



BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Peter J. Canal
EXECUTIVE DIRECTOR

MINUTES FOR PUBLIC PRESENTATION & REGULAR MEETING (via Zoom) MONDAY, October 11, 2021

At 7:00 P.M., Chairman Sutton made the following announcements:
The Meeting of the Bayshore Regional Sewerage Authority will now come to order. I hereby announce that pursuant to Section 5 of the Open Public Meetings Act, that adequate notice of this meeting has been sent to the Asbury Park Press. Notice has also been sent to the Clerks of Aberdeen, Hazlet, Holmdel, Keansburg, Keyport, Matawan, Union Beach and Marlboro and the Western Monmouth Utilities Authority. This notice is also posted in the lobby of the Bayshore Regional Sewerage Authority Administration Building.

Remote Public Meeting

STATEMENT READ AT BEGINNING OF THE REMOTE MEETING

The meeting of August 16, 2021 of the Bayshore Regional Sewerage Authority is being held remotely at 7PM and is being recorded due to the COVID-19 pandemic and is in compliance with the provisions of Executive Orders 103 and 104; the Open Public Meetings Act; and N.J.A.C. 5:39-1.1 to 1.7.

The meeting will be accessible via phone or by computer:

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

Meeting PIN **435470**

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

Meeting PIN **435470**

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

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

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

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

Chairman Sutton asked all in attendance to stand for the Pledge of Allegiance and a Moment of Silence for the safety of US Troops all over the world.

Chairman Sutton called for a roll call via Zoom:

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

Also, in attendance: Peter Canal, Executive Director

Via Zoom J. Michael Broyles, Superintendent
Thomas Petti, P.E., Principal Engineer
John Napolitano, Esq. General Counsel
Manuel Ponte, P.E. Consulting Engineer
Victoria DuDasko, HR/Admin. Assistant
Carlos Nunes, IT
Michael Bart, CPA, Bart & Bart Certified Public Accountants

PRESENTATION

Audit Report

Michael Bart Reported:

- Mr. Bart reviewed with the Board his memo dated September 13, 2021 along with a set of basic financial statements.
- Authority remains in a very strong financial position as of December 2020.
- Mr. Bart commended the Authority for its well performance during the pandemic.
- We are still waiting to complete the finance statements for the audit to be completed. We are waiting on the health benefits liabilities from the State of New Jersey. The State of New Jersey has not released the date for when we should expect these numbers to come out. Once the health benefits liabilities are provided, the complete audit will be presented for Board approval.
- Overall, the Authority remains in a good standing financial position
- Commissioner Cavanagh asked for the connection fee changes to be identified and request the connection fee charges have their own line item. Commission Cavanagh asked for the amount and where it is shown on the report. Mr. Bart replied page 13 the middle of the page, non-operating revenue “misc. income,” he also stated moving forward this could have its own line item.

Budget Report

Peter Canal Reported:

- Mr. Canal reviewed the 2022 Preliminary Budget Proposal dated October 11, 2021 with the Board.
- If the budget is approved tonight, we will send it down to the NJ Dept. of Community Affairs (DCA) by November 1. In December, we expect to have the public hearing on the rate structure.
- Some key aspects of the budget include, operating increasing by 5.8% mainly due to higher charges for utilities by 19% and chemicals by 37% likely due to COVID-19 impacts. Our hauling and disposal line item increased by 42% and fuel usage and costs increased almost 80%. The debt service remains flat and our interest on investments decreased by 17%. The budget offsets which include the connection fees, IPP and interest on investments increased by

\$285,000. The Comparative Statement of Appropriation will show a more detailed list of the expenses. The Authority staff made many budget cuts to keep the budget and fees due from customers stable at a 1.9% overall increase.

- Our Capital budget is at \$13,796,000, with \$6,850,000 funded from net position. The capital work includes the Power resiliency Project, the Dorr Oliver Rehabilitation along with replacing the administration building roofing, replacing the treatment plant fire system as well as other collection system and treatment plant projects.

