

MINUTES FOR
REGULAR MEETING – via Zoom
APRIL 20, 2020

At 7:05 P.M., Chairman Khachaturian 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 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 and all those who are affected by the Covid-19 Virus.

Chairman Khachaturian called for a roll call of attendance:

Present Via Zoom: Commissioners Cavanagh, McMullen, Russo, Sutton, Whalen and Chairman Khachaturian

Phone Attendance via Zoom: Manuel Ponte, P.E., Consulting Engineer
John Napolitano, General Counsel
Mark Tabakin, Labor Attorney

In-Office Attendance: Mr. Peter Canal, Executive Director
J. Michael Broyles, Superintendent
Thomas Petti, Principal Engineer, PE
Susan DuBey, Admin. Assistant

REPORTS

1. Executive Directors Report:

Pete Canal Reported:

- **COVID-19**-Doing well with the cooperation and staffing. We conduct daily meetings with Office staff and Management. We are getting low on supplies but have reordered stock. No employees have been sick but close call with family members. Condolences to Mike Broyles for the passing of his mother and to Mike Samuels for the passing of his brother.
- Contract 81S – working on punch list items and Change Order #1.
- Contract 114S- Power Resiliency Generation Project- we held separate phone meeting with MCBOA and FEMA. FEMA had about 30 questions which we are working on. We will continue to proceed With the 25% design submission to NJOEM/FEMA.
- We requested a proposal from PS&S to assist us in the closing of FEMA project sheets for Funds No. 1 & 2. This is the time we have to capture FEMA Eligible expenses that we have not submitted for reimbursement.
- Financial- a resolution for Lakeland Bank and TD Bank to roll over our current expired CD's.

- NJDCA requested the Financial Disclosure forms be submitted by April 30th.
- NJ Sustainable Energy Joint Meeting (NJSEM) – bids came in on April 7th and low bidder is Direct Energy at .07376/kwh.
- Security- Tom has taken quotes to replace almost ½ of the current fencing that is either missing or rusted.
- Security Cameras, Phase Two – plans are being drafted to focus on the site perimeter and the Incinerator Building.

2. Principal Engineer Report

Tom Petti Reported:

- Sludge Concentration Tank/Contract 106 – tank #2 will be taken down mid-May and should be complete by January, 2021. Contractors are working on list from Change Order #1.
- Virginia Avenue Rehab- pre-construction meeting was held on March 26th with Jacobs, North American Pipeline Service and the Township of Hazlet. Early April we reviewed the bypassing requirement and walked through the job.
- Interceptor Sewer Rehab. Phase 3 – RFP was issued March 9th. Four engineering firms were asked for proposals: Hazen & Sawyer, Arcadis, Jacobs and Tetra Tech. April 17th 3 proposals were received, Tetra Tech did not send a proposal. Award will take place at May meeting.
- Perimeter Fencing Upgrade – approx. 6,240 LF of barbed wire fencing and 2 misc. access gates need to be replaced. We received quotes from 2 State Contract Vendors at the lowest quote being \$71,910.96.
- Recycle & Disposal of Ash-Contract 117- to authorize advertisement for bids for two years.
- Odor Identification Study – Trinity postponed the field study portion due to the travel ban associated with COVID-19.
- Monmouth County Bridge Project, 1st Street in Keyport – waiting to hear from County Attorneys on the Right of Way agreements.

3. Consulting Engineer

Manuel Ponte Reported:

- Blower Bldg. No.1 to Storage Bldg. – is currently 95% complete. Staff has begun to occupy the building. Should be completed by next month.
- Finalized the 2019 Annual Inspection Report of the Plant and Collection System with comments from the staff.
- Phase II Validation getting started with Pure with the to locate problems in the pipes and measure the pipe thickness and the areas of concern.
- 2nd Quarter 2020 Flow Report was distributed with no comments from the Commissioners.
- Fuel Oil Tank #3- prepared and submitted Basis of Design Report for the Staff to review and submit comments.

Commissioner Cavanagh commented that the Annual Inspection Report is very well put together and includes recommendations. He asked Manuel if he could put the condition and recommendation in the order of priority.

Tom responded that he worked with Manuel on a list to categorize several items into one project.

