

MINUTES
REGULAR MEETING
MONDAY, NOVEMBER 19, 2018

At 7:00 P.M., Chairman Steiner made the following announcement:

The Regular Meeting of the Bayshore Regional Sewerage Authority will now come to order. I hereby announce that pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of this meeting has been sent to the Asbury Park Press. Notice has also been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro and the Western Monmouth Utilities Authority. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building.

Chairman Steiner called for a roll call of attendance:

PRESENT: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

ABSENT: Commissioners Khachaturian and McMullen

Also In Attendance: Mr. Robert C. Fischer, Executive Director
J. Michael Broyles, Superintendent
Peter Canal, Chief Engineer
Manuel Ponte, P.E., Consulting Engineer
John Napolitano, Esq.
Susan DuBey, Admin. Assistant

REPORTS

Executive Directors Report, BRSA Projects, Special Reports & Connection Applications

Mr. Fischer Reported:

Disaster Recovery Update

- Phase II - Combined Blower Building-Contract 80S- almost finished, working on Control System that maintain dissolved oxygen in the aeration basin.
- Power Distribution System – Contract 81S- T1, T2 & T3 have been delivered and installed. We should see T4, T5 & T6 sometime in the spring, earliest would be February.

Power Resiliency Project

- Meeting on Dec. 5th with NJOEM & FEMA to clarify and make sure everyone understands the requirements for the design so there are no questions when it comes to reimbursement.

Other

- 2018 Line Item Budget – an amendment to move appropriations from an underspent line item to a soon to be overspent line item. There will be no change in the budgeted total appropriations.

- Conservation Restriction/Easement Agreement with DEP – original agreement was issued with the 1991 CAFRA permit for the expansion of the treatment plant which was over restricted. Brian McPeak of PS&S presented his findings and explain the new agreement.

Staff Engineer Report

Pete Canal:

- Susan from Maser Engineering – explained the upside of the GIS to digitize our maps for mark-outs and accuracy of our lines in the amount of \$34,785
- R3M Engineers – revised proposal for design for converting Blower Building No. 1 to a Storage Building – proposal from \$45,333 to \$39,800. There is a separate room that will store drawings and maps that are archived from the front office.
- Furnish & Deliver Caustic Soda (Sodium Hydroxide) – extend contract to Kuehne Chemical for a one year period in the amount of \$210,852. No increase in rates or charges in contract.
- Furnish & Deliver Fuel Oil – received 2 bids. Lowest bidder is Griffith Energy (aka Allied Fuel Oil Co.) in the amount \$210,852. Other bid from Petroleum Traders Corp. in the amount of \$217,456.
- Electrical Power Resiliency – to authorize request to advertise for qualifications for the engineering design.

Consulting Engineer – R3M

Manuel Ponte Reported:

- Blower Building No.1 – preparing design of building to house parts/supplies & miscellaneous storage of plans, drawings, etc. to include various shelving units.
- Received report from Pure Technology on the inspection of Matawan, Raritan Valley and West Keansburg Force Mains. Review will be prepared for December meeting. Mr. Fischer said that the report indicates there are no leaks at any of the Force Mains.
- Odor Control Systems #2,3,& 4 – evaluation of condition and repair are continuing. Downtime is limited due to permit.
- Prepared drawing to replace stairs in the press room to be reviewed by staff for comments.

Superintendent's Report

Mike Broyles Reported:

- Flow for October was up slightly for the month.
- Effluent numbers are excellent with 98% removal
- Received 2 odor complaints from Mr. Lauro.
- October 24th R3M did a full day inspection of the plant. Report of finding will follow.
- Lab did the make-up fecal coliform proficiency test and passed resulting in the Authority to maintain it's Certification.
- Inspected NJ Turnpike facility. Everything very clean, sample taken received no hits.
- Maintenance conducted hydrogen sulfide test at West Keansburg Pump Station Force Main. Adjusted Bioxide feed for colder months ahead.
- Maintenance raised a few manholes and completed clearing BRSA easements. Mr. Fischer commented that despite all the projects on going and the various tanks on line/off line the effluent is very very clear and we maintain a very good removal at 95%. He said the Plant really runs well. Chairman Steiner said that goes to a good staff for making that happen.