REPORTS

Executive Director's Report

Peter Canal Reported:

COVID-19

- 77% of the staff is vaccinated without a mandate to get vaccinated. We remain following guidelines from the CDC and State, as well as taking extra precautions for the safety and best interest of our employees and the public. We will continue to monitor and evaluate the current COVID-19 state of affairs and discuss with the Board each month when we believe it is safe to open back up to the public.

Disaster Recovery Update

- We are in the process of reviewing the final design documents. We are working on permitting, such as General Operating and Title 5. Once the 100% design document review is completed, we will send them to FEMA, IBank and the State Control's Office for their required reviews. We expect to advertise bids for this project in early 2022.

Dorr Oliver Rehabilitation RFP

- We received three (3) RFP proposals on Friday, August 13. The staff has since reviewed them with R3M on October 4th and took a recommendation to the Engineering Committee on October 8th. Mr. Petti will go into further details in his report.

Finance

- Held a virtual meeting with NJMUA regarding our electrical cost, with Electrical Supply Group. We have decided to go out to bid in February.
- Mr. Bart has presented the Unofficial Audit Report and once the State releases the health benefit liability information (GASB 75), the audit will be completed and presented for Board approval.

Human Resources

- On September 5, we posted on Authority bulletin boards for an Assistant Superintendent of Operations and received three (3) potential candidates. On September 21, 2021 the staff conducted interviews and on October 6, 2021, the Personnel Committee interviewed the top candidate. We will discuss further in Executive session.

Security

- We continue to install cameras from phase two (2) and we expect the installation to be completed by 2022.

PRESENTATION

Dorr-Oliver Incinerator Rehabilitation & Upgrades Project

Joseph Frissora of HDR presented their proposal to the Board

- The project team includes Chavond Barry (CBE) and Stantec as well as HDR. Stantec has significant incineration experience and has worked with CBE. HDR has successfully completed two recent projects for the Authority.
- The project schedule expecting to be an 18-month process.
- The project includes a \$50,000 dollar allowance to be used at the Authority's discretion.

REPORTS CONTINUED

Principal Engineer Report

Tom Petti Reported:

- **Contract 106- Sludge Concentration Tanks Rehabilitation-** All contract work is complete. We expect to close out this project next month.
- **Contract 130- Administrative Building Roof Replacement-** We are expecting a long wait time on some of the roofing materials. Therefore, we are hoping to prioritize on this and get the bid out this winter. We have a Resolution on to authorize going to bid with this project
- **Dorr Oliver Incinerator Rehabilitation & Upgrades-** We received three proposals and scored them in accordance with the RFP. We reviewed the scoring with the Engineering Committee on October 8, 2021 and recommended HDR as the highest scoring proposal. We have a resolution on for HDR's proposal in the amount of \$1,143,390.00
- **Contract 126-O Annual Furnishing & Delivering of No. Two (2) Fuel Oil (1) Year Period-** This contract will expire December. We will explore both one (1) year or a two (2) year contracts for a price comparison. We hope to have an award concertation for the November meeting.
- **Residential Connection Fee Reimbursement. B. 104, L. 7, Aberdeen-** This applicant applied for connection in October of 2020. He was approved to connect to an adjacent commercial site by Aberdeen Township.. The property owner will no longer allow the applicant to connect at that location and the Township has refunded his connection fee. Therefore the applicant installed a septic tank and has requested a refund for his connection fee. There is a resolution on the agenda to refund his connection fee and rescind all previous approvals for the block and lot

Consulting Engineer- R3M

Manuel Ponte Reported:

- **Condition Assessment- Phase II Validation and Initial Repairs**
Phase II is completed just need confirmation. R3M is preparing a proposal for Phase III.
- **Power Resiliency System-** The Authority Staff, HDR, NJDEP, IBank, NJDEP's Air Quality representatives continue to participate in conference calls and meetings to discuss permitting.