4. Superintendents Report
Mike Broyles Reported:

- The flow for March is 7.9 same daily average as last month.
- Present removal slightly lower.
- No Odor complaints were called in.
- Daily meetings with Management staff since we all are not together during the week.
- Initiate a modified schedule for all employees.
- Due to the COVID-19 DEP has allowed all labs and plants to reduce monitoring requirements. We cut back to a minimum due to the fact that there is only one technician here on Saturday and Sunday.
- Received a response from CEI about their Notice of Violation. A check will be going out.
- Marc Schneider joined our staff and was very instrumental in putting the lap-tops and zoom together for this meeting.
- While the Incinerator was down Roy and his men did some corrective maintenance.
- Roy responded to Hunters Lane in Holmdel about a manhole but it was a Holmdel manhole. Roy stayed to observe and discovered one of our manholes needed repair. In the days following our crew went out a did the repair.

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
UNRESTRICTED INVESTMENTS	March 31, 2020
Lakeland Bank-CD#1	\$ 1,047,248.90
Lakeland Bank-CD#2	<u>\$ 1,026,969.35</u>
TOTAL UNRESTRICTED INVESTMENTS	\$ 2,074,218.25
TD BANK UNRESTRICTED CASH	
Incoming Revenue Account	\$ 1,041.72
Operating Regular Account	\$ 2,022,926.12
Operating Reserve Account	\$ 9,587,045.50
Operating Payroll Account	<u>\$ 679,062.64</u>
TOTAL UNRESTRICTED CASH	\$12,290,075.98
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$14,364,294.23
RESTRICTED INVESTMENT	
Cash Management	\$ 7,318,362.52
TD Bank-CD	<u>\$ 3,071,479.17</u>
TOTAL RESTRICTED INVESTMENTS	\$10,389,841.69
RESTRICTED CASH	
NJEIT Project Fund	\$ 343,957.20
NJEIT Project Fund #2	\$ 2,593,211.17
Bond Service Fund	<u>\$ 693,996.93</u>
TOTAL RESTRICTED CASH	\$ 3,631,165.30
TOTAL RESTRICTED CASH & INVESTMENTS	<u>\$14,021,006.99</u>
TOTAL AUTHORITY ACCOUNTS	\$28,385,301.22

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 March 31, 2020
BRSA CHARGES	
Hazlet Township Sewerage Utility	\$ -602,877.25
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ -241,469.50
Borough of Matawan	\$ -274,612.25
Western Monmouth Utilities Authority	\$ -92,868.75
Township of Aberdeen	\$ -432,950.75
TOTAL	\$ -1,644,778.50
OUTFALL AUTHORITY CHARGES	
Hazlet Township Sewerage Authority	\$ -63,768.77
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 0.00
Borough of Keansburg	\$ -25,541.22
Borough of Matawan	\$ -29,046.86
Western Monmouth Utilities Authority	\$ -9,823.09
Township of Aberdeen	\$ -45,794.95
TOTAL	\$ -173,974.89
RENT RESERVE ACCOUNTS as of March 31, 2020	
Hazlet Township Sewerage Utility	\$ 763,106.84
Township of Holmdel	\$ 322,779.92
Borough of Union Beach	\$ 197,126.58
Borough of Keyport	\$ 312,373.51
Borough of Keansburg	\$ 267,480.55
Borough of Matawan	\$ 327,230.77
Western Monmouth Utilities Authority	\$ 102,875.87
Township of Aberdeen	\$ 479,585.37
TOTAL	\$ 2,772,559.41

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

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 584 (Regular)	\$838,338.77
Payroll Account Req. No. P 232 (Payroll)	\$241,957.36

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

APPROVAL OF MINUTES

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

Regular Meeting Minutes of March 16, 2020

Closed Session Minutes of March 16, 2020

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

PUBLIC PORTION

Chairman Khachaturian announces: This meeting is open to the public to discuss any BRSA matter on the agenda the public may care to address. The public is reminded, only questions or comments not previously addressed; and/or specific to the scope of BRSA's operations or projects will be addressed. As a courtesy to all members of the public wishing to speak, please be mindful of limiting your comments to 5 minutes.

NO ONE WAS PRESENT VIA ZOOM FROM THE PUBLIC

RESOLUTIONS

RESOLUTION No. (61/20): To Authorize "Roll Over" CD Investments with Lakeland Bank

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

WHEREAS the Plan is required in order to set forth the basis for deposits and investments of public funds of said Authority; and

WHEREAS, the 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, Certificates of Deposit ("CD's") are permissible investments under Article VI- (9) of the Plan; and

WHEREAS, for the better safety, liquidity and maximum investment return the Authority desires to Roll Over the following investments:

1. \$1,021,383.95 for 304 days (maturing 10/26/20) CD with Lakeland Bank at an interest rate of 1.75%; and
2. \$1,035,178.74 for a one-year period (maturing 12/27/20) with Lakeland Bank at an interest rate of 1.75%.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize and ratify the investments so stated in Lakeland Bank.

