

MINUTRS FOR
REGULAR MEETING via Zoom
MONDAY, JULY 20, 2020

At 7:04 P.M., Chairman Khachaturian 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 Khachaturian 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 Khachaturian called for a roll call via Phone (Zoom):

ROLL CALL

PRESENT: Commissioners Cavanagh, McMullen, Russo, Sutton, Whalen and Chairman Khachaturian

Also, via Phone (Zoom): John Napolitano, Esq.
Manuel Ponte, P.E.

Also, in attendance: Peter Canal, Executive Director
J. Michael Broyles, Superintendent
Thomas Petti, P.E., Principal Engineer
Michelle Heaton, Financial Administrative Asst.

REPORTS

1. Executive Directors Report:

Peter Canal Reported:

Coronavirus (COVID-19) Management Plan

- Staff and Focus Group meet weekly to review work schedules and policies to keep our employees up to date and safe.
- The State came out with a new travel advisory and there is a resolution on the agenda to adopt a travel policy here at the Authority. All paid time off requires pre-approval and now the form includes destination requirement if you travel outside of NJ. There is a possible requirement for a COVID-19 test and/or 14-day quarantine period for employees who travel outside of NJ.

Disaster Recovery Update

- Contract 81-S - Power Distribution System - is near completion
- Contract 114-S –Power Resiliency Generation Project - 25% design is complete and HDR is continuing to the 50% design and we will schedule a meeting with MCBOA.
- Received a call from NJOEM who has been in touch with FEMA regarding authorization for construction to help us move this along. Later this year we will seek funding from NJ I-Bank for the project, which is estimated to be approx. \$21M.
- PS&S coming in weekly to review invoices for the close-out of FEMA Project Fund 1 and 2.

Finance

- Mike Bart has been in to review the FEMA figures for the 2019 Audit.
- We are seeking authorization to open up a Project Fund #3 account for the Power Resiliency Project.

Commissioner Cavanagh requested a 5-year expense history with the audit, excluding Capital Items.

2. Principal Engineer Report

Tom Petti Reported:

- Contract 106-Sludge Concentration Tanks Rehab-work going well. Contractors coming this week for the mechanical install on Tank #3.
- Contract 112-Virginia Avenue Interceptor Sewer Rehab-work complete. Award Change Order #1 to North American Pipeline in the credit amount of (\$15,993.00) decreasing the Contract value to \$279,580.00.
- Contract 119-Fuel Oil Tank #3 Replacement- Staff reviewed specs from R3M and returned them with comments. Seeking authorization to advertise for public bids.
- Contract 118-2020 Annual TV & Cleaning of Authority Interceptor Sewer System-Phase I – Received 3 bids (via Zoom) in the range from \$133,000 to \$243,750. Seeking to award lowest bid, in the amount of \$133,000 to National Water Main Cleaning Company of Kearny, NJ.
- RFP's were sent off to Maser Consulting, PS&S, and Van Cleef Engineering for on-site inspection to monitor the progress and review inspection reports. Van Cleef Engineering Assoc. of Toms River, NJ was the lowest proposal in the amount of \$44,900 and they received the highest rating.
- RFQ 2019-03-Lab Office HVAC Replacement-lab office is in need of a replacement of the HVAC unit. Seeking authorization to advertise RFQ for public bids.
- Odor Identification & Mitigation Support Study-project delayed due to COVID-19 (travel restrictions) Trinity is hoping to schedule the site walkthrough sometime in August to gather preliminary information.
- Contract 81S-Power Distribution-Conference calls with HDR & PKF to discuss remaining punch list items and Change Order work. The replacement of medium voltage cutout switched was done by JCP&L on July 14th. We hope to formally close-out the project this coming month.

3. Consulting Engineers Report

Manuel Ponte Reported:

- Storage Building-preparing record drawings to show any significant changes to the design.
- Standby Contract-finalized and issued Work Orders so the work can proceed for MFM's Pipe Segment 117, Air Pockets 1&2 and WKFM investigation, air release valve inspection & repair, preparing traffic control plans, and verify locations for various pipes.