- **Fuel Oil Tank No. 3-** Is almost complete. We are just waiting on wiring which we expect this week. Once the wiring is complete, we will just flush and cap lines.
- **West Keansburg Pump Station Bypass and Meter Facility-** This design of the project has been complete and construction will begin shortly.

Superintendent’s Report

Mike Broyles Reported:

- September started out with extremely wet weather resulting in a six-hour peak flow September 1st of the facility maximum capacity of 33 million gallons per day
- IFF Research and Development’s flow for the month is 1,297,100 gallons.
- Incinerator tonnage is lower for this month due to several days of downtime for sand removal and other work being completed.
- **Odor Complaints-** One odor complaint for the month of September.
- We have received our final renewal Discharge to Surface Water permit from the NJDEP. Our comments have been addressed.
- **Compliance, Safety and Training-** Our Regulatory Compliance Manager attended Designated Person training for indoor air quality program.
- **Laboratory-** The lab completed analysis and submitted results for the makeup proficiency study once received the results will be sent to the NJDEP.
- **Computers, Instrumentation, and Network Administration-** The Authority is working on the SCADA System, the new Wonderware Program, upgrading to QuickBooks, as well as reviewing computer programs.
- **Maintenance-** One of our generators failed during a routine test and has since been repaired. We have also completed a thermal image study on the Niro. We are currently waiting on study results.

TREASURER’S REPORT

STATEMENT OF CASH RECEIPTS AND CASH DISBURSEMENTS

	Balance September 30, 2021
<u>UNRESTRICTED INVESTMENTS</u>	
Lakeland Bank-CD#1	\$ 1,065,313.07
Lakeland Bank-CD#2	\$ 1,046,248.31
TOTAL UNRESTRICTED INVESTMENTS	\$ 2,111,561.38
<u>TD BANK UNRESTRICTED CASH</u>	
Incoming Revenue Account	\$ 1,048,155.55
Operating Regular Account	\$ 2,517,709.02
Operating Reserve Account	\$ 7,736,151.55
Operating Payroll Account	\$ 687,663.06
TOTAL UNRESTRICTED CASH	\$ 11,989,679.18
TOTAL UNRESTRICTED CASH & INVESTMENTS	\$ 14,101,240.56

RESTRICTED INVESTMENT

Cash Management	\$ 7,330,564.84
Lakeland Bank Reserved Checking	\$ 1,192.49
Lakeland Bank Reserve CD#3	\$ 3,111,897.21
TOTAL RESTRICTED INVESTMENTS	\$10,443,654.54

RESTRICTED CASH

NJEIT Project Fund	\$ 463,679.29
NJEIT Project Fund #II	\$ 3,690,885.10
NJEIT Project Fund #III	\$ 1,154,013.39
Bond Service Fund	\$ 134,943.96
TOTAL RESTRICTED CASH	\$ 5,443,521.74
TOTAL RESTRICTED CASH & INVESTMENTS	\$15,887,176.28
TOTAL AUTHORITY ACCOUNTS	\$29,988,416.84

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
	September 30, 2021
BRSA CHARGES	
Hazlet Township Sewerage Utility	\$ 683,791.98
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 167,208.27
Borough of Keyport	\$ 244,350.15
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 258,538.33
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	\$ 437,966.69
TOTAL	\$ 1,791,855.42

OUTFALL AUTHORITY CHARGES

Hazlet Township Sewerage Authority	\$ 72,339.00
Township of Holmdel	\$ 0.00
Borough of Union Beach	\$ 0.00
Borough of Keyport	\$ 25,850.03
Borough of Keansburg	\$ 0.00
Borough of Matawan	\$ 27,351.02
Western Monmouth Utilities Authority	\$ 0.00
Township of Aberdeen	\$ 46,332.91
TOTAL	\$ 171,872.96

