

Franklin Township Sewerage Authority

Minutes of Meeting

April 2, 2019

PRESENT

Chairman Galtieri called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:35 PM. The following Commissioners were also present: Mr. Anbarasan, Ms. DeVeaux and Ms. Ford. In attendance were also: Brian Regan, Executive Director; Apryl L. Roach, Administrative Manager; Eric Bernstein, General Counsel; Joseph Gemmell and Howard Matteson, Consulting Engineers.

ROLL CALL

Mr. Anbarasan	-	Aye
Ms. DeVeaux	-	Aye
Ms. Ford (Alt. #2)	-	Aye
Mr. Jalloh	-	Absent
Mr. Tiwari	-	Absent
Chairman Galtieri	-	Aye

PLEDGE OF ALLEGIANCE

CHAIRMAN'S STATEMENT:

Chairman Galtieri stated that, in accordance with the provisions of Chapter 231 of the Open Public Meetings Act, all requirements had been met.

PUBLIC COMMENTS

Mr. Anbarasan moved to open the meeting for Public Comments, seconded by Ms. DeVeaux.

The members were polled by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Ms. DeVeaux moved to close the meeting for Public Comment, seconded by Ms. Ford.

The members were polled by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

AMENDMENT TO THE AGENDA

NOMINATION OF VICE CHAIRPERSON

Chairman Galtieri made a motion to amend the Agenda to open nominations to appoint the Vice Chairperson, position, seconded by Mr. Anbarasan.

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri nominated Bryanna DeVeaux as the Vice Chairperson of the Authority, seconded by Mr. Anbarasan.

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri asked for a motion to close the nominations for the Vice Chairperson.

OFFERED BY: Mr. Anbarasan

SECONDED BY: Ms. Ford

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

A roll call was then taken for Ms. DeVeaux as being nominated as the Vice Chairperson.

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri and those present congratulated Ms. DeVeaux.

NOMINATION - PERSONNEL COMMITTEE

Chairman Galtieri made a motion to appoint Mr. Anbarasan to the Personnel Committee, seconded by Ms. DeVeaux.

Chairman Galtieri made a motion to close nominations for the open Personnel Committee position, seconded by Ms. DeVeaux.

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri asked for a roll call on the appointment of Mr. Anbarasan to the Personnel Committee.

The members were polled as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

REVIEW OF THE MINUTES – March 5, 2019

Chairman Galtieri asked if there were any questions or concerns regarding the Working Session Minutes from March 5, 2019; the minutes were approved as written under the Chairman's Statement.

Ms. DeVeaux made a motion to accept the Regular Minutes this was seconded by Ms. Ford.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

REVIEW OF MINUTES – Executive Session – March 5, 2019

NOTE: Mr. Bernstein asked Chairman Galtieri for these Minutes to be held and discussed during the Executive Session.

REPORTS

EXECUTIVE SUMMARY – Brian G. Regan

Legal

- No major issues/concerns.
- Executive Session may be necessary to address Treatment Water Application (TWA).

Marcy Street Sanitary Sewer Rehabilitation – Color: Green

- Color upgrade to Green as Financial analysis completed and funding strategy is completed.
 - 3 million avail from North Track and
 - 2.5 million to be financed
- Received Scope of Services (including schedule) document March 5th
- Specification document scheduled for attorney review May 17th

Foxwood Drive Rehab – Color: Green

- Color change to Green (Different than CME)
 - NO concerns for meeting contract completion date.
- FTSA, National Water Main (NWM) and Franklin Township Water Utility (FTWU) continuing to meet to discuss breaks and impacts. FTWU developing plan to address breaks and we have seen significant improvement due to FTWU repairing leaks.
- Cured in Place Pipe (CIPP) Remaining work on Appleman schedule to be completed week of April 8th
- CIPP Lining 91% complete, Lateral Connection Repair (LCR) 46% complete, Grouting work delayed due to wet weather.
- Payment Application #7 reviewed for your approval - \$121,238.74

