

**MINUTES FOR**  
**REGULAR MEETING (via Zoom)**  
**MONDAY, AUGUST 17, 2020**

At 7:00 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 (7:20 PM), 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  
Susan DuBey, Administrative Assistant

**REPORTS**

**1. Executive Directors Report:**

**Peter Canal Reported:**

**Coronavirus (COVID-19) Management Plan**

- Facial recognition kiosk has been put in place and all employees check their temperature daily.
- No illness to report

**Disaster Recovery Update**

- Contract 81-S - Power Distribution System - near completion
- Contract 114-S –Power Resiliency Generation Project - The 50% design work is under way and HDR is almost complete with the design.

- FEMA Project worksheets Closeout for Project Fund 1 & 2 is going very well by PS&S. Additional invoices are going to be submitted to NJOEM for reimbursement once we close-out C.81S Power Distribution Systems

## **Finance**

- Mike Bart continues to work on the 2019 Audit.
- No payment for PKF & HDR this month however, Arcadis submitted an invoice for \$18,206.51 And R3M submitted an invoice for \$11,615.
- In 2019 NJ Infrastructure Bank overcharged on services for the SAIL program and will be returning \$103,306.87.
- Later this month we will be starting the 2021 Budgeting process.
- A Capital Project line item amendment has been distributed and does not affect the bottom line amount of the budget.
- Project Fund #3 (Power Resiliency Project) account will be opened soon and seed money in the amount of \$1M will be transferred from the Reserve Account.
- The staff is moving along with preparing Plans & Specs for Phase 2 of the Security Camera Project and need to first finalize plans for placing cameras on perimeter of buildings and inside the NIRO Incinerator Building.

## **2. Principal Engineer Report**

### **Tom Petti Reported:**

- Sludge Concentration Tank Rehab – Contract 106 – Tank # 1 & 4 up and running well. Tank #3 mechanical components installed and startup will be mid-August. Tank #2 has been started. Spectraserv is ahead of schedule and complete by the end of the year.
- Fuel Oil Tank #3 Replacement – Contract 119 – R3M submitted final bid set and pre-bid meeting set for Aug. 20<sup>th</sup> with bid opening for Sept. 10<sup>th</sup> @ 2PM.
- Dorr Oliver Incinerator Upgrade Evaluation, Phase 3 – Hazen & CBE continue to work together on the pre-draft permit. The NJDEP has submitted two revision comments which have been addressed and resubmitted. Hazen is seeking to amend their contract in the amount of \$20,000 to increase the contract to \$115,300.
- Pump Station & Force Main Inspection – R3M, CRS Contractors and BRSA staff reviewed status of Work Orders for work in Matawan & Aberdeen. Traffic Control Plan was discussed with the County and both towns. Work to start the end of September, 2020.
- Air Release Valves-furnish & deliver-RFQ2020-04- to replace valves at Matawan and West Keansburg force main by CRS Contractor. BRSA chose to RFQ for the valves due to the cost of each valve and the purchase of 10 valves. Two bids received with Harper Haines Fluid Control Inc. of Milford, CT. being the lowest at \$18,380.00.
- Odor Identification & Mitigation Study – Trinity - will begin Monday, August 24<sup>th</sup> thru 26<sup>th</sup> after a delay of travel restrictions due to COVID-19. The field study will include the use of a nasal olfactometer to assess odor strength and characteristics throughout the facility and neighboring locations. Trinity will be back in the fall looking for seasonal variations of any odor.
- Power Distribution Improvements & Mitigation – Contract 81S – HDR gave us a completion date of August 28<sup>th</sup>. Pending on paperwork we are looking at a close-out in September or October.

- **Consulting Engineers Report**

- **Manuel Ponte Reported:**

- Blower Bldg.#1 to Storage Bldg.- complete and design drawings have been submitted to BRSA.
- Condition Assessment work to begin the second week of September.
- Power Resiliency System – R3M signed off on the recommendations with a \$450,000 Savings.
- Fuel Oil Tank #3 – bids went out Aug. 6<sup>th</sup> to be received on Sept. 10<sup>th</sup>. Possible award at September meeting.