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

TREASURER'S REPORT

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

TREASURER'S REPORT STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

TD BANK	Balance
TRUSTEE ACCOUNTS	October 31, 2018
<u>2010 NJEIT BONDS</u>	
Construction	\$ 1,369,138.94
Bond Service	\$ <u> .05</u>
Total NJEIT	\$ 1,369,138.99
TD BANK	
Lakeland Bank-CD	\$ 1,008,964.44
Cash Management	\$ 7,052,266.30
NJEIT Project Fund	\$ 153,104.24
NJEIT Project Fund #2	\$ 2,216,940.34
Incoming Revenue Account	\$ 195,441.38
Operating Regular Account	\$ 1,760,990.74
Operating Reserve Account	\$ 12,960,455.74
Operating Payroll Account	\$ 745,397.35
Debt Service Fund	\$ <u>200,525.28</u>
TOTAL AUTHORITY ACCOUNTS	\$ 26,294,085.81
TOTAL	\$ <u>27,663,224.80</u>

Detail of the Trustee accounts, receipts and disbursements, including investment activity, are on file in the Administrative Office of the Bayshore Regional Sewerage Authority.

SCHEDULE OF ACCOUNTS RECEIVABLE

SERVICE CHARGES:	Balance
	October 31, 2018
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>
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	\$	<u>0.00</u>

Balance of Rent Reserve Accounts as of October 31, 2018

Hazlet Township Sewerage Utility	\$	756,853.81
Township of Holmdel	\$	320,142.88
Borough of Union Beach	\$	195,516.10
Borough of Keyport	\$	298,039.22
Borough of Keansburg	\$	304,690.82
Borough of Matawan	\$	324,557.36
Western Monmouth Utilities Authority	\$	97,492.03
Township of Aberdeen	\$	<u>458,073.71</u>
TOTAL	\$	<u>2,755,365.93</u>

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 567 (Regular)	\$758,348.96
Payroll Account Req. No.P215 (Payroll)	\$166,239.56
NJEIT Project Fund #2 Req. #PF-27	\$ 38,748.52

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

APPROVAL OF MINUTES

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

Regular Meeting Minutes of October 15, 2018
Closed Session of October 15, 2018

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

PUBLIC PORTION

Chairman Steiner announced that this portion of the meeting is now open to the public for comments or questions related to **Regular Meeting Agenda items only**. The public is reminded; only questions or comments specific to the scope of the Agenda items are to be addressed at this time. As a courtesy to all, please be mindful of limiting your comments accordingly.

NO ONE FROM THE PUBLIC SPOKE

RESOLUTIONS

RESOLUTION No. (102/18); To Authorize Dental Benefit Coverage with Delta Dental For 2018/2019

WHEREAS, Bayshore Regional Sewerage Authority provides its employees with dental benefits through Delta Dental; and

WHEREAS, in a memorandum dated October 16, 2018 Delta Dental of New Jersey offered 12 month coverage rates at \$47.71 per month for one (1) party coverage, \$92.30 per month for two (2) party coverage, and \$158.84 per month for three (3) party coverage; and

WHEREAS, said rates represent a 2% increase over the existing rates; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds, the Authority Health Insurance line item, to cover the maximum dollar value of the pending contract as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority accepts the 12 month rate offered by Delta Dental of New Jersey and contract with the same for the period December 1, 2018 to November 30, 2019.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (103/18): To Authorize Request for Qualifications for the Engineering Design of the Power Resiliency Generation Project

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

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

WHEREAS, the Authority submitted a Hazard Mitigation Plan for Power Resiliency System for the BRSA and Monmouth County Bayshore Outfall Authority Union Beach Facility; and

