

Franklin Township Sewerage Authority

~ APPROVED ~

Minutes of Meeting

January 2, 2019

PRESENT

Chairman Galtieri called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:38 PM. The following Commissioners were also present: Mr. Anbarasan, Ms. DeVeaux, Ms. Ford and Mr. Tiwari. Also, in attendance were Brian G. Regan, Executive Director; Apryl L. Roach, Administrative Manager; Scott Nocero, Operations Manager; Dominic DiYanni, General Counsel; Joseph Gemmell and Howard Matteson, Consulting Engineers.

ROLL CALL

Mr. Anbarasan	-	Aye
Mr. Bennett	-	Absent
Ms. DeVeaux (Alt. #1)	-	Aye
Ms. Ford (Alt. #2)	-	Aye
Mr. Jalloh	-	Absent
Mr. Tiwari	-	Aye
Chairman Galtieri	-	Aye

PLEDGE OF ALLIGIANCE

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
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. Anbarasan moved to close the meeting for Public comments, seconded by Mr. Tiwari.

The members were polled by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

REVIEW OF THE MINUTES – December 4, 2018

Chairman Galtieri asked if there were any questions or concerns regarding the Working Session Minutes from December 4, 2018; the minutes were approved as written under the Chairman's Statement.

Mr. Anbarasan 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
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Abstain
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

REVIEW OF MINUTES – Executive Session – November 7, 2018

Mr. Tiwari made a motion to accept the Executive Session Minutes, seconded by Mr. Anbarasan.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Abstain
	Ms. Ford (Alt. #2)	-	Abstain
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Copy #7 of the Minutes was retained by Mr. DiYanni.

REPORTS

EXECUTIVE SUMMARY – Presented by Brian G. Regan

Mr. Regan said on behalf of the Authority, the staff and himself, he wishes all a Happy New Year and Best Wishes for 2019.

Legal

- No major issues/concerns.
- Executive Session to address a Treatment Works Approval (TWA) request

Marcy Street Sanitary Sewer Rehabilitation – Color: Yellow

- Yellow -due to no target date for auth to advertise (still early)
- Per last month’s status Financing options to be analyzed this month.
- Met with CME to review cost estimates on November 30, 2018:
 - Cost Estimates from 3 Million – \$5.5 mill
 - Need to evaluate Funding options
 - \$3 million avail from North Track and \$1 million from unrestricted cash
 - Need to understand additional cash impacts to other projects
 - Will need Dec./Jan to study

Foxwood Drive Rehab – Color: Yellow

- Color change due to work status issues related to wet weather and high amount of infiltration.
 - 2018 NJ Wettest Year (1895), 64.09 inches avg statewide
 - Nov NB Avg 3.8”, Wilson PS 7.83” actual, 14/2/7
 - Dec. NB 4.1”, Wilson PS 5.9” actual, 12/1/11
- LCR (Service laterals) suspended due to infiltration, CIPP (mainline sewer) progressed
- FTSA-CME-National Water meeting held on Dec. 27th to address high amount of infiltration:
 - LCR work will be paused and work resources shifted to Parkside and Churchill
 - FTSA to video camera a 2nd time Foxwood-Appleman-Woodlawn area to assess water table and infiltration.
 - Will reassess schedule 2nd half of January
- CIPP Lining 78% complete, LCR 15% complete, Grouting work delayed due to wet weather.
- Payment Application #4 reviewed for Board approval - \$156,585.43

Hamilton Street PS – Color: Green

- Awaiting approval regarding our updates addressing minor comments from the Union Soil Conservation District.

UPDATE TO REPORT: The Union Soil Conservation District approval has come in.

- NJDEP issued Approval to Advertise.
- Interim financing approved
- Advertise to Bids Feb 2019

Somerset Street PS – Color: Green

- On target/slightly ahead for Contract Completion 3/31/19
- No Payment Application received in December
- Prefabricated Building delivered and set.
- During the period, Grade Construction (Grade) poured the footings and slab foundation for the pumping station building, set generator, set the new prefabricated electrical building. The electrical installation and wiring in-progress.

CONSULTING ENGINEER - CME

Mr. Regan presented and referenced the report dated December 27, 2018 as prepared by Joseph Gemmell, CME Consulting Engineer.