Hamilton Street PS – Color: Green

- Awaiting TWA extension from NJ Department of Environmental Protection (DEP) – no concerns, just taking time
- Advertise to Bid mid-March 2019, Anticipated Bid Opening April 23rd
- Anticipated Contract Award June 4th
- Construction start mid-late July

Somerset Street PS – Color: Green

- Color change – to Green (Different than CDM Smith).
- Extending past Contract Completion 3/31/19
- *Why not Red* if we are missing Contract Completion:
 - Warranted schedule issues/delays out of the control of the contractor
 - Mostly PSE&G new electrical pole install and power
 - Not seeking penalties
 - Extending schedule but not increasing contract value for extended time
- Payment Application No. 6 submitted for your approval (\$549,015.34).
- PSE&G completed running Electrical to the new pole and the new meter on the Pump Station, Waiting for activation of Gas and Electrical.
- Revised Contract Completion date is May 31, 2019

East Millstone Concept – Color: Green

- CDM Smith working on Design Document
 - Draft due March 28th - Received.
 - Final due April 18th

EXECUTIVE DIRECTOR'S REPORT ~ Brian G. Regan

MARCH 2019

1. Revenue Report

- Attached

2. Expense Report

- Attached

3. Cash Position

- Attached

4. Discussion Items

- FY20 Budget

○ Respond to Apryl's Email regarding DCA Commissioner Input

○ Review Draft (hand-out)

○ Potentially schedule a Special Meeting on April 16th to approve budget

- May Board Meeting date need to reschedule – May 13th potential date.

- 2019-2020 Connection Fee increased to \$2,866.00 for the period June 1, 2019 – May 31, 2020 (currently is \$2,698.00).

○ Next steps: Public Notice, Public Hearing at May 2019 Board Meeting with Resolution

5. Resolutions

Standard

- Payroll Account
- Operating Expense Account
- Renewal and Replacement
- North Tract Crossing
- Escrow

Additional

- a) Resolution to remove account number 01767 located at 41 Berry Street, Block 112, Lot 1 with an adjustment of 240.75. Capped and disconnected on 3/13/19
- b) Resolution to remove account number 01769 located at 34 Voorhees Avenue, Block 112, Lot 25.01 with an adjustment of 240.75. Capped and disconnected on 3/12/19.
- c) Resolution to remove account number 01783 located at 28 Voorhees Avenue, Block 112, Lot 9.01 with an adjustment of 650.04. Capped and disconnected on 3/12/19.
- d) Resolution to remove account number 01768 located at 32 Voorhees Avenue, Block 112, Lot 16.01 with an adjustment of 240.75. Capped and disconnected on 3/13/19.
- e) Resolution to remove account number 01781 located at 21 School Avenue, Block 117, Lot 20 with an adjustment of 240.75. Capped and disconnected on 3/13/19.

6. Other Items

- AEA Commissioners Supper: Monday, April 15, 2019, 6 p.m., Short Hills
- NJWEA 104th John J. (Jack) Lagrosa Annual Conference, A.C., May 6-10, 2019

7. Closed session

Possible items

OPERATIONS REPORT - Presented by Brian G. Regan on behalf of Scott Nocero

Copies of the Operations report were provided as follows:

MARCH 2019

Pump Stations

Routine pump station maintenance including valve exercising, wet well cleaning, alarm testing, spring clean-ups of the grounds and pump lubrications were performed.

All emergency generators were exercised in accordance with the States' Air Quality Program.

Wilson Road P.S.: On the 21st our staff found Pump #2 in seal fail, after routine testing, pump was removed for repair, a back-up pump was installed to keep station in normal operation during repair, pump was rebuilt in our shop, unit was re-installed on the March 27th.

Shirley Ave P.S.: Upon finding pump #1 seal leaking our staff broke down and repaired the pump installing a new seal assembly, all work was performed at the station by FTSA's staff.

School Ave P.S.: Following the failed check valve arm assembly on pump #1, our staff performed inspection of all our large check valves, parts were purchased and repairs were made to the check valves for pumps #2 & #3 by our maintenance crews.

Wildflower P.S.: During routine inspection, and following the weekly exercise of the emergency generator, our staff found the engine block heater leaking, a new unit was installed, as this is a replacement only type repair.