WHEREAS, on September 13, 2018, the Federal Emergency Management Agency (FEMA) authorized a detailed design of the proposed Power Resiliency System; and

WHEREAS, on November 1, 2018 the Engineering Committee met to review the procurement requirements for the project and are recommending the Authority follow the Federal Procurement Standards and seek Request for Qualifications from firms on the 2018 Engineering News Record (ENR) top 100 list; and

WHEREAS, the Authority requires authorization to solicit proposals from engineering firms listed on the 2018 ENR top 100 list, who have design experience with both wastewater treatment plants and power generation systems; and

NOW THEREFORE BE IT RESOLVED the Commissioners of Bayshore Regional Sewerage Authority authorize the Executive Director and Chief Engineer to seek Request for Qualifications following the Federal Procurement Standards for engineering firms listed on ENR top 100 list with design experience in both wastewater treatment plants and power generation systems.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (104/18): To Extend the Contract with Kuehne Chemical Company, Inc. for Furnishing and Delivering of Caustic Soda Solution, Contract 101-O, for a One (1) Year Period

WHEREAS, in accordance with Local Public Contracts Law at 10:00 A.M. on Tuesday, December 13, 2018, the Bayshore Regional Sewerage Authority (“Authority”) advertised and received bids for Contract 101-O Furnishing and Delivering of Caustic Soda 25% (Sodium Hydroxide) for a One (1) Year Period; and

WHEREAS, on December 18, 2017 the Authority awarded the Furnishing and Delivering of Caustic Soda 25% for a One (1) Year Period to the lowest responsible bidder being Kuehne Chemical Company, Inc. of South Kearny, NJ, by Resolution #130/17; and

WHEREAS, the Contract, by mutual agreement and the Local Public Contracts Law allows for one (1) year contract extensions for a maximum of two (2) years; and

WHEREAS, on January 18, 2019 the Contract expires and Kuehne Chemical Company, Inc. and the Authority were mutually agreeable to extend the Contract under the same terms and prices for one (1) additional year extension; and

WHEREAS, the Qualified Purchasing Agent and the Authority Engineer have reviewed the correspondence with Kuehne Chemical Company, Inc. accepting the one (1) year extension in accordance with the same product, price, terms and conditions as the original Contract and are recommending a one year extension; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Chemical line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Kuehne Chemical Company, Inc. is hereby awarded a one (1) year extension of Contract 101-O Furnishing and Delivering of Caustic Soda Solution with the terms and conditions of the original bid and Contract documents, for the total Contract price of \$20,000.

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

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

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

RESOLUTION No. (105/18): To Award Contract #107-O for Furnishing and Delivering of a Fuel Oil for a One (1) Year Period to Griffith-Allied Trucking, LLC for an amount not to exceed \$210,852.00

WHEREAS, in accordance with Local Public Contracts Law at 11:00 A.M. on Wednesday, November 7, 2018, the Bayshore Regional Sewerage Authority (“Authority”) received bids for the Furnishing and Delivering of a Fuel Oil for a One (1) Year Period; and

WHEREAS, two (2) bids were publicly opened and read aloud, with the lowest responsible responsive bidder being Griffith-Allied Trucking, LLC of Hillsborough, NJ, having submitted a unit price of \$2.2695 per gallon and a one (1) year total of \$210,852.00; and

WHEREAS, the Qualified Purchasing Agent, Authority Engineer and Attorney have reviewed the bids and are recommending award of the Contract to Griffith-Allied Trucking, LLC of Hillsborough, NJ; and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Fuel 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 that Griffith-Allied Trucking, LLC of Hillsborough, NJ is hereby awarded Contract #107-O for Furnishing and Delivering of Fuel Oil for a One (1) Year Period, in the amount of \$210,852.00 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.

