

MINUTES FOR
PUBLIC HEARING AND
REGULAR MEETING
MONDAY, DECEMBER 21, 2020

At 7:00 P.M., Chairman Khachaturian makes 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.

The Public Hearing for 2021 Treatment Charges and Regular Meeting of December 21, 2020,
The Regular Meeting of January 25, 2021 and
The Reorganization/Regular Meeting of February 22, 2021
of the Bayshore Regional Sewerage Authority are being held remotely via Zoom web conferencing at 7PM and are being recorded due to the COVID-19 pandemic and are 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.

Topic: BRSA Public Meetings

Date and Time:

Dec 21, 2020 07:00 PM – Public Hearing and Regular Meeting

Jan 25, 2021 07:00 PM -- Regular Meeting

Feb 22, 2021 07:00 PM – Reorganization and Regular Meeting

Join Zoom Meeting:

<https://us02web.zoom.us/j/89554296216>

Meeting ID: 895 5429 6216

Passcode: 648638

Dial by your location

+1 267 831 0333 US (Philadelphia)

+1 646 518 9805 US (New York)

+1 646 876 9923 US (New York)

Find your local number: <https://us02web.zoom.us/j/89554296216>

Please be advised that the Zoom link, Meeting ID and Passcode for each meeting are the same.

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.

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 calls for a roll call of attendance (via Zoom):

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

Also, In Attendance: Peter Canal, Executive Director
(via Zoom) Thomas Petti, P.E., Principal Engineer
Charles Theodora, Asst. Superintendent
John Napolitano, General Counsel
Manuel Ponte, P.E., Consulting Engineer
Michael Bart, CPA - BRSA Auditor
Michelle Heaton, Financial Administrator/HR
Victoria DuDasko
Diane Ditizi, Stenographer

Public Hearing on 2021 User Charge

At 7:03 P.M. Chairman Khachaturian calls for a **MOTION** to Open the Public Hearing

OFFERED BY: Commissioner Sutton, 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 Hearing Minutes are recorded by Stenographer, Diane Ditizi

RESOLUTION

RESOLUTION No. (123/20): To Adopt 2021 User Charge Schedule

WHEREAS, in accordance with the Sewerage Authorities Law, N.J.S.A. 40:14A-1, et seq., as amended, the Bayshore Regional Sewerage Authority has conducted a Public Hearing on its annual 2021 Customer Flow Charges and Budget, and will provide a transcript of said Hearing to any interested party; and

WHEREAS, the Bayshore Regional Sewerage Authority specifically finds it to be reasonable and necessary to adopt the annexed user charge schedule; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the user charge on the attached 2020 Exhibit “E” be and is hereby adopted and approved for calendar year 2021.

BE IT FURTHER RESOLVED that the following Statement of Revenues and Appropriations shall constitute the Budget of the Bayshore Regional Sewerage Authority for the Fiscal Year Ending December 31, 2021.

REVENUES

Retained earnings appropriated	\$	0
Anticipated revenues	\$	9,789,693
<hr/>		
Total revenues and other financial sources	\$	9,789,693

APPROPRIATIONS

Operating Expenses	\$ 7,775,675
Capital Appropriations	\$ 1,090,000
Debt service, reserves, and deficit	\$ 924,018

Total Appropriations & Capital Expenditures \$ 9,789,693

Exhibit “E” Customer User Charges

The Bayshore Regional Sewerage Authority

Aberdeen:	\$ 1,751,867
Hazlet:	\$ 2,735,168
Holmdel:	\$ 1,081,726
Keansburg:	\$ 792,585
Keyport:	\$ 977,401
Matawan:	\$ 1,034,153
Union Beach:	\$ 717,512
WMUA:	\$ 414,281

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

RESOLUTION No. (124/20): Adopt 2021 Budget Resolution of the BAYSHORE REGIONAL SEWERAGE AUTHORITY

WHEREAS, the Annual Budget and Capital Budget/Program for the Bayshore Regional Sewerage Authority for the fiscal year beginning January 1, 2021 and ending, December 31, 2021 has been presented for adoption before the governing body of the Bayshore Regional Sewerage Authority at its Open Public Meeting on December 21, 2020; and

