

Franklin Township Sewerage Authority

Minutes of Meeting

April 7, 2020

PRESENT

Chairman Galtieri (by video) called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:32 PM. The following Commissioners were also present (by video): Mr. Alcazar, Mr. Anbarasan, Ms. DeVeaux, Ms. Ford, Mr. Schmidt and Mr. Tiwari. In attendance were also Brian Regan, Executive Director (in person); Apryl L. Roach, Administrative Manager (in person); Scott Nocero, Operations Manager (by video); Joseph Daniels, Special Project Manager (in person); Eric M. Bernstein, Esq., General Counsel (by video); Joseph Gemmell, Michael McClelland and Howard Matteson, Consulting Engineers. (all by video)

ROLL CALL

Mr. Alcazar (Alt. #1)	-	Aye
Mr. Anbarasan	-	Aye
Ms. DeVeaux	-	Aye
Ms. Ford	-	Aye
Mr. Schmidt (Alt. #2)	-	Aye
Mr. Tiwari	-	Aye
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 and Chapter II of the Public Laws of 2020, all requirements had been met to allow for the electronic voting of the Board.

PUBLIC COMMENTS

Ms. Ford moved to open the meeting for Public Comments, seconded by Mr. Tiwari.

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

No public was in on the audio/ video chat. None spoke.

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

The members voted as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

REVIEW OF THE BOARD REGULAR MEETING MINUTES – March 3, 2020

Chairman Galtieri asked if there were any questions or concerns regarding the Minutes from March 3, 2020. The minutes were acceptable as written.

Mr. Anbarasan made a motion to accept the March 3, 2020 Minutes, this was seconded by Ms. DeVeaux.

A roll call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

REPORTS

EXECUTIVE SUMMARY – Brian G. Regan, Executive Director

Legal

- No significant issues, though we will have an Executive Session this evening.

Marcy Street Sanitary Sewer Rehabilitation – Color: Green

- Started NJIBank funding process. In holding pattern until NJIBank approval
 - Received feedback NJDEP stating that the Engineering review is not completed. Additionally, DEP has requested more information.
- Estimating “Auth to Advertise” late April 2020
- Financials Green 92% of “to-date” budget expended (not including construction)

Hamilton Street PS – Color: Green

- Construction progress meeting held March 26, 2020.
 - Overall schedule is on plan
 - Dulaine made us aware that suppliers informed him of “potential” delays.
 - Though at this time, there are not any supply line issues
 - Soil Site conditions disagreement
 - Investigating costs and alternative (Open Cut)
- PayApp 6 submitted for approval \$106,528 dollars
- Financials Green: 70 % of Construction Admin budget expended, 49% of construction budget expended

Somerset Street PS – Color: Green (Operational Issues covered separately)

- Color remains Green.
- Substantial Completion Date was August 14, 2019.
- Targeted Completion date is March 2020
 - Minor paperwork
- Expect to process Final Pay application in May 2020
 - CDM-Smith reviewing submitted claims
 - Not Including 2% retainage – expect payment to be less than 50k
- Financials Green: 99% of budget expended, 98% of construction budget expended

East Millstone Concept – Color: Green

- Scope of Service Agreement Completed
 - Current agreement is for Engineering Design and Permitting for \$175,000.00
 - CDM-Smith Preliminary Design Report due this week
 - Tentative Award Bid (8/20), Active Construction Completions (3/21)
- Financials Green

EXECUTIVE DIRECTOR'S REPORT - Brian G. Regan

April 2020

1. Revenue Report

- Attached to report (and minutes)

2. Expense Report

- Attached to report (and minutes)

3. Cash Position

- Attached to report (and minutes)

4. Discussion Items

- COVID19 Status
 - o Email status to staff and Board
 - o Admin/Engineering Staff Remote Work from Home
 - o Maintenance Techs
 - Half at work – Half assign Home Isolation
 - Reduce risk of infection and still maintain effective productivity
- Somerset Street PS Operational issues
 - o Collected Data via Flow Study.
 - o Incorporate solution into Capital Budget
- Weston Canal Force Main (WCFM)
 - o Based upon attorney's advice, FTSA filed an internal appeal on February 25, 2020
 - o Internal Appeal upheld initial status decision and denied FTSA appeal.
- Engineering Intern update – Due to "Stay at Home" directive, FTSA suspended interviewing and hiring and will review in August
- 2020-2021 budget process is in process of being created.