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

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

RESOLUTION No. (106/18): To Award Engineering Services for Professional Enterprise Geographic Information Systems (eGIS) and Global Positioning Systems (GPS), in the amount of \$34,785

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) maintains paper records of its mapping and as-built drawings; and

WHEREAS, the Authority has a need to upgrade its sewer interceptor paper records and standardize to one overall master file containing all BRSA sewer assets; and

WHEREAS, our Consulting Engineer, Maser Consulting, P.A. has submitted a Proposal dated August 31, 2018 to provide Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services, for an amount not to exceed \$34,785; and

WHEREAS, the Chief Engineer and Staff Engineer have met with the staff of Maser Consulting, P.A. to review the proposal and find it to be fair and reasonable; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Capital line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby approve an engineering proposal for Professional Enterprise Geographical Information Systems (eGIS) and Global Positioning Systems (GPS) services, for an amount not to exceed \$34,785 to Maser Consulting P.A. of Red Bank, NJ, in accordance with the terms and conditions of its proposal dated August 31, 2018.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute the contract agreement with Maser Consulting P.A. of Red Bank, NJ.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (107/18): To Award Engineering Design Services for Repurposing Blower Building No.1 to Storage Building in the amount of \$39,800

WHEREAS, Hurricane Sandy severely damaged the Bayshore Regional Sewerage Authority (the “Authority”) buildings and processes on October 29, 2012 requiring engineering services for design of restoration and mitigation of these buildings and processes; and

WHEREAS, the Blower Building No.1 system was integrated and combined into Blower Building No.2, under Contract 81S and made available for other uses; and

WHEREAS, the Authority has a need for a centralized storage facility of its spare parts and archived files; and

WHEREAS, R3m Engineering, Inc. submitted an engineering design for the Repurposing of Blower Building No.1 to Storage Building with Conception Alternative Layouts, in the amount of \$39,800; and

WHEREAS, the Chief Engineer and Director have met with the staff of R3m to review the proposal and find it to be fair and reasonable; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Unrestricted Net Position line item, to cover the maximum dollar value of the pending contract as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby approve a proposal for Engineering Design for Repurposing of Blower Building No.1 to Storage Building in the amount of \$39,800 to R3m Engineering, Inc. of Old Bridge, NJ in accordance with the terms and conditions of its proposal dated November 15, 2018.

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

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (108/18): Approval of a Revised CAFRA Conservation Restriction

WHEREAS, on March 11, 1992 the Department of Environmental Protection (NJDEP) issued a Coastal Area Facility Review Act (CAFRA) permit to the Bayshore Regional Sewerage Authority (“Authority”) for the proposed expansion of its treatment plant from 8 MGD to 16 MGD; and

WHEREAS, Administrative Condition #4 of the CAFRA permit required the Authority to create a restriction within the property to assure that a restricted wetlands buffer area be maintained and to prevent any disturbance or development within that portion of the Property; and

WHEREAS, on July 20, 1992 the Authority filed a Deed of Restriction with the Monmouth County Clerk’s office satisfying this CAFRA permit condition; and

WHEREAS, pursuant to the 2016 CAFRA Permit, the Authority and the NJDEP have agreed that the 1992 Conservation Restriction included areas of the plant’s property that should not have been restricted in 1992 and therefore the Deed of Restriction should be rescinded and revised; and

WHEREAS, the Restricted Area established by the 1992 Conservation Restriction is almost entirely composed of impervious surfaces within the plant’s fence line and maintained landscaping area; and

WHEREAS, the Authority and the NJDEP are in favor of rescinding the 1992 Conservation Restriction and creating a new Conservation restriction which is not composed of impervious surfaces within the plant’s fence line and maintained landscaping area; and

WHEREAS, the Authority and the NJDEP specifically agree to the terms and conditions of the attached “Grant of Conservation Easement/Restriction (DEP File No. 1350-90-0004.1, .4, .5 and 1350 09 002.1).

NOW THEREFORE, the Commissioners of the Bayshore Regional Sewerage Authority agree to the rescinding of the 1992 Conservation Restriction and for other valuable consideration, the receipt and sufficiency of which is acknowledged and contained within the attached “Grant of Conservation Easement/Restriction” hereby approve the “Grant of Conservation Easement/Restriction” and authorize the Chairman and Secretary to execute same.