WHEREAS, the Annual Budget Page F-1 and Capital Budget Page CB-3 as presented for adoption reflects each item of revenue Budget Page F-2 and appropriation Budget Page F-4 in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual budget as presented for adoption reflects Total Revenues of \$9,789,693 Total Appropriations, including any Accumulated Deficit, if any, of \$8,699,693 and Total Unrestricted Net Assets utilized of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$11,092,000 and Total Unrestricted Net position planned to be utilized of \$6,592,000.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority, at an Open Public Meeting held on December 21, 2020 that the Annual Budget and Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2021 and ending December 31, 2021 is hereby adopted and shall constitute appropriations for the purposes stated.

BE IT FURTHER RESOLVED, that the Annual budget and Capital Budget/Program as presented for adoption reflects each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

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

RECORDED VOTE

<u>Governing Body Members</u>	<u>AYE</u>	<u>NAY</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Commissioner Christopher Cavanagh	X			
Commissioner Marcy McMullen	X			
Commissioner Madeline Russo	X			
Commissioner Bart Sutton	X			
Commissioner Scott Whalen	X			
Chairman Adam Khachaturian	X			

At 7:13 P.M. Chairman Khachaturian called for a **MOTION** to Close the Public Hearing and open the Regular Meeting of the Bayshore Regional Sewerage Authority

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

Reports

Executive Directors Report

Pete Canal Reported:

COVID 19 Update

- To date BRSA has no COVID-19 illnesses and are doing well managing the work load.
- There has been a rise in cases in the area and at neighboring authorities which we are considering more stringent policies and/or staggered shifts following the holiday break.
- Currently, Sewer Authority employees are considered essential workers in Group 1B and it appears that the vaccine may be available in late February or March through the County/State.

Disaster Recovery Update

- Contract 81S-Power Distribution System-has been closed out and awaiting approval from NJDEP & I-Bank.
- Contract 114S-Power Resiliency Generation Project-90% design documents have been submitted and are waiting our review. Permits should be submitted sometime next month.
- An account was set-up with NJ I-Bank and R3M is completing and uploading the application.
- Project Fund 1 & 2 worksheets are ready to be submitted for closeout.

Finance

- The Authority Operating and Capital Budget was conditionally approved by the NJDCA.
- Payments to approve this month in PF#2 for PS&S in the amount of \$1,110.00 and PF#3 for R3M in the amount of \$3,930.00.
- There is a Resolution on for this month for Lincoln Financial restatement for the employees 457 (b) deferred compensation Plan.

Human Resources

- We advertised and interviewed for the positions of Administrative Assistant/HRO and IT Asst. Support Manager. Since we were only able to have a few qualified IT interviews and no one was selected, we decided to advertise on Indeed and currently received many resumes to review. We plan to schedule additional interviews after the holidays in January. For the Admin. Asst./HRO position, we received upwards of 30 resumes and interviewed 9 applicants. We will discuss the position and our recommendation in closed session.

Principal Engineer Report

Tom Petti Reported:

- Contract 106-Sludge Concentration Tanks Rehab-project right on schedule. Tank #2 doing total rehab and installing a CIPP liner. Approve Change Order #2 in a credit amount of -\$81,673.65.
- RFQ#2021-01 – Generator #3 Controller Replacement – authorize advertisement for an RFQ for possible award at January meeting.
- Recycle Pump Station Capacity Study-pump station collects plant drainage, everything comes thru this station and gravity sends it back to the headworks of the plant. The new incinerator scrubber equipment has significantly increased the plant recycle flow and the PS is maxed out. We need to do a quick study to see how best to increase capacity as recommended in the Concentration Tank Study by PS&S. We are asking PS&S for a proposal to evaluate our options for possible consideration at the January Public Meeting.
- Raritan Valley PS (RVPS) Force Main Evaluation Study-in line with other force main (FM) evaluations, RVPS is our smallest PS and FM and has had several failures in the past. One concern we have is the FM is under the Garden State Parkway, all 4 highways, including the Express Lanes. We are planning on sending out an RFP soon to at least 3 engineering firms.
- Contract 121-O-Furnish & Delivery of Caustic Soda-Bid opening held on December 8, 2020 with 3 responsive bids ranging from \$35,616 to \$47,040. There is an Resolution on for tonight to Award bid to JCI Jones Chemicals, Inc in the amount of \$35,616.
- Odor Identification & Mitigation Support Study-still waiting for final report. Trinity is available to come in and present their findings.
- Contract 81S-Power Distribution Improvements & Mitigation-closeout package put together and Submitted to NJEIT for their review and final approval.
- Contract 114S-Power Resiliency Generation-90% design was submitted. Finishing up the permitting. Approve Amendment #1 for a No-Cost Design & Time extension of HDR for funds to be re-appropriated.