Rodney Avenue Pump Station

Highlights from the report dated December 27, 2018 were as follows:

I. Mile Run – Phase II

- Hamilton Street Pump Station – COLOR: G
 - Currently awaiting approval from Soil Conservation District.
 - CME completed the response and any associated revisions to the Plans & Specifications and submitted same to the DEP on or before December 3, 2018. Currently awaiting authorization to advertise from NJDEP.

II. Foxwood Drive Sanitary Sewer Rehabilitation Project – COLOR: G

- Grouting of leaking pipe joints in areas of proposed CIPP was initiated during the week of October 22, 2018. The work is essentially complete with additional grouting as needed prior to CIPP lining.
- Service lateral lining (Lateral Connection Repair – LCR) was initiated on October 24, 2018. This LCR work was temporarily suspended during December and is approximately fifteen percent (15%) complete with thirty-six (36) units completed.
- Initiation of additional lateral lining (Main to House – MTH) has been deferred by National Water Main until completion of CIPP and a majority of LCR work.
- CIPP (mainline sewer) was initiated on October 29, 2018 and is ongoing. Approximately 9610 LF of CIPP lining has been completed representing 78% of the total contract quantity.
- A progress meeting was held on December 13, 2018.
- Additional work is being considered if allowed by unit item quantity underrun. CME prepared a cost to complete analysis which indicated that the additional work could be added to the project without exceeding the current contract amount. A change order is being prepared to formalize the proposed additional rehabilitation work.
- CME provided support to FTSA & Bond Counsel for NJWB Interim Funding Loan. Loan closed on December 18, 2018 allowing FTSA to seek reimbursement for project related costs.
- Work on the project is progressing and is approximately 35 % complete.

III. Marcy Street Sanitary Sewer Rehabilitation – Color: Y

- Projected rehabilitation costs exceed funding available through the IMPIA Fee Reserves.

Marcy Area Sanitary Sewer Rehabilitation

* Project Status: Y

Milestone	Initial		Revised		Actual		Comments
	Start	End	Start	End	Start	End	
Design Phase							
CCTV & Report Review	2/6/18	- 3/16/18			2/6/18	- 3/16/18	
Site condition assessment - Field Survey	3/16/18	- 4/28/18	3/16/18	- 6/12/18	3/16/18	- 6/12/18	Review findings with FTSA. Review meeting scheduled for 6/12/18.
Alternate techniques / Pipe & cleanout replacements	3/16/18	- 4/28/18	3/16/18	- 6/1/18	3/16/18	- 6/12/18	
Review meeting with FTSA	4/28/18	- 5/3/18		6/12/18		06/12/2018	Review rehabilitation recommendations.
Plans & Specification Preparation	3/16/18	- 4/28/18	6/13/18	- 1/25/19	6/13/18	-	Revised date; based on revised rehabilitation plan TBD.
Review meeting with FTSA						11/29/18	Review rehabilitation recommendations and associated costs. Additional funding source(s) required for project.
Attorney Specification Review	7/20/18	- 8/10/18	1/11/19	- 1/18/19			
Final review meeting @ 100 %	4/16/18	- 4/21/18		1/11/19			FTSA Comments to CME by 1/18/19.
Finalize Documents based on FTSA Comment	5/1/18	- 5/12/18	01/18/2019	- 01/25/2019			Final project scope to be confirmed based on funding availability.
Coordination with Attorney re: IMPIA Fees	2/6/18	- 3/16/18	4/4/18	- 01/04/2019	4/4/18	-	Project to be funded by IMPIA Fees. Advertisement to be authorized at February 2019 (Tentative) Meeting.
Advertisement		TBD					Project to be partially funded by IMPIA Fees. Advertisement to be authorized after funding source determination.

* Project Status Color Codes:

R - Red - Project is in jeopardy of missing general availability (GA) date.

Y - Yellow - Project has some challenges, but a plan is in place to meet general availability (GA)

G - Green - All good for general availability

CONSULTING ENGINEER - CDM

Mr. Regan presented the highlights of the report dated December 21, 2018 as prepared by Howard S. Matteson, P.E., BCEE /Senior Project Manager.

ENGINEER'S REPORT FOR DECEMBER 2018

This report covers the following work activities through the month of December 2018.

ENGINEERING SERVICES DETAIL

This report covers the following work activities through the month of December 2018.