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. (62/20): To Authorize “Roll Over” CD Investments with TD Bank

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

WHEREAS the Plan is required in order to set forth the basis for deposits and investments of public funds of said Authority; and

WHEREAS, the 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, Certificates of Deposit (“CD’s”) are permissible investments under Article VI- (9) of the Plan; and

WHEREAS, for the better safety, liquidity and maximum investment return the Authority desires to Roll Over the following investment:

\$3,071,479.17 in a 12-month (maturing 1/27/21) CD with TD bank at an interest rate of 1.33%.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize and ratify the investments so stated in these Authorized Depositories of the Authority.

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 No. (63/20): To Award Authority Perimeter Fencing Upgrades by NJ State Contract to EB Fence, LLC of Sicklerville, NJ in the amount of \$71,910.96.

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) has a need for upgrades and replacement of sections of the facility perimeter security fence; and

WHEREAS, the Authority can purchase equipment under State Contract without competitive bidding in accordance with Local Public Contract Law; and

WHEREAS, EB Fence, LLC of Sicklerville, NJ has submitted a proposal for the Authority Perimeter Fencing Upgrades Project that includes the disposal and replacement of 2,000 linear feet of fence, associated access gates and barbed wire, under State Contract No. A88679 in the amount of \$71,910.96; and

WHEREAS, the Authority staff find the State Contract price to be lower than similar offers; and

WHEREAS, in accordance with N.J.S.A 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Plant Security Upgrades 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 hereby award the Contract for the Authority Perimeter Fencing Upgrades to EB

Fence, LLC of Sicklerville, NJ in accordance with the terms and conditions of their State Contract, in the amount not to exceed \$71,910.96.

BE IT FURTHER RESOLVED, the Executive Director is hereby authorized to execute any necessary documents to award the Contract to EB Fence, LLC of Sicklerville, NJ.

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

RESOLUTION No. (64/20): To Authorize Advertisement for Public Bids on Contract No. 117-O, Recycling and Disposal of Ash for a Two (2) Year Period

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) has a need for an annual Contract for the removal of Incinerator Ash; and

WHEREAS, the Authority has a current Contract with Spectraserv, Inc. for the Recycling and Disposal of Ash which expires on May 20, 2020; and

WHEREAS, there are no further extensions available; and

WHEREAS, the Authority requires authorization to solicit public bids for a new Contract for a two (2) year period.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority authorize the Qualified Purchasing Agent and Principal Engineer to advertise for public bids for Contract 117-O, Recycling & Disposal of Ash for a Two (2) Year Period, in the Authority Official Newspaper and on the Authority Website.

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

RESOLUTION NO. (65/20): To Adopt Changes to the Authority Personnel Policy and Procedure Manual

WHEREAS, it is the policy of Bayshore Regional Sewerage Authority (“Authority”) to treat employees and prospective employees in a manner consistent with all applicable employment laws and regulations including, but not limited to Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, the Age Discrimination in Employment Act, the Equal Pay for Equal Work Act, the Fair Labor Standards Act, the New Jersey Law Against Discrimination, the Americans with Disabilities Act, the Family and Medical Leave Act, the Conscientious Employee Protection Act, the Public Employee Occupational Safety and Health Act, (the New Jersey Civil Service Act); and

WHEREAS, the Authority has previously determined a need for and adopted personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws; and

WHEREAS, it is necessary to amend those Policies and Procedures to reflect changes related to employees’ use of Authority laptops and other mobile devices; and

WHEREAS, said changes include the addition of a Laptop and Mobile Device Policy and a VPN Policy setting forth guidelines for employees’ use of Authority laptops, other mobile devices and VPN.

NOW, THEREBY, BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Personnel Policies and Procedures Manual additions attached hereto are hereby adopted.

BE IT FURTHER RESOLVED that these Personnel Policies and Procedures shall apply to all Authority officials, appointees, employees, volunteers and independent contractors. In the event there is a conflict between these rules and any collective bargaining agreement, personnel services contract or Federal or State law, the terms and conditions of that contract or law shall prevail. In all other cases, these policies and procedures shall prevail.

BE IT FURTHER RESOLVED that the Policy manual is intended to provide guidelines covering public service by the Authority employees and is not a contract. The provisions of this manual may be amended and supplemented from time to time without notice and at the sole discretion of the Authority.