- Power Resiliency System-held meeting with BRSA staff, HDR, PSS and Arcadis to review permit and submit timeline.
- Coordinated with Arcadis on FEMA's review status. Scheduled a teleconference with FEMA, NJOEM and Regulatory Agencies
- Finalized bid for Fuel Oil Tank #3
- Prepared and presented 3rd Quarter 2019/2020 Flow Report.

4. Superintendents Report

Mike Broyles Reported:

- Flow for June was 21M gallons less than last month
- Effluent Quality Suspended Solids monthly average for June was 4, BOD for June was 6 and BOD % removal was 98.
- We received 8 Odor Complaint calls in June. Six calls from Sam Lauro 705 Ninth Street, one from Tarah Montalbano 2 Kathleen Court (601 5th Street and one from (new) Susan Greenberg 203 Raritan Street. Routine check of the plant was conducted with each complaint.
- Plant personnel returned to regular schedule on June 28th.
- We have not received any additional candidates for the Operators position. The applicant from Cape May County is still calling about the position but is unwilling to relocate.
- Gammie Air conducted the Stack Emissions Test on June 15th to 18th with BRSA personnel running the incinerator, sludge dewatering equipment and collecting samples. Just waiting on the lab analysis.
- Mr. Brian Maitland of J.A. Montgomery Risk Control visited to perform NJUAJIF Loss Control Survey. Report to follow
- Mr. Anthony Rotunda from NJDEP visited the plant on June 29th for the second pre-holiday inspection. He toured the plant and updated ongoing repairs and COVID-19 response plan.
- The labs Steam Scrubber Dishwasher developed a leak. The unit is 15+ years old and staff determined it is not cost effective to continue repairing it. A new unit has been ordered.
- The Lab is back to regular schedule and has returned to our full regulatory testing requirements.
- Andrzej made some changes to the PLC (Programable Logic Controller) to equalize run time and equipment wear.
- Foley was in to do preventive maintenance on all BRSA generators.

Commissioner Cavanagh said he received a call from American Water stating they had a problem. He asked Mike if it caused any problems at the Authority. Mike said no that they were calling all their customers to hold back on the consumption of water until their facility was repaired.

TREASURER'S REPORT

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

TREASURER'S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

	Balance
<u>UNRESTRICTED INVESTMENTS</u>	<u>June 30, 2020</u>
Lakeland Bank-CD#1	\$ 1,052,066.24
Lakeland Bank-CD#2	\$ <u>1,031,642.06</u>
TOTAL UNRESTRICTED INVESTMENTS	\$ 2,083,708.30
<u>TD BANK UNRESTRICTED CASH</u>	
Incoming Revenue Account	\$ 1,007,543.14
Operating Regular Account	\$ 3,682,325.64
Operating Reserve Account	\$ 8,148,544.77
Operating Payroll Account	\$ <u>675,545.71</u>
TOTAL UNRESTRICTED CASH	\$ 13,513,959.26
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$ 15,597,667.56
<u>RESTRICTED INVESTMENT</u>	
Cash Management	\$ 7,325,317.87
TD Bank-CD	\$ <u>3,071,479.17</u>
TOTAL RESTRICTED INVESTMENTS	\$10,396,797.04
<u>RESTRICTED CASH</u>	
NJEIT Project Fund	\$ 344,171.04
NJEIT Project Fund #2	\$ 2,506,631.35
Bond Service Fund	\$ <u>111,234.52</u>
TOTAL RESTRICTED CASH	\$ 2,962,036.91
TOTAL RESTRICTED CASH & INVESTMENTS	\$13,358,833.95
TOTAL AUTHORITY ACCOUNTS	\$28,956,501.51

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
BRSA CHARGES	<u>June 30, 2020</u>
Hazlet Township Sewerage Utility	\$ - 602,877.25
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 0.00
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	\$ <u>0.00</u>
TOTAL	\$ -602,877.25

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$	-63,768.77
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 June 30, 2020