Commissioner Cavanagh asked what is involved with the Raritan Valley Project because it is very close to the Raritan Valley School. Tom said that we are asking the engineers to look into rehabilitation and also replacement options. Since it is a live force main we are looking into the permitting, drilling, community impact, etc. There is a list of factors that need to be considered before anything is done.

Chairman Khachaturian asked Tom about the Cut-Out Switch on the primary feed to our treatment plant site. Tom stated there is a redundant JCP&L pole and an old Bayshore pole, both with cut-off switches that we are looking at improving reliability and is also in the way of future improvement plans. We would like to add some parking and sight improvements.

Consulting Engineer – R3M

Manuel Ponti Reported:

- Condition Assessment-Phase II Validation & Initial Repairs – investigated West Keansburg Pump Station gas pockets and drafted Work Order #6. Making good progress.
- Power Resiliency System – had several meetings with BRSA, HDR and MCBOA. Received the 90% design for review and waiting for feedback.
- Fuel Oil Tank #3 – reviewing shop drawings as they come in. Demolition and construction of concrete beam.
- West Keansburg Pump Station Bypass & Meter Facility – preparing Basis of Design Report including chamber sketches and layout details.

Superintendent’s Report

Chuck Theodore Reported:

- Total Suspended Solids removal and COD for November, 2020 was 98%.
- We had no odor complaints in November however there are one or two in December so far.
- We received an odor complaint while we were cleaning out one of the Odor Control Units.
- The NIRO incinerator was down to remove sand. It was only down 1½ days and no extra shifts.
- Chuck Theodore and Harry Ladisheff are both Certified Backflow Inspectors, who performed inhouse the quarterly NJDEP testing. All were certified and working properly.
- “On Demand” samples were collected from CEI and IFF and we took our own sample. The permitted industries were informed that the yearly inspection would be conducted in December.
- There was a bearing failure of a roller for Belt Press #3 which was replaced by maintenance.
- At West Keansburg Pump Station the stationary and rotating cutters for the dimminutor required replacement.

TREASURER’S REPORT

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

TREASURER’S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

	Balance
	November 30, 2020
<u>UNRESTRICTED INVESTMENTS</u>	
Lakeland Bank-CD#1	\$ 1,056,905.74
Lakeland Bank-CD#2	\$ 1,041,154.99
TOTAL UNRESTRICTED INVESTMENTS	\$ 2,098,060.73
<u>TD BANK UNRESTRICTED CASH</u>	
Incoming Revenue Account	\$ 442,832.55
Operating Regular Account	\$ 2,085,548.59
Operating Reserve Account	\$ 7,092,014.49
Operating Payroll Account	\$ 660,842.00
TOTAL UNRESTRICTED CASH	\$ 10,281,237.63
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$ 12,379,298.36
<u>RESTRICTED INVESTMENT</u>	
Cash Management	\$ 7,327,952.55
TD Bank-CD	\$ 3,071,479.17
TOTAL RESTRICTED INVESTMENTS	\$10,399,431.72