BE IT FURTHER RESOLVED, the Grant of Conservation Easement/Restriction be filed with the Clerk of Monmouth County in the appropriate Deed Book and evidence thereof be sent to the NJDEP.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (109/18): To Approve a Line Item Budget Amendment of the 2018 Annual Budget

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) has an adopted 2018 Annual and Capital Budget; and

WHEREAS, the Authority has a need to amend the Annual Budget to better appropriate funding within certain line items without changing the total 2018 budget appropriations; and

WHEREAS, the Authority considers it in the best interest of the customers it serves to make the following changes to the line items of the 2018 Annual Budget:

2018 Appropriations Schedule – F-4

Cost of Providing Services – “other”

Line item reductions:

460006	TV Inspection and cleaning -	\$225,000	
	Total line item reductions		\$225,000

Line item increases:

400002	Fuel Oil-incineration-	\$35,000	
420001	Chemicals-	\$80,000	
500006	Labor Attorney-	\$30,000	
500003	Engineering-	\$50,000	
410004	Major Projects & Repairs-	\$30,000	
	Total line item Increases		\$225,000
	Net budget change		\$0

WHEREAS, the changes to the line items of the 2018 Annual Budget will allow the Authority to procure supplies and complete necessary work not anticipated at the time of budgeting by reducing funding from a line item that will not be pursued in 2018; and

WHEREAS, a formal Department of Community Affairs (“DCA”) amendment approval is not necessary as the Cost of Providing Services – “Other” total appropriations will not change.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby approve and adopt the changes to the 2018-line item budget of the Authority and request the Executive Director make the appropriate amendments.

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

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

RESOLUTION No. (110/18): To Amend Not-To-Exceed Dollar Values for Certain Professional Contracts

WHEREAS, the Bayshore Regional Sewerage Authority establishes not-to-exceed dollar thresholds for annual professional services contracts at time of contract award; and

WHEREAS, the not-to-exceed dollar threshold that shall not be exceeded without further approval of the Bayshore Regional Sewerage Authority; and

WHEREAS, the Authority staff has determined the not-to-exceed dollar thresholds for the following contracts are in need of amendment due to additional work requested by the Authority which will cause the contract to exceed the original threshold;

Amend General Engineering Services not-to-exceed from \$40,000 to \$70,000

Amend Bond Counsel Services not-to-exceed from \$45,000 to \$53,000

Amend Legal Labor Counsel Services not-to-exceed from \$7,000 to \$37,000

WHEREAS, the additional work requested by the Authority for each professional contract is further detailed in the Memorandum from the Director to the Authority Commissioners dated November 16, 2018; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Professional Services line items, to cover the maximum dollar value of the pending contract amendments as set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority hereby approve the not to exceed dollar amounts amendments set forth herein above for the professional services listed and instruct the Executive Director to amend the values in the contracts to be executed for the year February 26, 2018 to February 25, 2019.

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

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

RESOLUTION No. (111/18): To Close out the Series 2010 Construction Account and Transfer Balance to the Reserve Account

WHEREAS, pursuant to the provisions of NJSA 40A:5-14, the Bayshore Regional Sewerage Authority (“Authority”) has established a Cash Management Plan (“Plan”); and

WHEREAS, the Cash Management Plan is intended to assure that all public funds identified within it are deposited and invested in compliance with the terms set forth and required by N.J. S.A. 40A:5-14; and

WHEREAS, by prior resolution the Authority established a Trustee held NJEIT Series 2010 Construction Account for the payment of invoices associated with the Wind-To-Energy and Various Authority Projects; and

WHEREAS, the Trustee has advised the Authority Director that TD bank was closing the money market fund the Construction account was invested in and requested a decision on the placement of the funds by November 9, 2018; and

WHEREAS, the Authority no longer has a need to maintain the Series 2010 Construction account; and

WHEREAS, the Authority desires to transfer the balance of the 2010 Construction Account to the Authority Reserve Account.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Authority approve the transfer of the 2010 Construction Account balance to the Authority Reserve Account and ratify the actions taken by the Executive Director in response to the Trustee request for action.