Hazlet Township Sewerage Utility	\$	668,523.71
Township of Holmdel	\$	322,974.88
Borough of Union Beach	\$	197,245.65
Borough of Keyport	\$	312,562.18
Borough of Keansburg	\$	267,642.11
Borough of Matawan	\$	327,428.42
Western Monmouth Utilities Authority	\$	102,938.01
Township of Aberdeen	\$	479,875.04
TOTAL	\$	2,679,190.00

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

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

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 587 (Regular)	\$814,444.27
Payroll Account Req. No. P 235 (Payroll)	\$251,304.55
NJEIT Project Fund #2 Req. #PF-46	\$178,540.00

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

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

APPROVAL OF MINUTES

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

- Regular Meeting Minutes of June 15, 2020
- Closed Session Minutes of June 15, 2020

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

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

PUBLIC PORTION

Chairman Khachaturian announces: This meeting is open to the public to discuss any BRSA matter on the agenda 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. As a courtesy to all members of the public wishing to speak, please be mindful of limiting your comments to 5 minutes.

NO ONE WAS PRESENT VIA ZOOM FROM THE PUBLIC

RESOLUTIONS

RESOLUTION NO. (83/20): To Adopt the COVID-19 Travel Advisory and Self Monitor Policy

WHEREAS, on January 31, 2020, the United States Department of Health and Human Services Secretary declared a public health emergency for the United States to aid the nation's healthcare community in responding to COVID-19; and

WHEREAS, on March 9, 2020, New Jersey Governor Phil Murphy declared a public health emergency for the State of New Jersey in responding to COVID-19; and

WHEREAS, on March 16, 2020, the Bayshore Regional Sewerage Authority (the "Authority") Board of Commissioners passed Resolution 60/20 declaring an emergency due to COVID-19 and ordering the Authority to manage the labor force as necessary to protect the health, safety and welfare of the employees, community and facility; and

WHEREAS, the Authority acts as an employer and the spread of COVID-19 requires preparedness for staffing shortages and flexibility in work rules to ensure that its employees can fully comply with all medically appropriate measures while also ensuring the continuous delivery of services to the public; and

WHEREAS, the continuous delivery of services performed by the Authority and its employees is essential; and

WHEREAS, it was necessary and appropriate to take action against this public health hazard to protect and maintain the health, safety, and welfare of Authority employees and the public; and

WHEREAS, the Authority's Executive Director notified the Authority employees in a memorandum dated March 17, 2020 of a modification of Authority policy & procedures to help minimize the employees' potential risk associated with COVID-19, including establishing good hygiene practices, promoting social distancing, and ensuring a safe work environment for all; and

WHEREAS, the Authority's Executive Director notified the Authority employees in a memorandum dated March 26, 2020 of a modification of Authority policy & procedures to minimize the amount of essential people needed at Authority facilities by staggering the work force, by creating on-call work shifts, and allowing office staff to work remotely, and

WHEREAS, the Authority's Executive Director notified the Authority employees in a memorandum dated June 15, 2020 of plans to begin reinstating a Regular Work Schedule in a phased approach effective Sunday, June 28, 2020.

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby adopt the aforementioned and attached.

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

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

RESOLUTION NO. (84/20): To Authorize the Opening of a 2020 NJEIT Project Fund-Phase III Checking Account and Permit Transfer of Funds Electronically

BE IT RESOLVED, by the Bayshore Regional Sewerage Authority:

1. That an account be opened and maintained with **TD BANK** (hereinafter called the Bank) titled **2020 NJEIT Project Fund-Phase III**, 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. 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 three 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.

3. The Executive Director is authorized to electronically transfer funds into and out of said account after formal authorization from the Board of Commissioners for the purpose of conducting Authority business transactions. Said formal authorization shall be in the form of a Requisition signed by BRSA's Treasurer or Assistant Treasurer, stating the amount of transfer from said account. The Requisition shall include the name of the recipient, amount to be paid, purpose of payment, recipient's bank account & routing numbers.

