



# BAYSHORE REGIONAL SEWERAGE AUTHORITY

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Peter J. Canal, *EXECUTIVE DIRECTOR*  
J. Michael Broyles, *DIRECTOR OF OPERATIONS*

## AGENDA FOR REGULAR MEETING via Zoom MONDAY, January 24, 2022

At \_\_\_\_\_ P.M., Chairman Sutton makes the following announcement:

The Public 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 and 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 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.

**Topic: BRSA Monthly Public Meeting Schedule**

Time: Eastern Time (US and Canada)

<b>Jan 24, 2022 07:00 PM</b>	<b>Regular Meeting</b>
<b>Feb 28, 2022 07:00 PM</b>	<b>Reorganization &amp; Regular Meeting</b>

Join Zoom Meeting: <https://us02web.zoom.us/j/86979686412>

**Meeting ID: 869 7968 6412**

**Passcode: 435470**

One tap mobile

+12678310333,,86979686412#,,,,\*435470# US (Philadelphia)

+16465189805,,86979686412#,,,,\*435470# US (New York)

Dial by your location

+1 267 831 0333 US (Philadelphia)

+1 646 518 9805 US (New York)

+1 646 876 9923 US (New York)

Please be advised that the Zoom link, Meeting ID and Passcode for each meeting are 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 Sutton calls for a roll call of attendance (via Zoom):

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

Also, In Attendance: Mr. Peter Canal, Executive Director  
Via Zoom J. Michael Broyles, Superintendent  
Thomas Petti, P.E., Principal Engineer  
John Napolitano, General Counsel  
Manuel Ponte, P.E., Consulting Engineer  
Victoria DuDasko, HR/Admin. Assistant  
Carlos Nunez, IT

## Reports

### BRSA Projects, Special Reports & Connection Applications

1. **Executive Directors Report**
  - COVID-19 Policy Update
  - Disaster Recovery Update
  - Reorganization Meeting February 28, 2022
  - Personnel Matters
2. **Staff Engineer Report**
  - Annual Chemical Contract Awards
  - Capital Project Awards
  - Project Updates
3. **Consulting Engineer – R3M**
  - Project Updates
4. **Superintendent’s Report**
  - Plant Performance
5. **Legal Report - Closed Session**

## 6. TREASURER’S REPORT

Chairman Sutton calls for a **MOTION** to approve the Treasurer’s Report

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

## **7. PAYMENT OF REQUISITIONS**

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

Operating Fund Req. No. 605 (Regular)	\$ 799,792.95
Payroll Account Req. No.P253 (Payroll)	\$ 678,954.75
NJEIT Project Fund #II Req.#PF-60	\$ 3,515.00
NJEIT Project Fund #III Req.#PF3-17	\$ 27,680.80

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

## **8. APPROVAL OF MINUTES**

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

Agenda Meeting Minutes of December 20, 2021

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

## **PUBLIC PORTION**

**ANNOUNCEMENT** (by Chairman Sutton): 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.

## RESOLUTIONS

1. **RESOLUTION (1/22): To Authorize Advertisement for RFQ 2022-03 Generator Inspection, Service & Repairs for a Two (2)-Year Period**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

2. **RESOLUTION (2/22): To Authorize Advertisement for RFQ 2022-04 Jet Vacuuming Services of the BRSA Plant & Collection System on a Regular & Emergency Basis for a One (1) Year Period**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

3. **RESOLUTION (3/22): To Authorize Advertisement for RFQ 2022-05 Roof Inspection & Preventative Maintenance for a One (1) Year Period**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