Odor Control

EVOQUA performed their monthly service and inspection of our odor and corrosion systems, all feed rates remain consistently lower due the cooler temperatures we are still experiencing. There were no odor complaints during the month. I have been informed that the chemical feed system is completed and ready to be installed at the **New Somerset Street P.S.** (I have scheduled this for late April)

Developers' Related Issues

During the month our staff performed inspections for RPM Development, this consisted of 5 individual sewer service disconnects for the demolition of existing structures and for the future residential development happening on Berry Street, Voorhees Ave, and School Ave.

Collection System Related Issues

Gravity Sewer Flushing (2-Year Twp. Wide Program) During the month, our staff flushed and cleaned 40,167' of main sewer lines as part of our ongoing preventive maintenance program. Current est. is 12% of our overall goal.

During the month, our maintenance staff stopped the infiltration in 6 MH's using injection grout, followed by minor structural repairs to the MH benches and channels. This is part of FTSA's efforts to stop I&I from entering the collection system. On the 5th of March our maintenance staff responded after hours to an E-One Grinder in alarm at 25 Stockton Ave in Griggstown, crew identified problem to be a faulty on/off pressure switch.

On March 26th the Authorities staff was called out to 235 Bunkerhill Road for an issue with the residents E-One Grinder Pump, problem was quickly identified as a broken force main connection to the unit, crew excavated and made repair.

During the month, our vendor performed 1st quarter testing of our Backflow Devices at the fourteen (14) pump station sites, all units passed.

Complaints and Alarm Dispositions

During the month, our staff responded to several concerns for slow draining sewers, in two (2) cases the Authorities staff was able to assist the residents from the curbside clean-out to clear the stoppage in the service, in both cases we found excessive amounts of grease in the services, it was explained to the residents to not let large amounts of Fats-Oil-Grease (FOG) go down there drains as it will cause a blockage.

Safety

There were no accidents or injuries for the month of March.

During the month several members of our staff attended different safety and industry related educational classes at the 2019 Spring Seminar and Technical convention, many of our staff attend these classes throughout the year to receive credits, these credits are required by the NJDEP to keep our Collection System Licenses valid.

Connections

Current Months Connections:	110
Total to Date:	152.50
Anticipated for the Fiscal Year:	391

***Total to Date:** Correction made due to a previous credit adjustment of + 5 Units.

***Note:** The .50 connection is from an Affordable Housing Unit.

COMMITTEE REPORTS:

NEGOTIATIONS / PERSONNEL COMMITTEE

Chairman Galtieri said there was nothing to report.

MUNICIPAL LIAISON COMMITTEE

Chairman Galtieri said there was nothing to report other than the Municipality will be going in and digging up Brookline to replace the watermain.

CONSTRUCTION COMMITTEE

Chairman Galtieri said there is nothing to report construction is going on as planned.

SAFETY COMMITTEE

Chairman Galtieri said there were no accidents and there is nothing to report.

APPROVAL OF RESOLUTIONS

The Approval of some of the resolutions will be done by "Consent Agenda"

Chairman Galtieri said that all of the items listed below are considered to be of a routine nature, thereby requiring one (1) motion and one (1) second for all items.

If any member wishes to remove an item from the Consent Agenda, please advise (the Chair) at this time which resolution(s) need to be handled separately and they will be addressed and voted on separately.

Payroll Account \$ 137,420.97

Operating Expense Account \$ 164,932.99

Renewal and Replacement \$ 703,052.86

Escrow Account \$ 4,454.54

Mr. Anbarasan made a motion to approve the Consent Agenda, seconded by Ms. Ford.

A roll call was taken as follows:

Mr. Anbarasan	-	Aye
Ms. DeVeaux	-	Aye
Ms. Ford (Alt. #2)	-	Aye
Mr. Jalloh	-	Absent
Mr. Tiwari	-	Absent
Chairman Galtieri	-	Aye

ADDITIONAL RESOLUTIONS

RESOLUTION

04022019 - 6

RE: ACCOUNT #01767.00 (41 Berry Street)

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that 41 Berry Street, Block 112, Lot 1 is removed from billing with an adjustment of \$240.75 in principal.