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 J. CANAL	Executive Director	_____
ADAM KHACHATURIAN	Chairman	_____
BART SUTTON	Vice Chairman	_____
CHRIS CAVANAGH	Secretary	_____
MARCY MCMULLEN	Asst. Secretary	_____
MADLINE RUSSO	Treasurer	_____
SCOTT WHALEN	Asst. Treasurer	_____

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of the said corporation this 20th day of July 2020

/s/ _____, **BRSA Secretary**
Christopher Cavanagh

I, Adam Khachaturian, Chairman of the above named Authority, do hereby certify that Charles Steiner, 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**
Adam Khachaturian

I hereby certify that the foregoing Resolution is a true copy
of a Resolution duly adopted by the Bayshore Regional Sewerage
Authority at its Regular Meeting on the 20th day of July, 2020

Chris Cavanagh, BRSA Secretary

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

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

RESOLUTION No. (85/20): To Accept the next Three (3) Month Flow Report for 2019/2020

WHEREAS, R3M Engineering, Consulting Engineers for the Bayshore Regional Sewerage Authority, (“Authority”) have determined the quantity of sewerage from each of the Towns and Authorities connected to the Authority’s system for the period from March 25, 2020 to June 24, 2020 (Third Quarter of 2019/2020); 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 Commissioners of the Bayshore Regional Sewerage Authority hereby accept the flow calculations, certified by R3M for the period from March 25, 2020 to June 24, 2020 (Third Quarter of 2019/2020).

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

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

RESOLUTION No. (86/20): To Authorize Advertisement for RFQ 2020-03 Lab Office HVAC Replacement

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and maintains a Laboratory Office Building for testing and analysis of wastewater samples; and

WHEREAS, there is a need to replace the HVAC unit in the building that is beyond repair; and

WHEREAS, a Request for Quotes (RFQ 2020-03) has been developed by the Authority Engineering Staff; and

WHEREAS, the Authority requires authorization to solicit public bids for an RFQ; and

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Principal Engineer and Qualified Purchasing Agent to advertise for quotes for RFQ 2020-03, Lab Office HVAC Replacement on the Authority Website.

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

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

RESOLUTION NO. (87/20): To Award Change Order No. 1, in the credit amount of \$15,993.00 to North American Pipeline Services, LLC, for Contract 112, Virginia Avenue Interceptor Sewer Rehabilitation

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

WHEREAS, in accordance with Local Public Contract Law, North American Pipeline Services, LLC, was awarded Contract No. 112 Virginia Avenue Interceptor Sewer Rehabilitation by Resolution No. 1/20 in the amount of \$295,573.00; and

WHEREAS, there is a need to amend the Contract to adjust the final quantities of work performed and determine the final retainage; and

WHEREAS, the Authority and its Consulting Engineer, Jacobs Engineering Group, have prepared Change Order No. 1, dated June 26, 2020, to amend the Contract, in the credit amount of \$15,993.00; 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 Improvements line item of the Authority Capital Budget, to cover the maximum dollar value of the pending contract set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority approve Change Order No. 1 for North American Pipeline Services, LLC, in the credit amount of \$15,993.00, decreasing the total Contract value to \$279,580.00.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to approve this Change Order.

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

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

RESOLUTION No. (88/20): To Award Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 to National Water Main Cleaning Company in the amount of \$133,000.00

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and maintains more than 12 miles of interceptor sewers throughout its service area; and

WHEREAS, there is a need to clean and video inspect the interceptor sewer system on a periodic basis for condition assessment and determination of necessary repairs; and

WHEREAS, the Authority Staff has developed a plan to clean and video inspect the entire interceptor system over a five (5)-year period; and

WHEREAS, the Authority Engineering Staff has also developed Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1, with technical specifications for the work and public bidding documents for solicitation of public bids; and

WHEREAS, in accordance with Local Public Contracts Law, the Authority advertised for the 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 Project and three (3) sealed bids

were received and publicly opened on July 9, 2020 at 11:00 A.M., with the low bidder being National Water Main Cleaning Company of Kearny, NJ in the amount of \$133,000.00; and

WHEREAS, the Authority Attorney and Principal Engineer have reviewed and are recommending award to National Water Main Cleaning Company in the amount of \$133,000.00; and

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

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority that National Water Main Cleaning Company of Kearny, NJ is hereby awarded Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 Project in the amount of \$133,000.00 in accordance with the terms and conditions of the bid and Contract Documents.