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. (66/20): To Adopt Changes in Practice & Procedures Due to COVID-19

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

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

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

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

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

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

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

WHEREAS, by memo dated March 26, 2020, attached hereto, the Authority's Executive Director notified the Authority employees of a modification of Authority policy & procedures to minimize the amount of essential people needed at Authority facilities by staggering the work force, by creating on-call work shifts, and allowing office staff to work remotely, and provided the attached temporary COVID-19 work schedule; and

WHEREAS, by email dated April 4, 2020, attached hereto, the Authority's Executive Director notified the Authority employees of a modified mail policy during the COVID-19 pandemic.

NOW, THEREBY, BE IT RESOLVED by the Commissioners of the Bayshore Regional Sewerage Authority that the Commissioners hereby adopt the aforementioned and attached changes to Authority policies and procedures, to be in effect until such time as the Executive Director no longer deems them necessary.

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 No. (67/20): To Accept the Second Three (3) Month Flow Report for 2019/2020

WHEREAS, R3M Engineering, Consulting Engineers for the Bayshore Regional Sewerage Authority, (“Authority”) have determined the quantity of sewerage from each of the Towns and Authorities connected to the Authority’s system for the period from December 26, 2019 to March 25, 2020 (Second Quarter of 2019/2020); and

WHEREAS, said flow figures have been calculated from actual meter readings, maintenance service reports, meter calibration reports and other data; and

WHEREAS, said flow figures have been reviewed by the Commissioners of this Authority.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby accept the flow calculations, certified by R3M for the period from December 26, 2019 to March 25, 2020 (Second Quarter of 2019/2020).

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. (68/20): To Award Close-out of FEMA Project Worksheets and General Assistance to PS&S in an amount not to exceed \$25,000.

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates a Wastewater Treatment Plant that needed extensive repair and mitigation work done due to Superstorm Sandy; and

WHEREAS, the Authority incurred expenses during the repair and mitigation of two stages also known as Phase I and Phase II; and

WHEREAS, the purpose of the closeout is for the Authority to certify that all work has been completed; and

WHEREAS, PS&S has submitted a proposal for the FEMA close-out services in an amount not to exceed \$25000; 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 NJAC 5:30-5.4(a)(3), the Authority certifies the availability of funds in the engineering line item of the Authority Budget, to cover the maximum dollar value of the pending Contract as set forth in the Resolution.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority hereby approve the proposal for the Close-out of FEMA Project Worksheets and

General Assistance to PS&S, Wall, NJ, in the amount not to exceed \$25,000 in accordance with the terms and conditions of the proposal dated April 8, 2020.

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

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 members of the public wishing to speak, please be mindful of limiting your comments to 5 minutes.

NO ONE WAS PRESENT VIA ZOOM FROM THE PUBLIC

EXECUTIVE SESSION

Chairman Khachaturian called for a **MOTION** to go into Closed Session at 7:44 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 Russo, and carried by a unanimous voice vote recorded as follows:

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

Executive Session minutes are recorded separately.

END CLOSED SESSION

Chairman Khachaturian called for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ 7:52 P.M.

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

RESOLUTIONS

RESOLUTION No. (59/20): To Hire Michael Hanlon as a Summer Intern in the Engineering Department

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) is in need of summer assistance in the Engineering Department to advance our GIS system goals; and

WHEREAS, the Universities and Colleges of New Jersey have Career Development Departments for the placement of Engineering Students in permanent or temporary positions; and

WHEREAS, the Authority wishes to hire a qualified student for summer employment to assist the Engineering Department with the GIS system and specific engineering projects; and

WHEREAS, the Authority advertised with the Career Development Department at Rutgers, New Jersey Institute of Technology, Stevens Institute of Technology and The College of New Jersey and received 36 resumes for the position; and

WHEREAS, the Authority interviewed 6 candidates and found the most qualified candidate for the position; and

WHEREAS, the Executive Director and Principal Engineer recommend Michael Hanlon of Avon, New Jersey, an environmental planning student at Rutgers University, to fill the position of summer intern to work with the Authority Engineering Department; and

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

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby hire Mr. Michael Hanlon of Avon, NJ as summer intern to work in the Authority Engineering Department at a rate of \$15 per hour commencing on June 1, 2020 and ending no later than the last week of August, 2020.

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

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

ADJOURNMENT

ANNOUNCEMENT (by Chairman Khachaturian):

The next Regular Meeting of the B.R.S.A. is scheduled for Monday, May 18, 2020, at 7:00 P.M. All meetings take place in the Administration Building of the Authority located at 100 Oak Street, Union Beach, NJ 07735.

At 7:58 P.M. Chairman Khachaturian called for a **MOTION** to Adjourn the meeting.

OFFERED BY: Commissioner Cavanagh, 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