

MINUTES FOR
REORGANIZATION &
REGULAR MEETING (via Zoom)
MONDAY, March 15, 2021

At 7:03 P.M., Chairman Sutton made the following announcements:

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.

Remote Public Meeting

STATEMENT READ AT BEGINNING OF THE REMOTE MEETING

The meeting of March 15, 2021 of the Bayshore Regional Sewerage Authority is being held remotely at 7PM and is being recorded due to the COVID-19 pandemic and is in compliance with the provisions of Executive Orders 103 and 104; the Open Public Meetings Act; and N.J.A.C. 5:39-1.1 to 1.7.

The meeting will be accessible via phone or by computer:

Dial in by telephone without a computer at **(646)518-9805** or **(646)876-9923**

Meeting PIN **435470**

Connect via your internet connected device at: <https://us02web.zoom.us/j/89866994932>

Meeting PIN **435470**

Meeting #869 7968 6412 PIN **435470** at <https://zoom.us/join>

Find your local number: <https://us02web.zoom.us/u/kbmvJoQOIV>

During the public comment period, if you would like to make a public comment, please press the “Raise Hand” button on Zoom or dialing *9 on your telephone keypad to raise your hand. A representative of the Authority will address you by name or by the last 4 digits of your telephone number to state your comment. The Authority will unmute your microphone. You must state your name and address prior to making a public comment. You may also mute and unmute yourself by pressing the microphone icon on Zoom or dialing *6 on your telephone keypad. The Authority will not accept comments made through the “chat” feature available on Zoom remote meetings.

Members of the public are also permitted to submit written comments prior to the meeting via mail or e-mail, which will be read during the public comment period.

Chairman Sutton 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 Sutton called for a roll call via Zoom:

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

ABSENT: Commissioner Russo

Also, in attendance: Peter Canal, Executive Director

Via Zoom J. Michael Broyles, Superintendent

Thomas Petti, P.E., Principal Engineer
John Napolitano, Esq. General Counsel
Manuel Ponte, P.E. Consulting Engineer
Victoria DuDasko, HR/Admin. Assistant

REPORTS

Trinity Consultants

Joseph Kwiatkowski Reported:

- An odor study and evaluation were conducted during two (2) seasons summer, August 24-26, 2020, and autumn November 16, 18, 20, 2020. The study was conducted by two (2) trained assessors Akash Solanki and Joseph Kwiatkowski (presenter).
- Odor is a human perception which is complex and subjective. To be able to objectively quantify odor, “Odor Unit” (OU) was established. Odor Unit is used as an attempt to objectively quantify odors, this allows for an unbiased strength or concentration of a contaminants is important for regulating & abating that contaminant.
- During the study an Olfactometer was used to measure the Odor Units. In general, the detection threshold results were 7 or less and recognition threshold was 2 or less. The levels typically ranged from 4-15 on property. Off site locations ranged from a 0-4.
- BRSA perimeter odors were mild, transient, and low in offensiveness. The odor experienced at the two complaint locations were either non-detectable or mild and transient in offensiveness and intensity.
- Mr. Kwiatkowski stated overall we found very little odors, and everything seemed to be in very good service.
- Mr. Canal stated in the last six months we have only had two odor complaints. He also mentioned the Authority is committed to doing better and being a good neighbor, which was the reason for this study.
- Mr. Cavanagh thanked Mr. Kwiatkowski for conducting the study and all his hard work. He also questioned how the study findings are correlating with the resident’s complaints such as wind and type of smell. Mr. Kwiatkowski informed Mr. Cavanagh there is some correlation, particularly right in the main road (entrance). If you were to look at the report in detail you can see the study was conducted with different meteorological conditions to best assess the smells at the Authority. Mr. Cavanagh then clarified that during his time at the Authority he smelt different smells that he wouldn’t associate as a sewer smell. Mr. Petti informed Mr. Cavanagh it depends on what part of the Authority you’re located. Mr. Kwiatkowski agreed with Mr. Petti regarding the different smells through out the plant. Mr. Kwiatkowski suggested when a complaint comes in to try to think of what was going on at the time of the complaint, for example wind, testing, etc. Mr. Canal mentioned the numbers on the report as low values and asked Mr. Broyles to expand on the laboratory sludge testing. Mr. Broyles agreed the test is about a 5-10-minute test. It is suspected that the sludge test might be the cause of some complaints. Mr. Kwiatkowski commended on the Authority’s efforts to speak with the surrounding residents. Mr. Ponte stated that this is an excellent report that accomplished a lot. Mr. Ponte stated the odors seem to travel as “puffs” rather than a constant odor. He then asked Mr. Kwiatkowski if in his experience does he feel that these odors may prevent someone from using their back yard for an entire afternoon? Mr. Kwiatkowski stated that it would really depend on the person, their sensitivity, the variability, he also mentioned being on the water the