ENGINEERING SERVICES SUMMARY

A. Somerset Street Pumping Station Construction Services

GREEN

During the period, Grade Construction (Grade) poured the footings and slab foundation for the pumping station building, set generator, set the new prefabricated electrical building, and has started the installation of electrical conduit, wire, and equipment. Installation of the pump rails in the wet well has also started. The pace of progress on the job has slowed, but the quality of work remains good.

Issues/Blockers

- It has become apparent the Franklin Township Building Department (FTBD) cannot locate the drawings originally submitted that formed the basis for the issuance of construction permits. Two (2) additional sets of signed and sealed drawing sets have been provided to Grade for re-submission to the Township. Once the plans are re-approved by FTBD, an original copy must be kept by Grade at the construction site. FTBD has indicated they will not consider further inspection or approvals of work unless the original set is available at the project site.
- Grade has advised they are actively working with PSE&G to get the new electrical pole set for the project. We have advised Grade they should plan for power alternatives (generator or temporary power from existing pole, etc.) if placement of the new electrical pole extends past the end of January 2019.

Activities During the Period and Discussion

CDM Smith's activities during the period are summarized below:

- Provided field observation of the installation of footings and slab, installation of the prefabricated building, and electrical work.
- Coordinate with Township of Franklin DPW regarding delivery of excess structures to the DPW yard.

- Provided clarification to Grade regarding dimensions and conduit positioning for the Bioxide® storage tank pad, PSE&G installation schedule.
- Distributed flyers to residents along Brookline Ave in advance of the prefabricated building delivery.
- Coordinated with Grade regarding the property damage claim at 83 Brook
- Coordinated with Grade to resolve issues and questions related to processing and administration of the project.

The following schedule reflects certain activities are “Pending” or “On Hold” pending resolution of the issues indicate above.

Milestone	Initial Start Date	Rev Start Date	End Date / Milestone	Comments
Survey			3/13/14	
Appraisal			2/10/14	
Initiate Land Acquisition			7/31/14	
BODR 10% Design	4/7/14		5/5/14; 5/29/14	
60% Design	6/1/14		8/31/14	
Final Design	9/1/14		10/20/14	
TWA Permit Submit to NJDEP			10/28/14	
Submit DLUR Application			10/28/14	
TWA Permit Approval	10/28/14		2/2/15 2/2/17 2/2/18	Approved Feb 2, 2015 and valid for 2 years; One-year time extension approved Feb 23, 2018 through Feb 2, 2019.
Receive DLUR Decision			11/24/14	Applicability Determination - Flood Hazard Area Individual or General Permit not required. Valid for 5 years.
Property Transfer Complete			10/27/14	Refers to property title. Will follow completion of land acquisition
Adv & Bid	12/31/14	4/10/17	6/13/17	
Receive Bids	3/31/15	6/13/17	6/13/17	
Award			8/1/17	
Preconstruction Meeting			2/27/18	
Notice to Proceed			3/6/18	
Submittals			7/4/18	Complete
Mobilization/Start Construction	6/30/18	8/13/18 (A)	8/13/18 (A)	Complete
Force Main	7/25/18	8/20/18 (A)	9/30/18 (A)	Complete
Gravity Sewer	9/3/18	10/22/18 (A)	11/08/18 (A)	Complete
Wet Well & Grinder Vault	10/17/18	10/17/18 (A)	11/08/18 (A)	Complete
Pumping Station	11/21/19	12/15/18 (E)	2/15/19 (E)	Start date revised; Revised estimate for End Date from 1/15/18 based on slower progress and allowance for holidays.
Substantial Completion	1/1/19	1/15/19 (E)	2/15/19 (E)	Contract requires by 3/1/2019
Final Completion	2/15/19	2/15/19 (E)	3/15/19 (E)	Contract requires by 3/31/2019

Milestone	Initial Start Date	Rev Start Date	End Date / Milestone	Comments
(A) Actual; (E) Estimated				

GENERAL COUNSEL - Eric M. Bernstein Esquire

Mr. Regan presented the highlights of the report dated December 20, 2018 as prepared by Eric Bernstein, Esq.