RENT RESERVE ACCOUNTS as of September 30, 2021

Hazlet Township Sewerage Utility	\$ 669,596.97
Township of Holmdel	\$ 323,493.39
Borough of Union Beach	\$ 198,507.28
Borough of Keyport	\$ 270,432.54
Borough of Keansburg	\$ 268,071.79
Borough of Matawan	\$ 327,954.08

Western Monmouth Utilities Authority	\$ 114,612.64
Township of Aberdeen	\$ 484,669.86
TOTAL	\$ 2,657,338.55

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

OFFERED BY: Commissioner Cavanagh, SECONDED BY: Commissioner Khachaturian, and carried by

a unanimous voice vote recorded as follows:

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

ABSENT: Commissioner McMullen

PAYMENT OF REQUISITIONS

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

Operating Fund Req. No. 602 (Regular)	\$ 612,515.77
Payroll Account Req. No. P 250 (Payroll)	\$ 219,624.30
NJEIT Project Fund #III Req. #PF3-14	\$ 27,809.40

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

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

ABSENT: Commissioner McMullen

APPROVAL OF MINUTES

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

Regular Meeting Minutes of September 20, 2021

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

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

ABSENT: Commissioner McMullen

NO PUBLIC IN ATTENDANCE.

RESOLUTIONS

RESOLUTION No. (120/21): 2022 AUTHORITY BUDGET RESOLUTION Bayshore Regional Sewerage Authority

FISCAL YEAR: FROM: January 1, 2022 TO: December 31, 2022

WHEREAS, the Annual Budget and Capital Budget for the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 has been presented before the governing body of the Bayshore Regional Sewerage Authority at its open public meeting of October 11, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$10,200,537 Total Appropriations, including any Accumulated Deficit if any, of \$9,150,537 and Total Unrestricted Net Position utilized of \$0; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$13,796,000 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$7,631,000; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financial agreement, by resolution appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Bayshore Regional Sewerage Authority, at an open public meeting held on October 11, 2021 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Bayshore Regional Sewerage Authority for the fiscal year beginning, January 1, 2022 and ending, December 31, 2022 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the governing body of the Bayshore Regional Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 20, 2021.

<u>Governing Body Members:</u>	<u>Recorded Vote</u>			
	<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>	<u>Absent</u>
Commissioner Cavanagh	x			
Commissioner McMullen	x			
Commissioner Khachaturian	x			
Commissioner Russo	x			
Commissioner Whalen	x			
Chairman Sutton	x			

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

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

RESOLUTION No. (121/21): To Authorize Advertisement for Public Bids on Contract No. 126-O, Furnishing & Delivering of No. Two (2) Fuel Oil for a One (1) Year Period

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) has a need to continue the delivery of Fuel Oil in an uninterrupted fashion to supply fuel for the emergency generators and incinerator systems; and

WHEREAS, the Authority has a current Contract with Griffith-Allied Trucking LLC for the Furnishing and Delivering of Fuel Oil which expires on December 18, 2021; and

WHEREAS, the Authority intends to rebid the Contract; and

WHEREAS, the Authority requires authorization to solicit public bids for a new Contract.

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 126-O Furnishing & Delivering of No. Two (2) Fuel Oil for a One (1) Year Period in the Authority Official Newspaper and on the Authority Website.

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

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

ABSENT: Commissioner McMullen

RESOLUTION No. (122/21): To Authorize the Connection Fee Reimbursement for 258 Lloyd Road, Township of Aberdeen to Mr. Andre Brown in the amount of \$5,020.00.

WHEREAS, on October 13, 2020, the Bayshore Regional Sewerage Authority (“Authority”) approved a sanitary sewer connection application for Mr. Andre Brown (“Applicant”) of 258 Lloyd Road, further designated as Block 104, Lot 7 in the Township of Aberdeen; and

WHEREAS, the Applicant paid a connection fee in the amount of \$5,020.00 on October 8, 2020; and

WHEREAS, the Applicant was unable to connect to the Township of Aberdeen sanitary sewer system within the Authority sewer service area; and

WHEREAS, in his letter dated September 23, 2021, the Applicant has requested a full refund of the connection fees paid in the amount of \$5,020.00; and

WHEREAS, the Authority Attorney and Staff are recommending funds be returned to the Applicant.