4. **RESOLUTION (4/22): To Authorize Advertisement for RFQ 2022-06 HVAC Systems Inspection and Preventative Maintenance for a One-Year Period**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**5. RESOLUTION (5/22): To Authorize Advertisement for Public Bids on Contract No. 134-O, Furnishing & Delivering of Polymer**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**6. RESOLUTION (6/22): To Award Request for Quotation 2022-01 Administration Building & Main Pump Station HVAC Upgrade to Hutchins HVAC, Inc. in the amount of \$39,175.00.**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**7. RESOLUTION (7/22): To Award Request for Quotation 2022-02 Furnish & Deliver Main Pump Station Flood Barriers to Orange Flood Control, LLC in the amount of \$17,355.00.**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**8. RESOLUTION (8/22): To Award Contract 127-O, Furnishing & Delivering of Sodium Hypochlorite for a One (1)-Year Period to Kuehne Chemical Co., Inc. of Kearny, NJ in the amount of \$275,000.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**9. RESOLUTION (9/22): To Award Contract 132-O, Furnishing & Delivering of Caustic Soda for a One (1)-Year Period to Kuehne Chemical Co., Inc. of Kearny, NJ in the amount of \$42,000.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**10. RESOLUTION (10/22): To Award Contract 133-O, Furnishing & Delivering of Bioxide a One (1)-Year Period to Evoqua Water Technologies, LLC of Sarasota, FL in the amount of \$16,500.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**11. RESOLUTION (11/22): To Award Value Engineering Services for the Dorr Oliver Incinerator Rehabilitation & Upgrades Project to Hazen Engineers in the amount of \$54,537.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**12. RESOLUTION (12/22): To Award Engineering Services for Condition Assessment and Planning Program of Authority Force Mains, Phase 3 to R3M Engineering, Inc., in the amount of \$66,200.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**13. RESOLUTION (13/22): To Award Engineering Design Services for the Raritan Valley Force Main Replacement to PS&S in the amount of \$230,000.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**14. RESOLUTION (14/22): To Award Engineering Design Services for the Interceptor Sewer Rehabilitation – Phase 4 Project to Jacobs Engineering Group, Inc. in the amount of \$112,000.00**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**15. RESOLUTION (15/22): To Approve Close-Out of Contract 119, Replacement of Fuel Oil Tank #3**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**RESOLUTION (/21): (If needed)**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

## **PUBLIC PORTION – VIA ZOOM**

**Chairman Sutton 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.

## **EXECUTIVE SESSION**

**Chairman Sutton** calls for a **MOTION** to go into Closed Session at \_\_\_\_\_ 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 \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

## **END CLOSED SESSION**

**Chairman Sutton** calls for a **MOTION** to End Closed Session and Re-Open the Regular Meeting @ \_\_\_\_\_ P.M.

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_



**16. RESOLUTION (16/22): To Grant Permanency for Steven Spano as Assistant Superintendent of Operations**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**17. RESOLUTION (17/22): To Grant Permanency for Salvatore Coppola to the Operator Position**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**18. RESOLUTION (18/22): To approve the Payment of Accrued Days Owed to the Financial Administrator Michelle Heaton**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**19. RESOLUTION (19/22): To Hire a Financial Administrator**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**20. RESOLUTION (20/22): To Acknowledge Commissioner Madeline Russo For Her Years of Service**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**21. RESOLUTION (21/22): To Acknowledge Commissioner Adam Khachaturian For His Years of Service**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**RESOLUTION (/21): (If needed)**

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_

**ADJOURNMENT**

**ANNOUNCEMENT (by Chairman Sutton):**

The next B.R.S.A. Reorganization and Regular Meeting is scheduled for Monday, February 28, 2022, 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 \_\_\_\_\_ P.M., Chairman Sutton calls for a **MOTION** to Adjourn the meeting.

**OFFERED BY:** Commissioner \_\_\_\_\_ **SECONDED BY:** Commissioner \_\_\_\_\_

**ROLL CALL:** Commissioner Cavanagh \_\_\_\_\_ Commissioner Russo \_\_\_\_\_  
Commissioner Khachaturian \_\_\_\_\_ Commissioner Whalen \_\_\_\_\_  
Commissioner McMullen \_\_\_\_\_ Chairman Sutton \_\_\_\_\_