air is constantly moving, which is helpful. Mr. Khachaturian then stated the study seems to reflect what we have already suspected, which is some have a more sensitive smell than others. Mr. Khachaturian asked if the laboratory test could be performed at a different time. Mr. Broyles stated it was started at that time as the employees are leaving for the day because they prefer not to be in the lab when it is running. Mr. Canal then asked about adding a carbon filter and if a Title V permit would be needed? It was determined by Mr. Kwiatkowski it would have to be investigated more for a more stable answer. Mr. Canal then thanked Mr. Kwiatkowski for his study as it has allowed for a confirmation on where improvements can be made to be better neighbors. Mr. Ponte then asked about fans in the lab as well as disperse the odors. He inquired about Mr. Kwiatkowski's experience with these fans. Mr. Kwiatkowski stated the fans would push the air up and we have looked at other lab hoods. Mr. Broyles then restated this is a small sample that is a 5-10-minute test that has a lab hood that is meant to have a similar reaction. Mr. Ponte then asked how long the smell lingers after the test. Mr. Canal stated the smell is over in a few minutes. Mr. Khachaturian then asked what the highest number was on the report? Mr. Kwiatkowski informed they did briefly catch a 4-15 that wasn't picked up 8 feet away from where it was caught. Mr. Canal then asked if the 4-15 was found on property? Mr. Kwiatkowski confirmed it was on property and not out in the residential community.

- Mr. Kwiatkowski thanked everyone for allowing him to present his study and stated he was available should any questions come to mind.
- Mr. Kwiatkowski left the meeting at 8:03 PM.

Executive Directors Report

Peter Canal Reported:

Covid

- There have been no new Covid cases since the outbreak in February and all affected employees are doing well.
- Board of health and PEOSH both investigated our facility and policies and both agencies found the Authority to be in compliance.
- There have been a handful of employees that have received the vaccine. As more employees get vaccinated, we will revisit our policies accordingly.

Disaster Recovery Update

- Contract.81-S, Power Distribution Systems work is complete. We are waiting on the NJDEP & I-Bank for close out. On March 8, 2021 we received a letter from NJDEP approving Change Order No.1.
- C.114-S, Power Resiliency Generation Project, is moving along. 90% design documents have been submitted for our review, which we plan to issue review comments over the next week. The NJDEP CAFRA Individual Permit application and a Waterfront Development Individual Permit (waterward) has been submitted and found to be administratively complete by the Department. On February 24, HDR, Mr. Petti and myself (Mr. Canal) attended the Union Beach Planning Board meeting for an administrative review of the Power Resiliency Project, which was well received. The Planning Board would like us to hold a Public Session on the project.

Finance

- NJ I-Bank is closing out our Project Loan 2 account and we recently applied for a credit for unused SAIL Technical fees in the amount of \$147,468.00
- There are payments to approve this month for Project Fund (PF) No.2, for FEMA Project fund 1&2 closeout to PS&S in the amount of \$1,530.00 and PF No.3, Power Resiliency Generation Project (PRG) for R3m engineering in the amount of \$808.50.