RESTRICTED CASH

NJEIT Project Fund	\$ 463,139.96
NJEIT Project Fund #II	\$ 3,599,702.77
NJEIT Project Fund #III	\$ 773,342.93
Bond Service Fund	\$ 111,350.81
TOTAL RESTRICTED CASH	\$ 4,947,536.47
TOTAL RESTRICTED CASH & INVESTMENTS	<u>\$15,346,968.19</u>
TOTAL AUTHORITY ACCOUNTS	<u>\$27,726,266.55</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
BRSA CHARGES	<u>November 30, 2020</u>
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	<u>\$ 0.00</u>
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>
RENT RESERVE ACCOUNTS as of November 30, 2020	
Hazlet Township Sewerage Utility	\$ 669,082.87
Township of Holmdel	\$ 323,245.02
Borough of Union Beach	\$ 197,410.63
Borough of Keyport	\$ 312,823.61
Borough of Keansburg	\$ 267,865.97
Borough of Matawan	\$ 327,702.28
Western Monmouth Utilities Authority	\$ 103,024.04
Township of Aberdeen	\$ 480,276.41
TOTAL	<u>\$ 2,681,430.83</u>

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

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

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No.592 (Regular)	\$697,727.04
Payroll Account Req. No. P240 (Payroll)	\$259,439.21
NJEIT Project Fund II Req. #PF-51	\$ 1,110.00
NJEIT Project Fund III Req. #PF-04	\$ 4,470.00

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

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

APPROVAL OF MINUTES

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

Agenda Meeting Minutes of November 16, 2020
Closed Session Minutes of November 16, 2020

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

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

PUBLIC PORTION

ANNOUNCEMENT (by Chairman Khachaturian): This portion of the meeting is now open to the public for comments or questions related to Agenda items only. The public is reminded; only questions or comments specific to the scope of the Agenda items are to be addressed at this time. As a courtesy to all, please be mindful of limiting your comments to 5 minutes.

NO ONE FROM THE PUBLIC ON ZOOM

RESOLUTIONS

RESOLUTION No. (125/20): To Award Contract #121-O for Furnishing and Delivery of Caustic Soda to JCI Jones Chemical, Inc. for an amount not to exceed \$35,616.00.

WHEREAS, in accordance with Local Public Contracts Law, Bayshore Regional Sewerage Authority (“Authority”) had advertised and received bids at 11:00 A.M. on Tuesday, December 8, 2020, for the Furnishing and Delivery of Caustic Soda for a Thirteen (13) Month Period beginning on January 19, 2021; and

WHEREAS, three (3) bids were publicly opened and read aloud, with the lowest responsible responsive bidder being JCI Jones Chemical, Inc. of Sarasota, FL having submitted as unit price of \$848 per dry ton for a total Contract value of \$35,616.00; and

WHEREAS, this contract shall not exceed \$35,616.00 without prior Authority approval; and
WHEREAS, the Qualified Purchasing Agent, Principal Engineer and Attorney have reviewed the bids and are recommending award of the Contract to JCI Jones Chemical, Inc. of Sarasota, FL; and
WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the Authority Chemical line item, to cover the maximum dollar value of the pending Contract as set forth in the Resolution; and

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that JCI Jones Chemical, Inc. of Sarasota, FL is hereby awarded Contract #121-O for Furnishing and Delivery of Caustic Soda, in the amount of \$35,616.00 in accordance with the terms and conditions of the bid and Contract Documents.

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

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

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

RESOLUTION No. (126/20): To Authorize Advertisement for RFQ 2021-01 Generator #3 Controller Replacement

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and maintains three (3) generators for standby power; and

WHEREAS, Generator #3 services the Sludge Dewatering & Incineration Building; and

WHEREAS, there is a need to replace and upgrade the controller for Generator #3; and

WHEREAS, a Request for Quotes (RFQ 2021-01) has been developed by the Authority Engineering Staff; and

WHEREAS, the Authority requires authorization to solicit public bids for an RFQ; and Authority authorize the Principal Engineer and Qualified Purchasing Agent to advertise for quotes for RFQ 2021-01, Generator #3 Controller Replacement on the Authority Website.