- **Superintendents Report**

- **Mike Broyles Reported:**

- The flow for July pretty much the same at 7 mgd.
- Effluent Quality pretty stable, Suspended Solids slightly higher
- Fuel oil usage higher due to the incinerator being down for the removal of sand. Sludge sitting for four days, used more oil. Ran extra shift to improve sludge quality.
- Received 4 odor complaints. One from Mrs. Greenberg of Raritan Street (odor from the Bay), one from Union Beach Police Dept. (odor from the Bay) and two from Sam Lauro of 9<sup>th</sup> Street. We have not received an odor complaint since July 14<sup>th</sup>.
- Personnel – normal staff schedule. Special projects are starting to get done.
- Compliance Safety & Training – Mr. Robert Teeter of First Environment Inc. performed a virtual annual Environmental Joint Insurance Fund inspection by phone. Out of a possible 100, BRSA received an 84. His full report is attached to Superintendents report.
- Lab needed to replace a Steam Scrubber Dishwasher – no longer feasible to repair.
- Phone dialers at West Keansburg and Matawan was updated to the PLC programs.
- Acid washed all five Odor Control Towers, replaced a mechanical seal in Tower #4.
- Installed electrical motor to Return Sludge Pump #4 and installed a new water valve for Return Sludge Pump Station #2.

Commissioner McMullen asked Mike if once we get the Security Camera's up and running will we still need the Security Company? Mike said that there would then be no one at the plant during the night. There would only be some video tape in some of the areas and in the front. A security guard does 2 to 3 walk-throughs a night with watch stations with a stick he carries registers his presence at that station. We wouldn't have that kind of coverage with the cameras. We can revisit this at a later date.

Chairman Khachaturian asked Mike if we always had security or was it added after Sandy?

Mike said we had personnel staying at the plant after Sandy but it was less money to just hire a Security Guard. Also there were a lot of Contractors here with their equipment and the Authority fence was not secure.

Chairman Khachaturian ask if we had security before Sandy? Mike said that we just had the phone dialers with about 10 to 15 alarms hooked up to it. If a Main Pump went out the phone dialer would call someone on the list and that person would call someone to check it out.

Pete said it's a gray area as far as the DEP is concerned not having someone at the plant. It's cheaper to have Security than staff personnel like other Authority's do.

Commissioner Cavanagh asked Mike how we made out with the Storm on Aug. 4<sup>th</sup>. Mike said that 98% of the Storm Gates were installed the day before. There was no impact at the plant. We have not done this in a long time so it was an opportunity to run through it. Generators ran most of the day but power was back on by 7PM. Matawan was out until the weekend but we had the generator running.

## 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

	<b>Balance July 31, 2020</b>
<b><u>UNRESTRICTED INVESTMENTS</u></b>	
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
<b><u>TD BANK UNRESTRICTED CASH</u></b>	
Incoming Revenue Account	\$ 312,992.59
Operating Regular Account	\$ 2,125,147.17
Operating Reserve Account	\$ 9,660,794.99
Operating Payroll Account	<u>\$ 675,503.96</u>
TOTAL UNRESTRICTED CASH	\$ 12,774,438.71
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$ 14,858,147.01
<b><u>RESTRICTED INVESTMENT</u></b>	
Cash Management	\$ 7,326,046.49
TD Bank-CD	<u>\$ 3,071,479.17</u>
TOTAL RESTRICTED INVESTMENTS	\$10,397,525.66
<b><u>RESTRICTED CASH</u></b>	
NJEIT Project Fund	\$ 344,243.92
NJEIT Project Fund #2	\$ 3,889,346.41
Bond Service Fund	<u>\$ 111,258.07</u>
TOTAL RESTRICTED CASH	\$ 4,344,848.40
TOTAL RESTRICTED CASH & INVESTMENTS	<u>\$14,742,374.06</u>
<b>TOTAL AUTHORITY ACCOUNTS</b>	<b><u>\$29,600,521.07</u></b>

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

	<b>Balance July 31, 2020</b>
<b>BRSA CHARGES</b>	
Hazlet Township Sewerage Utility	\$ 0.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00

Borough of Keansburg	\$	0.00
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	0.00
Township of Aberdeen	\$	<u>0.00</u>
<b>TOTAL</b>	\$	0.00