5. Resolutions

Standard

- Payroll Account
- Operating Expense Account
- General Fund
- Renewal and Replacement
- North Tract
- Escrow

Additional

1. Promotion - Scott Anderson from Laborer to Maintenance, effective March 1, 2020
2. Amendment to Personnel Manual – Management Version

6. **Other Items**

- b. Mariano Press Certificate of Appreciation
Due to our business, we have contributed to 242 meals for the needy.
- c. New Brunswick Water Update (May Update)

7. **Closed session: Yes**

- a. **Union Contract**
- b. **Covid19 Policy**
- c. **WCFM**
- d. **Executive Director Extension**

OPERATIONS REPORT ~ Presented by Scott Nocero

Copies of the Operations Report were provided to the Board as follows:

MONTH OF MARCH 2020

Pump Stations

Routine pump station maintenance including valve exercising, wet well cleaning, alarm testing and pump lubrications were performed.

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

Weston Canal P.S.: During routine inspections, our staff found that the pump for the inside "Day Tank" was continuously running. This draws diesel fuel from the outside Convault tank and stores the fuel for operation of the generator. The system was serviced, cleaned and put back in service same day.

School Ave P.S.: Our staff found the flow meter has stopped recording flow again, because the totalizer just bounces all over during pump operation. The station will be evaluated as to possibly having a 4" wet tap performed at the top of the 12" pipe in the Dry Well to use as a clean-out access for our crews to flush clean using our Flusher Truck on an as needed basis. This appears to be a more manageable method as opposed to disassembling the piping.

Somerset Street P.S: During the month, we were forced to operate the station in **By-Pass**, on two (2) separate occasions, utilizing a 6" Diesel Pump due to the heavy rainfall events. First event was on March 19, 2020, when we recorded 1.15" of rainfall, requiring use to operate the by-pass from 10:00am to 9:30pm. The second event was on March 23, 2019, when we recorded 1.04" of rainfall to an already saturated ground; the by-pass was operated from 7:15pm to 1:45am the following day. In between these two (2) events we

experienced the jamming of one of the submersible pumps due to the heavy rains that are flowing into the station, this jamming caused the lower mechanical seal to be damaged for the second time, as the parts for the repairs were covered under the one (1) year warranty. Labor was not covered, as this work had to be performed by the certified dealer, to keep rest of pump under warranty.

All Pump Stations: Crews performed Spring clean-ups to the grounds of all sites.

Odor and Corrosion Control

Evoqua performed their monthly service and inspection of our odor and corrosion control systems. The data collected from the Odaloggers showed the need to increase the feed rates at a few of our sites due to the increase of water temperature (warmer). There were no odor complaints for the month.

Developer/Inspection Related Issues

During the month, our staff performed final inspections for Canal Walk. Installation inspections were performed at 50 Veronica Ave, the future Amazon Site, The Grove and Parker at 15 Dellwood Lane.

Collection System Related Issues

Gravity Sewer Flushing (2-Year Twp. Wide Program) During the early part of the month, before the FBA stopped all sewer flushing, we had two (2) crews flushing and cleaning 33,200' of main sewer line as a part of our preventive maintenance program. Current est. from January 2019 to present is fifty-six (56%) percent of our overall goal. (Project suspended due to COVID-19)

CCTV inspections of the Somerset Street Drainage Area took place early in the month totaling 3600' (Project suspended due to COVID-19)

On March 9, 2020, I took the Special Project Manager. on a tour of a few of our pump station sites. Once the social distancing along with the COVID-19 issue recedes, we will continue to tour the remaining pump station locations.