1. Hamilton Street Pump Station: We have reviewed and commented on the draft bid specifications. We are continuing to work with the Authority and its professionals to move the project forward.
2. Somerset Street Pump Station: The contract with Grade has been executed and a Notice to Proceed executed. The project has gone forward with more legal and administrative oversight necessary. As the Project moves forward, we anticipate issues needing to be addressed on an ongoing basis.
3. Rodney Avenue Pump Station: Continuing to work with CME, Authority and Carbro to finish the project successfully, which now appears to be within reach and is down to various “clean up” items.
4. Sewer Inspections: Speaking to Authority on ongoing basis about this issue.
5. Developer Agreements: Review proposed developer agreements between the individual developments and the Authority.
6. City of New Brunswick: Ongoing negotiations as to longstanding agreement regarding hookups for certain properties on the border between the two (2) municipalities.
7. Handling advice and assistance issues with ED and staff on contracts and policies, as well as applicability on new State laws/regulations.
8. Handling the coordination of a sewer improvement plan as to Marcy Avenue. Parties are continuing to work to move this plan to fruition.
9. Foxwood Drainage Area: This is an ongoing project involving the FTSA and this office, which we are coordinating with all professional and staff parties.
10. Elizabeth Avenue Sanitary Sewer Installation: Working with Authority and its professionals to move the Project to fruition.

11. Employment Issues. We continue to work with the Executive Director and his staff on various employment issues to Union and non-union staff.

12. General assistance as to bid specs and review and related financial issues.

EXECUTIVE DIRECTOR'S REPORT

Mr. Regan presented his report as follows:

DECEMBER 2018

1. Revenue Report

- Attached

2. Expense Report

- Attached

3. Cash Position

- Attached

4. Discussion Items

- Annual Meeting
 - o Chairman spoke
- Sanitary Sewer Overflow
 - o Foxwood Dr. area of the town, one cleanup was performed and reported to NJDEP. (Scott's Report)
- NW Financial Planning services Public Notice
- Reorganization Meeting Feb 5th 6PM (Special start time)
 - o All professionals resubmit agreements by January 11th

ACTION ITEM: All professional agreements for 2019 should be re-submitted to Apryl Roach by January 11, 2019 to prepare for the February 5, 2019 Re-Organization meeting.

ACTION ITEM: North Western Financial Group LLC should be added to the Public Announcement with the Re-Organization.

5. Resolutions

Standard

- a. Operations Expense Account
- b. Payroll
- c. Renewal and Replacement

Additional

- a) Consultant's Agreement with Arthur J. Gallagher Risk Management consulting services as required in the By Laws of the New Jersey Utility Municipal Joint Insurance Fund (JIF)
- b) Adopting the updated Personnel Policies and Procedures for amendments to the Anti-Discrimination Policy, American with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act, Communications Media Policy, Use of Internet, Overtime Compensation Policy, Employment Procedure, Background Checks and Procedures for Candidates, Employees and Volunteers as requested by the *PERMA Risk Management Services*
- c) Salary increase for the Receptionist/Administrative Assistant, effective December 17, 2018

6. Other Items

- AEA Recommendations/ Commissioner Orientation
 - o Commissioner Ford – January 3rd
- North Tract Analysis
- Developer's Agreement Communication
 - o Updated Draft reviewed by legal and revised comments incorporated.
 - o Significant addition is a maintenance bond/fee for dedeed Pump Stations $\$26000 \times 15 = \$390,000$. Cost based upon BOE.
 - o Next Step is to Update RRR (January/February)
- Capital Budget – E. Millstone Pump Station
- PSE&G Payments
- AEA 2019 Spring March 12-13th, Atlantic City

ACTION ITEM: If you are interested in attending the AEA Spring Conference, please let Apryl Roach know.

7. Closed session

Number of items

OPERATIONS REPORT

Copies of the Operations report were provided as follows:

DECEMBER 2018

Pump Stations

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

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

Weston Canal P.S.: Earlier in the month, our staff installed pump #2 following it's rebuild from our vendor, upon startup it was found that the effluent (discharge) side of the check valve was blocked, after several attempts to unclog the outgoing pipe it was determined that our only other option was to attempt unclogging the pipe using our Vac-Truck and High Pressure Jet Hose, during our pre-brief of this project everyone was given a specific responsibility knowing that if and when the blockage breaks free, sewage would be flowing heavily into the Drywell until they were able to get the gate valve shut. Within about 1 hour of intense work by our crew the clog broke loose, and everyone did their job as expected limiting the exposure to raw sewage.