**OUTFALL AUTHORITY CHARGES**

Hazlet Township Sewerage Authority	\$	0.00
Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
Borough of Keyport	\$	0.00
Borough of Keansburg	\$	0.00
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	0.00
Township of Aberdeen	\$	<u>0.00</u>
<b>TOTAL</b>	\$	0.00

**RENT RESERVE ACCOUNTS as of July 31, 2020**

Hazlet Township Sewerage Utility	\$	668,633.31
Township of Holmdel	\$	323,027.84
Borough of Union Beach	\$	197,277.99
Borough of Keyport	\$	312,613.42
Borough of Keansburg	\$	267,685.99
Borough of Matawan	\$	327,482.10
Western Monmouth Utilities Authority	\$	102,954.89
Township of Aberdeen	\$	<u>479,953.71</u>
<b>TOTAL</b>	\$	2,679,629.25

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

**PAYMENT OF REQUISITIONS**

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

Operating Fund Req. No. 588 (Regular)	\$945,842.28
Payroll Account Req. No. P 236 (Payroll)	\$221,768.67
NJEIT Project Fund #2 Req. #PF-47	\$ 29,821.51

OFFERED BY: Commissioner Sutton, SECONDED BY: Commissioner Whalen, 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 July 20, 2020

Closed Session Minutes of July 20, 2020

OFFERED BY: Commissioner McMullen, SECONDED BY: Commissioner Whalen, 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. (92/20): To Award Amendment #2 to Hazen Engineers for Title V Air Permit Modification for Dorr Oliver Incinerator in the amount of \$20,000.00**

**WHEREAS**, on April 16, 2018 the Bayshore Regional Sewerage Authority ("Authority") approved an engineering proposal for Submission of Title V Air Permit Modification for the Dorr Oliver Incinerator, in the amount of \$75,300 to Hazen Engineers ("Hazen") of Edison, NJ via Resolution #60/18 in accordance with the terms and conditions of their proposal dated April 10, 2018; and

**WHEREAS**, on March 16, 2020 the Authority approved Amendment #1 for work beyond scope of the contract, in the amount of \$20,000, increasing the total Contract Value to \$95,300; and

**WHEREAS**, it is necessary for Hazen to perform additional work beyond the scope of their contract including additional continued correspondence regarding the permit with the NJDEP, review of permitting iterations, provision of comments and review of the final permit; and

**WHEREAS**, Hazen has submitted an amendment request for this additional work dated July 24, 2020 in the amount of \$20,000.00; and

**WHEREAS**, the Executive Director and Principal Engineer have met with Hazen to review the amendment and find it to be fair and reasonable for the additional scope added to the project; and

**WHEREAS**, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Dorr Oliver Incinerator Upgrade line item of the Authority Capital Budget, 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 approve an amendment for the engineering proposal for the Submission of Title V Permit Modification for the Dorr Oliver Incinerator in the amount of \$20,000 to Hazen Engineers of Edison, NJ in accordance with their letter dated July 24, 2020 increasing the total contract value to \$115,300.

**BE IT FURTHER RESOLVED** that the Executive Director is hereby authorized to execute any necessary contract amendment documents.

OFFERED BY: Commissioner Cavanagh, 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. (93/20): To Award Request for Quotation 2020-04 Furnish and Deliver Air Release Valves to Harper Haines Fluid Control Inc. in the amount of \$18,380.00.**

**WHEREAS**, the Bayshore Regional Sewerage Authority (Authority) owns and maintains three (3) force main pipelines; and

**WHEREAS**, there is a need to replace the air release valves on the force main pipelines; and

**WHEREAS**, the Authority Engineering Staff developed a Request for Quotation (RFQ) 2020-04 to Furnish and Deliver Air Release Valves; and

**WHEREAS**, in accordance with Local Public Contracts Law, the Authority advertised and on Wednesday, August 5, 2020 at 2:30 P.M. received quotes to Furnish and Deliver Air Release Valves; and

**WHEREAS**, two (2) quotes were received with the lowest of \$18,380.00 from Harper Haines Fluid Control Inc. of Milford, CT; and

**WHEREAS**, the Authority Engineer and Staff have reviewed the quotation and found it to be reasonable and acceptable; and

**WHEREAS**, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Force Main Improvements line item of the Authority Capital Budget to cover the maximum dollar value of the pending Contract as set forth in the resolution.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the contract to Furnish and Deliver of Air Release Valves to Harper Haines Fluid Control Inc. of Milford, CT in accordance with the terms and conditions of the Request for Quotation #2020-04 in the amount not to exceed \$18,380.00.