Mr. Canal stated he has a few personnel and legal items to discuss in closed session.

Principal Engineer Report

Tom Petti Reported:

- **Contract 106 - Sludge Concentration Tanks Rehabilitation-** March 10, 2021 we did have a review with our contractor and expect to close out this project within the next few months.
- **Contract 120 – Matawan Force Main Repairs at Clark Street** – This project has been held up a little bit by permitting. We did just receive our Land use permit from the NJDEP. We did have a meeting with NJ Turnpike Authority, there are some minor comments they would like to address prior to finalizing the bid set. We anticipate this project to be out for bid sometime in early April.
- **Authority Structural Concrete Repairs** – We are handling this as two phases, small repairs that can be handled by the Authority and the other phase, which is more structural repairs, with a proposal from R3M submitted. We do have a resolution to award the Authority Structural Concrete Repairs to R3M Engineering Inc. in the amount of \$59,980.00.
- **Raritan Valley Force Main Evaluation Study** – We have received three proposals for this project from Arcadis, Jacobs Engineering Group and PS&S. We have reviewed all the proposals and found that PS&S to be the best fit. Therefor we are recommending a resolution to award this study to PS&S in an amount not to exceed \$46,000.00.
- **Contract 123 – 2021 Annual TV & Cleaning of Authority Interceptor Sewer System, Phase 2** – We have begun to plan for the second phase of our annual TV & cleaning program for our interceptor sewers and manholes. Last year, we got about 12,000 feet done, this year we have another 12,000 feet. We would like to keep our contracts within the same consistency. We are seeking a resolution for public bid with hopes to award the proposed contract for the April meeting.
- **Odor Identification & Mitigation Support Study** – With the assistance of the study just presented, we have been evaluating the next step to improve the system. We are considering additional testing such as an air flow testing. We are hoping to have something for the May meeting.
- **Verde Woods, B. 50.13, L. 1, South Laurel Avenue, Holmdel** – The Applicant, A&E Associates, LLC proposes to develop the site into a residential community with eight (8) single-family homes. This will require a (TWA) treatment work approval and the project is expected to generate 1,800 gallons of wastewater. The connection fee has been paid. Tonight, we have a resolution on for the connection and developer.
- Mr. Cavanagh inquired about the timeline for the Dorr Oliver. Mr. Petti responded that the Niro is running well, and we continue to plan for the Dorr Oliver project. Mr. Canal

confirmed the Niro is rebuilt and working well, and the permit is still in review with NJDEP & EPA. Mr. Cavanagh asked since there seems to be no urgency for it, is there even a need for it? Mr. Canal informed Mr. Cavanagh there is a need as the Dorr Oliver serves as a backup incinerator. However, we need the permit before we can move forward.

- Mr. Cavanagh then asked about the Raritan Valley FM Study and if there is anyway of back feeding the flow by gravity through the Holmdel system? Mr. Petti stated it might not be the best option, as it is a pressurized pipeline and the grades may not allow for it. Mr. Petti also stated the study will consider a wide range of factors to determine the best option. Mr. Canal then stated if that is a valuable option then the study will reveal that. Mr. Petti also assured that the study would include a presentation with the Engineering Committee and all the Commissioners which will help keep everyone informed.