During the month, our staff raised and repaired three (3) manholes, one (1) was a blow-off MH frame repaired to grade for the School Ave Force Main on Franklin Boulevard. The second (2nd) MH was raised on the easement at the end of Kevin Apuzzio St. The third (3rd) MH was raised to grade in front of the Amwell Road P.S., raising to grade stops I&I from entering the system.

NJDEP suspended the 1st quarter testing for the Backflow Devices at the pump stations, due to the social distancing guidelines relative to COVID-19.

Complaint and Alarm Disposition

During the month, our staff responded to several concerns for slow draining sewers. In all cases, the problems were found to be either in the house or on the property, the residents were advised to contact a licensed plumber. On March 30, 2020, we responded to a resident's concern as she was told by her plumber that the sewer lateral pipe was collapsed both on her property and in the street. She was quoted for repair of the property side of the lateral and was told to contact the Township for the street portion of the line. FTSA responded, by cleaning and conducting CCTV inspection of about eighty-five (85%) percent of their entire lateral and found no collapse. We have our work/inspection on video. I also spoke with the homeowner, and she was very thankful for us assisting and responding during these uncertain times. She also complimented us on our PPE, as we were suited up for protection against COVID-19.

Safety

On March 6, 2020, the entire staff was trained in both CPR/AED.

There were no accidents for the month of March.

During the month the Authority maintenance staff has been performing excessive cleaning and disinfection to the Main Office, Maintenance building, Vehicles, Tools & equipment.

Misc.

FTSA took delivery of our new Crane Utility Truck on February 27, 2020, followed by on-site operation and safety training performed on March 5, 2020.

A new Maintenance employee started his employment on March 16, 2020.

Connections

Current Months Connections:	0
Total to Date:	209
Anticipated for the Fiscal Year:	372

COMMITTEE REPORTS:

NEGOTIATIONS / PERSONNEL COMMITTEE

Chairman Galtieri said there is an item that will be covered during the Executive Session.

MUNICIPAL LIAISON COMMITTEE

Chairman Galtieri said there was nothing to report.

CONSTRUCTION COMMITTEE

Mr. Anbarasan said he had attended a construction meeting and Mr. Regan had provided an update during his report.

SAFETY COMMITTEE

Chairman Galtieri said that this was covered during the Operations Report by Mr. Nocero.

APPROVAL OF RESOLUTIONS

The approval of some of the Resolutions will be done by the Consent Agenda.

Chairman Galtieri said that all 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 as to which resolution(s) need to be handled separately and they will be addressed and voted on separately. No one made such request to remove.

Payroll Account \$ 148,816.95

Operating Expense Account \$ 2,017,792.29

General Fund Account \$ 4,408.41

Renewal and Replacement Account \$ 135,459.78

North Tract Crossing Account \$ 341.16

Escrow Account \$ 2,323.75

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

A roll call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

RESOLUTION

04072020 - 7

RE: SEWER MAINTENANCE TECHNICIAN

BE AND IT IS HEREBY RESOLVED by the Township of Franklin

Sewerage Authority in the County of Somerset that Scott Anderson be and is hereby promoted to Sewer Maintenance Person effective March 1, 2020.

Offered by: Ms. Ford

Seconded by: Ms. DeVeaux

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION

04072020 - 8

**RESOLUTION AMENDING, REVISING AND SUPPLEMENTING THE
FRANKLIN TOWNSHIP SEWERAGE AUTHORITY'S PERSONNEL POLICIES
AND PROCEDURES MANUAL**

WHEREAS, the Sewerage Authority of the Township of Franklin (the "Authority"), a public body corporate and politic of the State of New Jersey, was created pursuant to the

Sewerage Authorities Law, N.J.S.A. 40:14A-1 et. seq. for the purposes of managing, operating, maintaining and improving certain sewerage facilities and apparatus located in the Township; and,