**BE IT FURTHER RESOLVED**, the Executive Director is hereby authorized to execute any necessary documents to award the project to Harper Haines Fluid Control Inc. of Milford, CT.

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

Pete – Mr. Chairman before you read the next Resolution, Pat Keefe was asked but apparently couldn't log in to this meeting through ZOOM to accept his 25 years of service recognition from the Board.

Pete stated that Pat is an asset to Bayshore, not afraid to get dirty, he's the first one in the trenches during an emergency and a very hard worker.

Commissioner McMullen and Chairman Khachaturian asked Pete to express their appreciation from all the Commissioners for his years of service.

**RESOLUTION NO. (94/20): To Express Sincere Appreciation to Patrick Keefe for Twenty-Five Years of Service**

**WHEREAS**, The Bayshore Regional Sewerage Authority and its Commissioners wish to formally acknowledge the contributions of their longstanding employees; and

**WHEREAS**, Mr. Patrick Keefe has served the public as an employee of the Bayshore Regional Sewerage Authority for twenty-five years; beginning in July 3, 1995; and

**WHEREAS**, Patrick Keefe has served the Authority in many ways and continues to serve in his capacity as Mechanic in the Maintenance Department.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority, its Commissioners, and employees hereby express sincere appreciation to Mr. Patrick Keefe and gratitude for his many years of service with the Authority and present him with a 25 Years of Service Appreciation Award of \$500.00.

**BE IT FURTHER RESOLVED**, a copy of this Resolution will be entered into the permanent records of the Authority.

OFFERED BY: Commissioner Whalen, 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 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 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

**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 @ 8:03 P.M.

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

### **RESOLUTION No. (95/20): To Hire a New Plant Operator-Daniel Ziegler**

**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 Plant Operator; and

**WHEREAS**, the Authority management staff have interviewed qualified candidates for the position of Plant Operator; and

**WHEREAS**, Daniel Ziegler of Matawan, NJ has demonstrated through his resume and interview the qualities for the position of Plant Operator; and

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

**NOW THEREFORE BE IT RESOLVED** that the Commissioners of the Bayshore Regional Sewerage Authority authorize the hiring of Daniel Ziegler of Matawan, NJ as Plant Operator at a starting pay rate of \$34.32 per hour with a start date to be determined pending the results of the Authority Criminal History, Drug and Alcohol Screening.

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

OFFERED BY: Commissioner McMullen, 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. (96/20): Amendment to the Authority’s Capital Budget**

**WHEREAS**, the Bayshore Regional Sewerage Authority established a Capital budget for 2020 in accordance with the requirements of the Department of Community Affairs, Division of Local Government Services (DCA DLGS), and NJAC 5:31-2.2; and

**WHEREAS**, recent information regarding the timing of certain projects established in the Capital Budget Program for 2020 allows funding to be reallocated from those projects to other priority projects; and

**WHEREAS**, the Authority has identified the replacement of fuel oil tank and lab/office HVAC system as higher priority projects for 2020; and

**WHEREAS**, the Authority has identified additional equipment needed and improvements as additional priority projects for 2020; and

**WHEREAS**, this capital budget amendment will provide for certain previously identified project amounts to be reduced while the heretofore projects will be added and/or increased with no net change in required revenue; and

**WHEREAS**, the DCA provides for the amending of an Authority Capital budget at NJAC 5:31-2.8, with no change to the overall total capital budgeted amount, during the year through the submittal of a Capital Budget Amendment to the Director of the Division of Local Government Services.

**NOW THEREFORE BE IT RESOLVED**, the Commissioners of the Bayshore Regional Sewerage Authority hereby amend the 2020 Capital budget, with no overall change to the total capital budget amount, in accordance with Exhibit A, Capital Budget Line Item Amendment, dated August 13, 2020.

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

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

## **ADJOURMENT**

### **ANNOUNCEMENT (by Chairman Khachaturian):**

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, September 21, 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 8:05 P.M. Chairman Khachaturian called for a **MOTION** to Adjourn the meeting.

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

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

Respectfully submitted,  
Susan DuBey  
Administrative Assistant