Consulting Engineer – R3M Manuel Ponte Reported:

- **Condition Assessment- Phase II Validation and Initial Repairs-** We have received the permit for Contract 120 from the DEP for the land use. Mr. Petti also mentioned there are some additional funds in Phase 2 under Task #1 Pipeline Validations and Task #2 Air Release Manholes that are being reappropriated to do further testing on the West Keansburg Force Main. We will be performing some soil sampling to assess the external corrosion prior to utilizing the standby contractor for excavations and inspections. Mr. Canal also pointed out that there is no resolution on for this tonight as we are not requesting additional funds.
- **Power Resiliency System-** R3M continues to review the submittal from HDR and continue to monitor the I-Bank Application process.
- **Fuel Tank No. 3-** Site work and piping has been completed, and we are waiting on the new fuel oil tank to arrive.
- **West Keansburg Pump Station Bypass and Meter Facility-** We have received comments from the BRSA staff, and we are working on that report. We are also proceeding with the final design of that project.
- Mr. Sutton asked if there was more to report. Mr. Ponte replied that we have a proposal I included this evening for an assessment study and the structural concrete. There are four areas of concrete repairs to be addressed at the Authority. This included the railings that are imbedded into the concrete slab. These concrete repairs will also address the some of the concerns from the annual inspection of the Authority.

Superintendent's Report Mike Broyles Reported

- In February, we received over two feet of snow and three inches of rain, therefore the flow has increased approximately half a million gallons per day on average.
- Effluent Quality- The numbers are not as usual, but they are well within the permit limits. We are experiencing some separation/settling issues, and the cause at this time is unknown. We are in attempt to try to resolve without using hypochlorite and killing the entire biomass.
- Fuel Oil for use in the incinerator is up due to weather and wetter sludge.

- The last odor complaint was December 8, 2020. We received a complaint today (March 15, 2021). The BRSA has been in touch with the resident.
- Personnel- We had a small out break with Covid and we are considering adjusting the schedule to avoid this from further happening.
- Annual biosolids report was submitted to the EPA.
- We did receive the JIF Safety Incentive award for the 17th year in a row.
- The Laboratory is preparing for the proficiency test, the study has opened today, and the results will be sent to the provider by the April 29 close date
- Industrial pretreatment 40 CFR403 Report was submitted to the DEP.

TREASURER’S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

	Balance February 28, 2021
<u>UNRESTRICTED INVESTMENTS</u>	
Lakeland Bank-CD#1	\$ 1,063,360.32
Lakeland Bank-CD#2	<u>\$ 1,044,330.51</u>
TOTAL UNRESTRICTED INVESTMENTS	\$ 2,107,690.83
<u>TD BANK UNRESTRICTED CASH</u>	
Incoming Revenue Account	\$ 1,460,686.38
Operating Regular Account	\$ 2,098,750.70
Operating Reserve Account	\$ 4,539,254.56
Operating Payroll Account	<u>\$ 125,248.96</u>
TOTAL UNRESTRICTED CASH	\$ 8,223,940.60
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$ 10,331,631.43
<u>RESTRICTED INVESTMENT</u>	
Cash Management	\$ 7,328,876.40
TD Bank-CD	<u>\$ 3,112,897.21</u>
TOTAL RESTRICTED INVESTMENTS	\$10,441,773.61
<u>RESTRICTED CASH</u>	
NJEIT Project Fund	\$ 463,368.18
NJEIT Project Fund #II	\$ 3,546,120.66
NJEIT Project Fund #III	\$ 226,840.10
Bond Service Fund	<u>\$ 689,955.06</u>
TOTAL RESTRICTED CASH	\$ 4,926,284.00
TOTAL RESTRICTED CASH & INVESTMENTS	<u>\$15,368,057.61</u>
TOTAL AUTHORITY ACCOUNTS	<u>\$25,699,689.04</u>

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 February 28, 2021
BRSA CHARGES	
Hazlet Township Sewerage Utility	\$ 0.00

Township of Holmdel	\$	0.00
Borough of Union Beach	\$	0.00
Borough of Keyport	\$	0.00
Borough of Keansburg	\$	0.00
Borough of Matawan	\$	0.00
Western Monmouth Utilities Authority	\$	0.00
Township of Aberdeen	\$	0.00
TOTAL	\$	0.00