NOW THEREFORE BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Principal Engineer and Qualified Purchasing Agent are authorized to advertise for quotes for RFQ 2020-01 Generator #3 Controller Replacement on the Authority Website.

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

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

RESOLUTION No. (127/20): To Award Change Order No. 2, in the credit amount of \$81,673.65 to Spectraserv, Inc. for Contract 106, Sludge Concentration Tank Project

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates four (4) sludge Concentration Tanks for conveyance and disposal of sludge; and

WHEREAS, in accordance with Local Public Contract Law, Spectraserv, Inc., was awarded Contract No. 106 Sludge Concentration Tank Rehabilitation Project by Resolution No. 123/18 in the amount of \$3,439,000; and

WHEREAS, the Authority previously approved Resolution No. 3/20 for Change Order No. 1 in the amount of \$138,068.49, increasing the total Contract value to \$3,577,068.49; and

WHEREAS, there is a need to amend the Contract for a change in scope that includes sludge withdrawal line repairs, concrete repairs and allowance credits as detailed in the Change Order No. 2 document, dated December 14, 2020; and

WHEREAS, the Authority and its Consulting Engineer, PS&S, have prepared Change Order No. 2 to amend the Contract, in the credit amount of \$81,673.65; and

WHEREAS, in accordance with N.J.S.A. 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Sludge Concentration Tank 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 that the Commissioners of the Bayshore Regional Sewerage Authority approve Change Order No. 2 for Spectraserv, Inc., in the credit amount of \$81,673.65, decreasing the total Contract value to \$3,495,394.84.

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

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. (128/20): To Authorize the Executive Director to Execute All Reasonable and Necessary Documents for the Authority's 457(b) Deferred Compensation Plan

WHEREAS, the Bayshore Regional Sewerage Authority offers its employees a tax advantaged, deferred compensation retirement plan, also known as a 457(b) Plan; and

WHEREAS, the Authority's 457(b) Plan has been restated and requires adoption and execution by the Authority, including but not limited to the Plan Document, Loan Policy and Service Agreement; and

WHEREAS, the Authority wishes to maintain its 457(b) Plan and authorize execution of all reasonable and necessary documents associated with the restated 457(b) Plan.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority that the Executive Director is hereby authorized to execute all reasonable and necessary documents for the Authority's 457(b) Deferred Compensation Plan.

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

RESOLUTION No. (129/20): To Approve Amendment #1 for a No-Cost Design Amendment & Time Extension to HDR Engineering, Inc. for the Power Resiliency Generation Project

WHEREAS, on August 19, 2019 the Bayshore Regional Sewerage Authority ("Authority") approved an engineering proposal for the Power Resiliency Generation Project, in the amount of \$1,028,220 to HDR Engineering, Inc. ("HDR") of Mahwah, NJ via Resolution #106/19 in accordance with the terms and conditions of their proposal dated August 9, 2019; and

WHEREAS, a scope change will require HDR to coordinate the routing of the incoming power feed from JCP&L to the existing switchgear and the design of a new pole and ductbank; and

WHEREAS, there is an unused alternate design fee for pre-purchasing of generators and switchgear included in the engineering proposal that was not utilized for the project that HDR has requested to use the funds available in the alternate design fee task to cover the costs of the additional scope; and

WHEREAS, due to additional coordination and review periods with regulatory agencies, HDR is also requesting a time extension to June 30, 2020 to complete the final design; and

WHEREAS, HDR has submitted a no-cost design amendment for the additional scope and time extension request dated December 15, 2020; and

WHEREAS, the Executive Director and Principal Engineer have reviewed the amendment and time extension request and find 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 Power Resiliency Generation Project line item of the Authority Capital Budget, to cover the maximum dollar value of the pending Contract as set forth in the Resolution; and

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby approve a no-cost design amendment and time extension to HDR Engineering, Inc. of Mahwah, NJ in accordance with their letter dated December 15, 2020.

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

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

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, please be mindful of limiting your comments to 5 minutes.