This address was capped on 3/13/19.

Offered by: Ms. DeVeaux

Seconded by: Mr. Anbarasan

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

RESOLUTION

04022019 - 7

RE: ACCOUNT #01769.00 (34 Voorhees Avenue)

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that 34 Voorhees Avenue, Block 112, Lot 25.01 is removed from billing with an adjustment of \$240.75 in principal.

This address was capped on 3/12/19.

Offered by: Ms. DeVeaux

Seconded by: Ms. Ford

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

RESOLUTION

04022019 - 8

RE: ACCOUNT #01783.00 (28 Voorhees Avenue)

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that 28 Voorhees Avenue, Block 112, Lot 9.01 is removed from billing with an adjustment of \$650.04 in principal. This address was capped on 3/12/19.

Offered by: Ms. Ford

Seconded by: Mr. Anbarasan

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

RESOLUTION

04022019 - 9

RE: ACCOUNT #01768.00 (32 Voorhees Avenue)

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that 32 Voorhees Avenue, Block 112, Lot 16.01 is removed from billing with an adjustment of \$240.75 in principal. This address was capped on 3/13/19.

Offered by: Mr. Anbarasan

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

RESOLUTION

04022019 - 10

RE: ACCOUNT #01768.00 (21 School Avenue)

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that 21 School Avenue, Block 117, Lot 20 is removed from billing with an adjustment of \$240.75 in principal. This address was capped on 3/13/19.

Offered by: Ms. Ford

Seconded by: Mr. Anbarasan

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri said there is a special request from the Executive Director and himself to have a meeting of the Board on Monday, April 15, 2019 at 6:30 PM for an introduction and first reading of the fiscal year 2020 Franklin Township Sewerage Authority Budget as well as a Public session.

Offered by: Ms. Ford

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri asked to move the Board meeting from May 7, 2019 to May 13, 2019 at 6:30 PM with a standard Agenda, which would include a second Public Hearing for the Fiscal year 2020 Budget.

Offered by: Mr. Anbarasan

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Mr. Bernstein announced that the Authority will go into Executive Session for purposes pursuant to N.J.S.A. 10:4-12b (7) and (8) involving a former employee; negotiations other than collective bargaining and attorney-client privilege matters.

Mr. Bernstein said formal action will be taken at the conclusion of the Executive Session.

WHEREAS, items on the agenda fall under paragraphs 7 and 8 of the Open Public Meeting Act of New Jersey N.J.S.A. 10:4-12(b) and the Public shall be excluded from this portion of the meeting. Public disclosures will be made available upon resolution of these matters and confidentiality is no longer necessary.

Chairman Galtieri asked for a motion to go into Executive Session.

Ms. DeVeaux made a motion to go into the Executive Session at 7:50 PM, seconded by Ms. Ford.

A Roll Call was taken by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Joseph Gemmell and Howard Matteson, Consulting Engineers were excused from the Executive Session.

Ms. DeVeaux made a motion to come out of the Executive Session, seconded by Ms. Ford at approximately 8:00 P.M.

A Roll Call was taken by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Mr. Bernstein made the following statement as the Board reentered for Open Session.

Mr. Bernstein stated that; let the record reflect that all members of the Board of Commissioners of the Franklin Township Sewerage Authority present at the commencement of the Executive Session were present at the recommencement of the Open Session, as well as the Executive Director, the Administrative Manager, and General Counsel. Mr. Bernstein said the Board had a discussion with the General Counsel regarding questions they may have had about the Executive Session minutes which were responded to.

REVIEW OF MINUTES – Executive Session – March 5, 2019

Ms. DeVeaux made a motion to accept the Executive Session Minutes as amended, seconded by Ms. Ford.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Abstain
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri asked for a motion to adjourn.

Ms. DeVeaux made a motion to adjourn the meeting at 8:09 PM, seconded by Ms. Ford.

All Commissioners present voted “Aye”.

Respectfully submitted,

Apryl L. Roach

Apryl L. Roach, MBA, MSHRM, PHR, SHRM-CP, Q.P.A., R.P.P.S.
Administrative Manager