OUTFALL AUTHORITY CHARGES

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

RENT RESERVE ACCOUNTS as of February 28, 2021

Hazlet Township Sewerage Utility	\$	669,340.19
Township of Holmdel	\$	323,369.34
Borough of Union Beach	\$	202,454.03
Borough of Keyport	\$	312,943.92
Borough of Keansburg	\$	267,968.98
Borough of Matawan	\$	327,828.31
Western Monmouth Utilities Authority	\$	114,568.69
Township of Aberdeen	\$	480,461.12
TOTAL	\$	2,743,189.58

Chairman Sutton called for a **MOTION** to approve the Treasurer's Report
OFFERED BY: Commissioner McMullen, SECONDED BY: Commissioner Sutton, and carried by
a unanimous voice vote recorded as follows:
ROLL CALL: Commissioners Cavanagh, Khachaturian, Whalen, McMullen, and Chairman Sutton
ABSENT: Commissioner Russo

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 595 (Regular)	\$ 538,606.92
Payroll Account Req. No. P 243 (Payroll)	\$ 212,493.92
NJEIT Project Fund #2 Req. #PF-53	\$ 1,530.00
NJEIT Project Fund #3 Req. #PF-7	\$ 808.50

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

ROLL CALL: Commissioners Cavanagh, McMullen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

APPROVAL OF MINUTES

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

Regular Meeting Minutes of February 22, 2021

Closed Session Minutes of February 22, 2021

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

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

ABSENT: Commissioner Russo

RESOLUTIONS

RESOLUTION No. (47/21): To Authorize Participation in a Cooperative Pricing Agreement with Somerset County

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Somerset County Cooperative Pricing System (#2SOCCP), hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on 3/15/2021 the governing body of the Bayshore Regional Sewerage Authority, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED this **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Bayshore Regional Sewerage Authority and Peter J. Canal is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

BE IT FURTHER RESOLVED, The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey. This resolution shall take effect immediately upon passage.

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

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

ABSENT: Commissioner Russo

RESOLUTION No. (48/21): To Authorize Participation in a Cooperative Pricing Agreement with County of Bergen

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the County of Bergen, hereinafter referred to as the “Lead Agency” has offered voluntary participation in the New Jersey Cooperative Purchasing Alliance #CK04, a cooperative pricing system for the purchase of goods and services; and

WHEREAS, on 3/15/2021 the governing body of the Bayshore Regional Sewerage Authority, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED this **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Bayshore Regional Sewerage Authority and Peter J. Canal is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

BE IT FURTHER RESOLVED, The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey. This resolution shall take effect immediately upon passage.

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

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

ABSENT: Commissioner Russo

RESOLUTION No. (49/21): To Authorize Participation in a Cooperative Pricing Agreement with Hunterdon County

WHEREAS, N.J.S.A 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the “Lead Agency” has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services; and

WHEREAS, on 3/15/2021 the governing body of the Bayshore Regional Sewerage Authority, County of Monmouth, State of New Jersey duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services.

NOW, THEREFORE BE IT RESOLVED this **RESOLUTION** shall be known and may be cited as the Cooperative Pricing Resolution of the Bayshore Regional Sewerage Authority and Peter J. Canal is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

BE IT FURTHER RESOLVED, The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey. This resolution shall take effect immediately upon passage.

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

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

RESOLUTION No. (50/21): To Return Excess Rent Reserve Funds to Borough of Keyport

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) and the Township of Hazlet entered into a Sewer Service Agreement (“SSA”) in 2012; and

WHEREAS, in accordance with Section 2.05 of the SSA the Authority shall return any rent reserve amount in excess of their annual obligation to the Borough of Keyport; and

WHEREAS, the Borough of Keyport has requested the return of \$42,623.43 in excess rent reserve balance; and

WHEREAS, the Executive Director has reviewed the amount of excess funds in the Borough of Keyport Rent Reserve Account and finds it in agreement with the Borough of Keyport requested amount.