WHEREAS, the Authority is authorized to employ individuals to carry out the purposes of the Authority; and,

WHEREAS, the Authority believes that it is in the best interest to periodically review, amend and revise the Authority's Personnel Policies and Procedures Manual; and,

WHEREAS, the Authority has determined to amend and revise its Personnel Policies and Procedures Manual, copies of same being maintained in the Office of the Executive Director of the Authority and the contents of which are incorporated herein.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Sewerage Authority of the Township of Franklin that the revised and amended Personnel Policies and Procedures Manual, as maintained in the Office of the Authority's Executive Director, is hereby adopted and memorialized by this Resolution.

Offered by: Mr. Tiwari

Seconded by: Mr. Anbarasan

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. Bernstein announced that the Authority will go into Executive Session, pursuant to N.J.S.A. 10:4-12b as to (4) collective bargaining negotiations between the Franklin Township Sewerage Authority and the United Services Workers Union, Local 255); (7) attorney-client privilege (COVID-19 penalties and Weston Canal Force Main issue) and, (personnel regarding the Executive Director) (8) Formal action may be taken at the close of the Executive Session.

WHEREAS, items on the agenda fall under paragraphs 4, 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.

Mr. Anbarasan made a motion to go into the Executive Session at 7:17 PM, seconded by Mr. Tiwari.

A Roll Call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. Anbarasan made a motion to come out of the Executive Session, seconded by Ms. Ford at 9:23 P.M.

A Roll Call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

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

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 Public Session, as well as the Executive Director, General Counsel, the Authority Special Project Manager, and the Administrative Manager. Also present during portions of the Executive Session were Scott Nocero, Operations Manager, Joseph Danielsen, Special Project Manager and the Executive Director, Brian G. Regan of the Franklin Township Sewerage Authority. All Board Members were present by video, as well as General Counsel and the Operations Manager. All other participants were in person at Authority headquarters.

Mr. Bernstein said the Board discussed the possible litigation regarding the Weston Canal Force Main issue. The Board has decided to continue that discussion until the May 5, 2020 meeting. No formal action needs to be taken at this time.

The Board also had a discussion with the Executive Director relative to ongoing personnel issues related to the COVID-19 pandemic. Direction was given by the Board to the Executive Director. No formal action needs to be taken.

There was a discussion amongst the Board relative to late fees and penalties for failure to pay the third (3rd) and fourth (4th) quarter sewerage bill. The Executive Director is recommending to the Board that they waive late fees and penalties for all customers of the Authority because of the COVID-19 pandemic. Formal action by way of motion and second.

Mr. Anbarasan made a motion, seconded by Ms. Ford.

A Roll Call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. Bernstein stated that the Board also discussed the negotiations between the Authority and USWU, Local 255. An update was given by the Chairman and the Executive Director, who participated in the negotiations. Directions have been given to the Executive Director to work with General Counsel on a potential Memorandum of Agreement such. No formal action needs to be taken.

Finally, there was a discussion about the extension of the Executive Director's contract, which is due to expire on April 30, 2020 and who has offered to stay on in a short-term capacity. It is the decision of the Board of Commissioners to authorize the Personnel Committee to work out arrangements with the Executive Director for an extension of his existing contract for a period not to exceed June 30, 2020, subject to additional action to be taken by the Board within that period of time.

Mr. Tiwari made a motion, seconded by Ms. DeVeaux.

A Roll Call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Not eligible to vote
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. Bernstein said Mr. Regan indicated he would consider the offer and will get back to the Personnel Committee prior to the close of business on Thursday, April 9, 2020.

Mr. Bernstein wished everyone continued safety and Happy Holidays if it applies.

Chairman Galtieri thanked everyone for being able to meet and extended safety to all.

Chairman Galtieri asked for a motion to adjourn.

Ms. DeVeaux made a motion to adjourn the meeting at 9:28 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