NOW THEREFORE BE IT RESOLVED the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the Staff to refund the Applicant, Mr. Andre Brown of 258 Lloyd Road in the Township of Aberdeen, NJ, the connection fees previously paid in the amount of \$5,020.00 and rescind all prior approvals for the above referenced property.

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

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

ABSENT: Commissioner McMullen

RESOLUTION No. (123/21): To Authorize Advertisement for Public Bids on Contract 130, Administration Building Roof Replacement

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and maintains an Administration Building within the Wastewater Treatment Plant that has a need to replace the roof; and

WHEREAS, there is a need in the Contract for various structural repairs, including the removal of skylights, adjustment of roof curbs and temporary supports of HVAC equipment; and

WHEREAS, the Authority has contracted with R3M Engineering Inc. for assistance in developing Contract 130, Administration Building Roof Replacement, with technical specifications for the work and design documents for the solicitation of public bids, by Resolution No. 102/21; and

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

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Bayshore Regional Sewerage Authority hereby authorize the Principal Engineer and Qualified Purchasing Agent to advertise for Public Bids for Contract 130, Administration Building Roof Replacement in the Authority Official Newspaper and on the Authority Website.

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

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

ABSENT: Commissioner McMullen

RESOLUTION No. (124/21): To Award the Engineering Design and Bidding Services for the Dorr Oliver Incinerator Rehabilitation & Upgrades to HDR Engineering, Inc. in the amount of \$1,143,390.00

WHEREAS, the Bayshore Regional Sewerage Authority (“Authority”) owns and operates a fluidized bed incinerator for thermal destruction of biosolids known as the Dorr Oliver Incinerator located within the wastewater treatment plant in Union Beach, NJ; and

WHEREAS, the incinerator needs to be rehabilitated and upgraded as an existing incinerator per the definitions of 40 CFR Part 62 to be consistent with the NIRO Incinerator; and

WHEREAS, on March 22, 2021 the Authority received a Title V Air Permit from the New Jersey Department of Environmental Protection to allow for the upgrades and operation of the Dorr Oliver Incinerator in accordance with sewage sludge incinerator regulations; and

WHEREAS, the Authority solicited proposals from three (3) Engineering Firms from the Capital Improvement Short List for the engineering design and bidding services for the work; and

WHEREAS, on August 13, 2021, three (3) proposals were received from Jacobs Engineering Group, Inc., HDR Engineering, Inc. and Hazen & Sawyer; and

WHEREAS, the Executive Director and Principal Engineer independently ranked the firms in accordance with the pre-advertised weighted criteria in the RFP; and

WHEREAS, the firm of HDR Engineering, Inc. of Mahwah, NJ received the highest rank in accordance with the established criteria in the RFP; and

WHEREAS, the Authority desires to award the Engineering Design and Bidding Services for the Dorr Oliver Incinerator Rehabilitation & Upgrades to HDR Engineering, Inc. for a cost not to exceed \$1,143,390.00; and

WHEREAS, in accordance with N.J.S.A 5:30-5.4 (a) (3), the Authority certifies the availability of funds in the Dorr Oliver Incinerator Upgrades line item of the Authority Capital Budget, to cover the maximum dollar value of the pending Contract set forth in this Resolution; and

NOW THEREFORE BE IT RESOLVED, the Commissioners of the Bayshore Regional Sewerage Authority hereby award the Contract for the Engineering Design and Bidding Services for the Dorr Oliver Incinerator Rehabilitation & Upgrades to HDR Engineering, Inc. of Mahwah, NJ in accordance with the terms and conditions of their proposal, in the amount not to exceed \$1,143,390.00.

BE IT FURTHER RESOLVED, the Chairman and Secretary are hereby authorized to execute any necessary documents to award the Contract to HDR Engineering, Inc. of Mahwah, NJ.

