ABSENT: Commissioner Cavanagh, Sutton

RESOLUTION No. (115/19): To Approve Sanitary Sewer Connection and Treatment Works Approval Application for Township of Aberdeen, Applicant of 181-185 Lenox Road

WHEREAS, The Township of Aberdeen, (Applicant) is the applicant of a project located at 181-185 Lenox Road, further designated as Block 307, Lots 8.01, 8.02 & 8.03 in the Township of Aberdeen, a 3 Equivalent Dwelling Units (EDU's) Project; and

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

WHEREAS, the project is expected to generate 675 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 connection fee of \$15,108; and

NOW THEREFORE BE IT RESOLVED that Township of Aberdeen is hereby granted Bayshore Regional Sewerage Authority sanitary sewer approval for the above referenced project.

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 payment of all fees, and

BE IT FURTHER RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that 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 McMullen, and carried by a unanimous vote recorded as follows:

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen, ABSENT: Commissioner Cavanagh, Sutton

RESOLUTION No. (116/19): To award Contract for Engineering Services Relating to Standby Power Resiliency Facilities to R3m engineering, Inc., in the amount of \$76,860

WHEREAS, Hurricane Sandy severely damaged the Bayshore Regional Sewerage Authority ("Authority") buildings and processes on October 29, 2012 and utility power was lost for seven (7) consecutive days, and

WHEREAS, the Authority emergency generators are rated for only 24 hours, and

WHEREAS, the Authority submitted a Hazard Mitigation Plan ("HMP") for Power Resiliency System for the 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 106/19 awarded the design of the project to HDR, and

WHEREAS, R3m engineering, Inc. ("R3m") submitted a proposal dated September 10, 2019 for engineering support services relating to Standby Power Resiliency Facilities for the Authority Treatment Plant, in the amount of \$76,860, and

WHEREAS, the Chief Engineer and Director have met with the staff of R3m 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 unrestricted net position, 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 engineering support services relating to Standby Power Resiliency Facilities for the Authority Treatment Plant, in the amount of \$76,800, to R3m engineering, Inc., of Old Bridge Township, NJ, in accordance with the terms and conditions of its proposal dated September 10, 2019.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute the contract agreement with R3m engineering, Inc., of old Bridge Township, NJ.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen, ABSENT: Commissioner Cavanagh, Sutton

RESOLUTION No. (117/19): To Authorize the Sale of Surplus Personal Property no longer needed for Public Use on an Online Auction Website

WHEREAS, the Bayshore Regional Sewerage Authority has determined that the property described on Schedule A (attached) hereto and incorporated herein is no longer needed for public use, and

WHEREAS, the Local Unit Technology Pilot Program and Study Act (P.L. 2001, c.30) authorizes the sale of surplus personal property no longer needed for public use through the use of online auction service; and

WHEREAS, the Bayshore Regional Sewerage Authority intends to utilize the online auction services of *GovDeals* located at *govdeals.com* and;

WHEREAS, the sales are being conducted pursuant to the Division of Local Government Services' Local Finance Notice 2008-9,

WHEREAS, the Commissioners are desirous of selling said surplus in an "as is" condition without express or implied warranties, with the successful bidder to be required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.

NOW THEREFORE BE IT RESOLVED the Commissioners of Authority hereby authorized the Qualified Purchasing Agent to sell the surplus personal property as indicated on Schedule A on an online auction website entitled *govdeals.com*

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen ABSENT: Commissioner Cavanagh, Sutton

RESOLUTION No. (118/19): 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

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 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 employment term for Mr. Carroll ended in the last week of August 2019; and

WHEREAS, the Authority and Mr. Carroll are desirous of continuing the internship to the end of the calendar year at a frequency of one day per week; and

WHEREAS, the Authority Chief Engineer and Staff Engineer recommend extending the internship for Austin Carroll of Old Bridge, New Jersey 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, the Commissioners of the Bayshore Regional Sewerage Authority hereby extend the term of employment for Mr. Austin Carroll of Old Bridge, NJ to the end of the 2019 calendar year at a rate of \$15 per hour and a frequency of one day per week as an intern to work in the Authority Engineering Department.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen, ABSENT: Commissioner Cavanagh, Sutton

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.

EXECUTIVE SESSION

Chairman Whalen calls for a **MOTION** to go into Closed Session at 7:45 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 McMullen, SECONDED BY: Commissioner Russo, and carried by a unanimous vote recorded as follows:

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen ABSENT: Commissioner Cavanagh, Sutton

END CLOSED SESSION

Chairman Whalen calls for a **MOTION** to End Closed Session and Re-Open the Regular Meeting
@ 8:12 P.M.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen ABSENT: Commissioner Cavanagh, Sutton

ADJOURMENT

ANNOUNCEMENT (by Chairman Whalen):

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, October 21, 2019, at 6:00 P.M.
All meetings take place in the Administration Building of the Authority located at 100 Oak Street,
Union Beach, NJ 07735.

At 8:14 P.M., Chairman Whalen calls for a **MOTION** to Adjourn the meeting.

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

AYES: Commissioner Russo, Whalen, Khachaturian, McMullen ABSENT: Commissioner Cavanagh, Sutton