NOW THEREFORE BE IT RESOLVED, the Bayshore Regional Sewerage Authority Commissioners hereby authorize the return of excess Rent Reserve to the Borough of Keyport according to the executed SSA in the amount of \$42,623.43.

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

ROLL CALL: Commissioners Cavanagh, McMullen, Whalen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

RESOLUTION No. (51/21): To Approve Sanitary Sewer Connection and Treatment Works Approval Application to A&E Associates, LLC, Developer of Verde Woods

WHEREAS, A&E Associates, LLC (“Developer”), is the project developer of a residential development located at 739 S. Laurel Avenue, further designated as Block 50.13, Lot 1 in the Township of Holmdel, and is calculated to be an eight (8) Equivalent Dwelling Units (“EDU’s”) Project; and

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

WHEREAS, the project is expected to generate 1,800 gallons per day of wastewater; and

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) Principal Engineer has reviewed the Developer Application and is recommending sanitary sewer connection approval; and

WHEREAS, the Developer has paid the connection fee of \$40,160.00.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority that A&E Associates, LLC is hereby granted sanitary sewer approval for the above referenced project.

BE IT FURTHER RESOLVED, that 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.

BE IT FURTHER RESOLVED, that the Developer must properly maintain its sanitary sewer system in accordance with the Bayshore Regional Sewerage Authority Rules and Regulations.

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 voice vote recorded as follows:

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

ABSENT: Commissioner Russo

RESOLUTION No. (52/21): To Award Engineering Design Services for the Authority Structural Concrete Repairs to R3M Engineering, Inc., in the amount of \$59,980.00

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and maintains a Wastewater Treatment Plant and sewage collection system with various buildings, tanks, pumping stations and metering chambers; and

WHEREAS, there is a need for various structural concrete repairs in multiple buildings and processes throughout the facility; and

WHEREAS, the Authority has solicited a proposal from R3M Engineering, Inc. of Old Bridge, NJ for the engineering design services for the Authority Structural Concrete Repairs, dated March 5, 2021, in the amount of \$59,980.00; and

WHEREAS, the Executive Director and Principal Engineer have reviewed the proposal and found it to be fair and reasonable; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Treatment Plant & Equipment 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 Authority hereby approve the engineering proposal for the Authority Structural Concrete Repairs, in the amount of \$59,980.00 to R3M Engineering, Inc., of Old Bridge, NJ in accordance with the terms and conditions of the proposal dated March 5, 2021.

BE IT FURTHER RESOLVED that the Chairman and Secretary are hereby authorized to execute the contract agreement with R3M Engineering, Inc., of Old Bridge, NJ.

BE IT FURTHER RESOLVED, notice of this award will be publicly advertised within ten (10) days of this award.

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

ROLL CALL: Commissioners Cavanagh, McMullen, Whalen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

RESOLUTION No. (53/21): To Award the Raritan Valley Force Main Evaluation Study to PS&S in the amount of \$46,000.00

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates a sanitary sewer force main pipeline in Hazlet, NJ known as the Raritan Valley Force Main (“RVFM”); and

WHEREAS, the Authority has identified the need for a study to evaluate replacement or repair options of the RVFM from the findings of Phase 1 of the Condition Assessment and Planning Program of the Authority Force Mains in a request for proposal (“RFP”); and

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

WHEREAS, on February 4, 2021, three (3) proposals were received from Arcadis, Jacobs Engineering Group, Inc and PS&S; 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 firm of PS&S of Wall, NJ received the highest rank in accordance with the established criteria in the RFP; and

WHEREAS, the Authority desires to award the Contract for the Raritan Valley Force Main Evaluation Study to PS&S for a cost not to exceed \$46,000.00; and

WHEREAS, in accordance with N.J.S.A 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Pump Station 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 hereby award the Contract for the Raritan Valley Force Main Evaluation Study to PS&S of Wall, NJ in accordance with the terms and conditions of their proposal, in the amount not to exceed \$46,000.00.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the Contract to PS&S of Wall, NJ.