BE IT FURTHER RESOLVED, that a copy of this award shall be placed in the official Authority newspaper and on the Authority web site within ten (10) days of award.

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

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

ABSENT: Commissioner McMullen.

PUBLIC PORTION

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

NO PUBLIC IN ATTENDANCE

EXECUTIVE SESSION

Chairman Sutton called for a MOTION to go into Closed Session at 8:06 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 Whalen, SECONDED BY: Commissioner Russo, and carried by a unanimous voice vote recorded as follows:

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

END CLOSED SESSION

Chairman Khachaturian calls for a MOTION to End Closed Session and Re-Open the Regular Meeting @ 8:21 P.M.

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

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

RESOLUTIONS

RESOLUTION No. (125/21): To Promote Steven Spano, Authority Operator to Assistant Superintendent of Operations

WHEREAS, the Bayshore Regional Sewerage Authority ("Authority") located in the Monmouth County Community of Union Beach, NJ seeks to promote from within and has posted a position for Assistant Superintendent of Plant Operations for its 16MGD Activated Sludge Treatment Plant; and

WHEREAS, the Assistant Superintendent of Operations will participate in budget development, short term and long-range planning, various management, fiscal, regulatory, technical and personnel issues under the direct care and supervision of the Plant Superintendent and/or Director of Operations; and

WHEREAS, the Assistant Superintendent of Operations position will report directly to the Plant Superintendent; and

WHEREAS, the Authority Superintendents, Human Resources Officer (“HRO”) and Executive Director reviewed three (3) applications and on September 21, 2021 interviewed two (2) potential candidates from the union staff; and

WHEREAS, on October 6, 2021, the Authority HRO, Executive Director and Personnel Committee interviewed the top candidate for the position, Steven Spano and recommend him for the position of Assistant Superintendent of operations at a starting salary of \$96,000 per year, to be effective on October 31, 2021, which will also commence the required 60-day probation period; and

WHEREAS, the Authority will provide a work space, computer, cell phone and all resources necessary to fill the role as Assistant Superintendent; 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 salary set forth in this Resolution.

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Bayshore Regional Sewerage Authority hereby accept the recommendation of Steven Spano to fill the position of the Assistant Superintendent in accordance with the aforementioned criteria.

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

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

ABSENT: Commissioner McMullen

RESOLUTION No. (126/21): To Grant Victoria DuDasko Regular Employment Status Effective October 11, 2021

WHEREAS, Victoria DuDasko was hired as a probationary employee in the job title of Human Resources Officer/Administrative Assistant on January 11, 2021; and

WHEREAS, the probationary period was extended beyond the 90-day probationary period for extenuating circumstances; and

WHEREAS, the Executive Director has reviewed her performance and recommends that Victoria DuDasko be granted Regular Status Effective October 11, 2021, which includes prorated vacation and personal time.

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

OFFERED BY: Commissioner Whalen, SECONDED BY: Commissioner Russo, and carried by a unanimous voice vote recorded as follows:
AYES: Commissioners Cavanagh, Khachaturian, Whalen, Russo and Chairman Sutton
ABSENT: Commissioner McMullen

ADJOURMENT

ANNOUNCEMENT (by Chairman Sutton):

The next B.R.S.A. Public Meeting is scheduled for Monday, November 15, 2021, at 7:00 P.M. All meetings take place in the Administration Building of the Authority located at 100 Oak Street, Union Beach, NJ 07735.

At 8:22 P.M. Chairman Sutton called for a **MOTION** to Adjourn the meeting.

OFFERED BY: Commissioner Russo, SECONDED BY: Commissioner Whalen, and carried by a unanimous voice vote recorded as follows:
AYES: Commissioners Cavanagh, Khachaturian, Russo, Whalen and Chairman Sutton
ABSENT: Commissioner McMullen

Respectfully submitted,
Victoria DuDasko
Administrative Assistant/ HR