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

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

PUBLIC PORTION

Chairman Steiner 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.

NO ONE FROM THE PUBLIC SPOKE

Executive Session

Chairman Steiner calls for a **MOTION** to go into Closed Session at 8:15 P.M. in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permitting the exclusion of the public from a meeting in certain circumstances. This action will be taken to discuss matters falling within attorney-client privileges, specifically, pending or **anticipated litigation, contract negotiations and matters of employment of public employees.** It is anticipated at this time that the above stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

CLOSED SESSION MINUTES ARE RECORDED SEPERATELY

END CLOSED SESSION

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

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (112/18): To Transfer Employees in 2018

WHEREAS, the Bayshore Regional Sewerage Authority employs a staff of operation, maintenance and laboratory personnel for the proper operation and maintenance of the treatment plant, collections system and pump stations owned and operated by the Authority; and

WHEREAS, from time to time, openings occur within Departments which the Authority seeks to fill; first through transfer of current staff who have requested same and next though new applications for employment; and

WHEREAS, the Plant Superintendent has posted openings for the Operation and Maintenance department and made these positions available to all qualified staff; and

WHEREAS, current Operator Mathew Flett has requested transfer to the open Utility Man position in the maintenance department and current Utility Man David Lockwood Jr has requested transfer to the open Operator position in the Operations Department; and

WHEREAS, the transfer requests of these personnel has been evaluated and approved by the immediate supervisors of the employees as well as the Plant Superintendent.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority, the transfer of Mathew Flett to the Maintenance department in the position of Utility Man and the transfer of David Lockwood Jr to the Operations department in the position of Operator is hereby approved with a sixty (60) day probationary period after which this action shall become permanent unless advised otherwise in writing by the Plant Superintendent.

BE IT FURTHER RESOLVED, the transfer is effective October 21, 2018 and carries the full benefits and responsibilities of the position as defined in the collective bargaining agreement and the job descriptions of the Authority.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (113/18): To Approve Salary Adjustments for Management, Supervisory and Office Personnel

WHEREAS, the Executive Director presented his annual review of performance of all Management, Supervisory and Office personnel to the Authority Personnel committee on November 19, 2018; 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 Board of Commissioners.

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority authorize the Executive Director to make salary adjustments in accordance with the memorandum from the Chairman of the Personnel committee dated November 19, 2018 and to implement the salary adjustments retroactive to January 1, 2018

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

RESOLUTION No. (114/18): To Carolann Weisel Regular Employment Status Effective November 4, 2018

WHEREAS, Carolann Weisel was hired as a probationary employee in the job title of Qualified Purchasing Agent on August 6, 2018; and

WHEREAS, the probationary period expires on November 4, 2018, and

WHEREAS, in a memorandum to the Executive Director dated November 5, 2018 the Plant Maintenance Superintendent has recommended that Mrs. Weisel be granted Regular Status effective November 4, 2018.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that Carolann Weisel is hereby granted Regular Status as an employee of the Bayshore Regional Sewerage Authority, and is further granted the rights and privileges, and responsibilities of the position.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

ANNOUNCEMENT (by Chairman Steiner):

The next meeting of the BRSA will be the Public Hearing for the 2019 Budget/ User Charge to be held on Monday, December 17, 2018 immediately followed by the Regular Meeting of the Bayshore Regional Sewerage Authority. All meetings are held at 7:00 PM in the Administration Building at 100 Oak Street, Union Beach, NJ.

At 8:44 P.M., Chairman Steiner called for a **MOTION** to Adjourn the meeting.

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

AYES: Commissioners Cavanagh, Sutton, Whalen and Chairman Steiner

Respectfully submitted,
Susan DuBey
Administrative Assistant