NO ONE FROM THE PUBLIC ON ZOOM

EXECUTIVE SESSION

Chairman Khachaturian calls for a MOTION to go into Closed Session at 7:46 P.M. in accordance with Section 8 of the Open Public Meetings Act, Chapter 231, P.L. 1975, permitting the exclusion of the public from a meeting in certain circumstances. This action will be taken to discuss matters falling within attorney-client privileges, specifically, pending or anticipated litigation, contract negotiations and matters of employment of public employees. It is anticipated at this time that the above stated subject matter shall be made public at such time as the need for non-disclosure no longer exists.

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

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

Pete Canal asked Victoria DuDasko to leave the meeting during Executive Session.

EXECUTIVE SESSION MINUTES ARE RECORDED SEPERATELY.

END CLOSED SESSION

Chairman Khachaturian calls for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 8:00P.M.

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

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

RESOLUTION

RESOLUTION No. (130/20): To Approve the Payment of Accrued Days Owed to Marc Schneider at Resignation of Employment

WHEREAS, On November 20, 2020 Marc Schneider resigned from the Bayshore Regional Sewerage Authority (“Authority”); and

WHEREAS, the Authority Policy provides payout of any remaining Vacation and/or Personal Days; and

WHEREAS, Mr. Schneider’s remaining Vacation and Personal Day benefits have been calculated and recorded in a memorandum submitted by Michelle Heaton, Human Resources Administrator to Mr. Peter Canal, Executive Director, dated December 20, 2020; and

WHEREAS, the Executive Director has reviewed the calculated time owed and finds the calculation of 8 Vacation Days (64 hours) and 1 Personal Day (8 hours); and

WHEREAS, in accordance with NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the IT 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 resignation of Marc Schneider and authorize the payment of remaining Personal and Vacation Days to Marc Schneider as detailed in the attached memorandum dated November 20, 2020 in the amount of \$2,291.55.

(Attachment on file in the Administrative Offices of the 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. (131/20): To Hire a New HR/Administrative Assistant

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 HR/Administrative Assistant to fill a vacancy newly created position; and

WHEREAS, the Authority management staff have interviewed qualified candidates for the position of HR/Administrative Assistant; and

WHEREAS, Victoria L. DuDasko, of Middletown, NJ has demonstrated through her resume and interview the qualities for the position of the HR/Administrative Assistant; 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 Victoria L. DuDasko, of Middletown, NJ as HR/Administrative Assistant at a starting pay rate of \$58,000 per year, effective January 11, 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 Victoria L. DuDasko, of Middletown, NJ 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 Whalen, and carried by a unanimous voice vote recorded as follows

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

RESOLUTION No. (132/20): To Award NJDEP & EPA General Permitting Assistance to PS&S in the Amount Not to Exceed \$20,000.00

WHEREAS, the Bayshore Regional Sewerage Authority (Authority) owns and operates a Wastewater Treatment Plant that is governed by several NJDEP and EPA permits; and

WHEREAS, the Authority's Superintendent, who maintains and manages the permits, is temporarily on medical leave; and

WHEREAS, the Authority is required by the State of New Jersey to maintain current permits with a licensed NJDEP S4 Operator; and

WHEREAS, PS&S has submitted a proposal for NJDEP & EPA General Permitting Assistance with a licensed NJDEP S4 Operator in the amount not to exceed \$20,000.00; and

WHEREAS, the Executive Director and Principal Engineer have reviewed 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 Consultant Other line item of the Authority Operating Budget, to cover the maximum dollar value of the pending contract set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority approve the proposal for NJDEP & EPA General Permitting Assistance to PS&S of Wall, NJ in the amount not to exceed \$20,000.00 in accordance with the terms and conditions of their proposal dated December 21, 2020.

BE IT FURTHER RESOLVED, the Chairman and Secretary are hereby authorized to execute the Contract Agreement with PS&S of Wall, NJ.

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

ADJOURNMENT

ANNOUNCEMENT (by Chairman Khachaturian):

The next B.R.S.A. Regular Meeting is scheduled for Monday, January 25, 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 remotely via Zoom.

At 8:03 P.M., Chairman Khachaturian calls 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