BE IT FURTHER RESOLVED, notice of this award will be publicly advertised within ten (10) days of this award.

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

ROLL CALL: Commissioners Cavanagh, McMullen, Whalen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

RESOLUTION No. (54/21): To Authorize Advertisement for Public Bids on Contract 123, 2021 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 2

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 123, 2021 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 2, with technical specifications for the work and public bidding documents for solicitation of public bids; and

WHEREAS, the Authority requires authorization to solicit public bids for Contracts.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the Principal Engineer and Qualified Purchasing Agent to advertise for Public Bids for Contract 123, 2021 Annual TV & Cleaning of Authority Interceptor Sewer System – Phase 2 in the Authority Official Newspaper and on the Authority Website.

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

ROLL CALL: Commissioners Cavanagh, McMullen, Whalen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

PUBLIC PORTION

Chairman Sutton 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 PUBLIC IN ATTENDANCE

EXECUTIVE SESSION

Chairman Sutton called for a **MOTION** to go into Closed Session at 8:40 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 Khachaturian, and carried by

a unanimous voice vote recorded as follows:

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

ABSENT: Commissioner Russo

EXECUTIVE SESSION MINUTES ARE RECORDED SEPARATELY

END CLOSED SESSION

Chairman Sutton called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting@ 9:09 P.M.

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

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

ABSENT: Commissioner Russo, Khachaturian

RESOLUTIONS

RESOLUTION No. (55/21): To Hire a New IT Support Manager

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 IT Support Manager to fill a newly created position; and

WHEREAS, the Authority management staff have interviewed qualified candidates for the position of IT Support Manager; and

WHEREAS, Carlos Nunez-Rojas, of Middlesex, NJ has demonstrated through his resume and interview the qualities for the position of the IT Support Manager; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Salaries 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 Carlos Nunez-Rojas of Middlesex, NJ as IT Support Manager at a starting pay rate of \$70,000 per year, effective March 29, 2021 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 Carlos Nunez-Rojas 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 Cavanagh, and carried by a unanimous voice vote recorded as follows:

ROLL CALL: Commissioners Cavanagh, McMullen, Whalen, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo, Khachaturian

Commissioner Khachaturian returned at 9:09 PM

RESOLUTION No. (56/21): To Approve the Payment of Accrued Days Owed to Susan DuBey at Retirement of Employment

WHEREAS, On March 1, 2021 Administrative Assistant Susan DuBey officially retired from the Bayshore Regional Sewerage Authority("Authority"); and

WHEREAS, the Authority Policy provides payout at retirement of any remaining Vacation, Time Owed and Personal Days; and

WHEREAS, Mrs. DuBey's remaining Personal Days, Time Owed and Vacation benefits have been calculated and recorded in a memorandum submitted by Michelle Heaton, Finance Administrator to Mr. Peter Canal, Executive Director, dated March 11, 2021; and

WHEREAS, the Executive Director has reviewed the calculated time owed and finds the calculation of Vacation Days (273 hours), Personal Days (25 hours), Frozen Time (43 hours) and Time Owed (326 hours); and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Executive Director Salary line item of the Authority Operating 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 accept the retirement of Susan DuBey and authorize the payment of remaining Personal, Vacation Days and Time Owed to Susan DuBey as detailed in the attached memorandum dated March 11, 2021 in the amount of \$ 15,428.91 (attached on file in the Administration Offices 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, Whalen, Khachaturian, Whalen, and Chairman Sutton

ABSENT: Commissioner Russo

ADJOURMENT

ANNOUNCEMENT (by Chairman Khachaturian):

The next B.R.S.A. Public Meeting is scheduled for Monday, April 19, 2021, 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 9:11 P.M. Chairman Sutton called for a **MOTION** to Adjourn the meeting.

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

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

Respectfully submitted,
Victoria DuDasko
Administrative Assistant/ HR