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

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

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

RESOLUTION NO. (89/20): To Award Engineering Construction Management Services for Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 to Van Cleef Engineering Associates, LLC in the amount of \$44,900.00

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and maintains more than 12 miles of interceptor sewers throughout its service area; and

WHEREAS, the Authority Engineering Staff has also developed Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1, with technical specifications for the work and public bidding documents for solicitation of public bids; and

WHEREAS, the Authority identified the need for on-site, full time construction inspection and repair recommendations as a result of the Contract in a request for proposal (RFP); and

WHEREAS, the Authority has solicited proposals from three (3) Engineering Firms from the Capital Improvement Short List; and

WHEREAS, on July 8, 2020, three (3) proposals were received from Maser Consulting, PS&S & Van Cleef Engineering Associates, LLC; and

WHEREAS, the Executive Director and Principal Engineer independently ranked the firms in accordance with the pre-advertised weighted criteria in the RFP; and

WHEREAS, the Authority desires to award the Contract for Engineering Construction Management Services for Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 to Van Cleef Engineering Associates, LLC for a cost not to exceed \$44,900.00; and

WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Collection System Improvements line item of the Authority Capital Budget 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 award the Contract for Engineering Construction Management Services for Contract 118, 2020 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 1 to Van Cleef Engineering Associates, LLC of Tom’s River, NJ in accordance with the terms and conditions of their proposal, in the amount not to exceed \$44,900.00.

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized to execute any necessary documents to award the Contract to Van Cleef Engineering Associates, LLC of Tom's River, NJ.

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

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

RESOLUTION No. (90/20): To Authorize Advertisement for Public Bids on Contract No. 119, Replacement of Fuel Oil Tank #3

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and maintains four (4) fuel oil tanks that service the standby generators and incineration buildings; and

WHEREAS, Fuel Oil Tank #3 services the Dorr Oliver and Niro Incinerator and has a need to be replaced and relocated; and

WHEREAS, the Authority contracted with R3M Engineering, Inc. to design the Replacement of Fuel Oil Tank #3 Project, Contract 119, by Resolution #56/20; and

WHEREAS, R3M Engineering, Inc. has completed the design of the project and has developed public bidding documents for solicitation of public bids; and

NOW THEREFORE BE IT RESOLVED the Commissioners of BRSA authorize the Principal Engineer and Qualified Purchasing Agent to advertise for public bids for the Replacement of Fuel Oil Tank #3 Project, Contract 119, in the Authority Official Newspaper and on the Authority Website.

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

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

PUBLIC PORTION

Chairman Khachaturian 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. As a courtesy to all members of the public wishing to speak, please be mindful of limiting your comments to 5 minutes.

NO ONE WAS PRESENT VIA ZOOM FROM THE PUBLIC

EXECUTIVE SESSION

Chairman Khachaturian called for a **MOTION** to go into Closed Session at 7:40 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 is 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 Cavanagh, and carried by a unanimous voice vote recorded as follows:

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

EXECUTIVE SESSION MINUTES ARE RECORDED SEPARATELY

END CLOSED SESSION

Chairman Khachaturian called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 7:56 P.M.

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

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

RESOLUTION

RESOLUTION NO. (91/20): To Approve Salary Adjustments for Executive, Management, Supervisory and Office Personnel for 2020

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 June 16, 2020 and to implement the salary adjustments retroactive to January 1, 2020.

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

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

ABSTAIN: Commissioner Whalen

ADJOURMENT

ANNOUNCEMENT (by Chairman Khachaturian):

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, August 17, 2020, 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 7:57 P.M. Chairman Khachaturian called for a **MOTION** to Adjourn the meeting.

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

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

Respectfully submitted,
Susan DuBey, Administrative Assistant