Comment from Chairman Galtieri

Chairman Galtieri extended a thank you to Scott Nocero and his staff for doing a good job going above and beyond with regards to the clean-up at the Weston Canal Pump Station.

East Millstone P.S.: During the month, our staff replaced the faulty engine block heater for the emergency generator.

Van Cleef P.S.: Our staff removed the flusher valve from the pump for service and repair, back in-service next day.

Ten Mile Run P.S.: This month we replaced the motor starter and other misc. components in the control panel for the channel grinder, back in-service next day.

Rodney Ave P.S.: Earlier this month, the NJDEP performed its final walk through inspection of the complete pump station, included this month we had programming modifications made to the control panel and touch screen, these were programming items made by the supplier of the equipment that we felt would benefit our operation. FTSA also had the Mission Alarm Panel upgraded so that we could get useful data such as pump run times flow and wet well levels.

Odor Control

EVOQUA performed their monthly service and inspection of our odor and corrosion control systems, due to the cooler temperatures EVOQUA was able to reduce the feed rates, which ultimately become a cost savings for the Authority. We have scheduled the wash outs of three (3) more tanks including supply and return tubing as part of ongoing service.

Developers' Related Issues

During the month, our staff performed various inspections for developers including tie ins and final Certificate of Occupancy.

Collection System Related Issues

Gravity Sewer Flushing (2-Year Twp. Wide Program) During the month, our staff flushed and cleaned 36,577' of main sewer lines as part of our ongoing preventive maintenance program. We are currently looking to start the final runs out to Easton Ave, which will bring our overall goal to 100%, this work will begin in early January 2019. This work requires additional manpower for traffic control, once Easton Ave is scheduled I will notify the Township to include a NIXEL Alert making the public aware of any possible delays they may incur. Est. 90% of our overall goal.

On 12/19/18, we responded to a resident's complaint of no sewer service at #6 Thomas Road. Once onsite, it was determined that while PSE&G was performing the installations of new gas mains and services the disruption through excavation and backfilling the Orangeburg Service lateral was collapsed under the gas main. Through further inspection, we found that the rest of the service lateral was also collapsed going all the way out the main sewer. FTSA replaced the service lateral while also installing a clean-out between the curb and sidewalk for future maintenance issues.

The Authority had an SSO on 12/21/18 due to the est. 2" of rainfall that happened 12/20/18 through 12/21/18. This event was reported to the NJDEP, the event was found around 8:30 am on the 21st and ended with a thorough clean-up by FTSA around 7:30 pm that same day. The area affected was in front of 858 Easton Ave near Foxwood Drive. The Foxwood Drive Rehab project is ongoing in this area.

During the month, the Authorities staff made two (2) separate trenchless repairs using the Quick-Lock System where we identified capped services that were never used leaking infiltration through broken pipes, our staff has also started to make repairs to leaking manholes utilizing our injection grout process. This project started as a trial working out of the back of our Dig/Repair box truck, due to the fact that the system we use is portable and needs to be temperature controlled, with the switching of some equipment we are able to utilize the box truck which is equipped with a generator and heaters in the same.

Complaint and Alarm Dispositions

During the month, our staff responded to several concerns for slow draining sewers, our staff was able to assist the residents at two (2) locations, one by cleaning the blockage from the curbside clean-out and the other by replacing the service lateral from curbside to the main sewer line, the Authorities staff replaced a faulty E-ONE grinder at #245 Bunkerhill Road the failed unit was brought to the shop for repair.

Safety

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

On 12/19/18 I continued the tour of our pump station sites as well as our ongoing projects with the Chairman of the Authority Board.

Connections

Current Months Connection:	5
Total to Date:	34
Anticipated to Date:	520

COMMITTEE REPORTS:

NEGOTIATIONS / PERSONNEL COMMITTEE

Chairman Galtieri said there is 1 item to discuss during the Executive Session.

MUNICIPAL LIAISON COMMITTEE

Chairman Galtieri said there is nothing to report.

CONSTRUCTION COMMITTEE

Chairman Galtieri said it sounds like all is going well.

Chairman Galtieri thanked Mr. Regan for getting the list over to the Township. He said this will help with the budget planning for the early part of the year.

SAFETY COMMITTEE

Chairman Galtieri indicated safety was covered under the Operations Report.

APPROVAL OF RESOLUTIONS

The Approval 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 \$136,518.32

Operating Expense Account \$451,705.03

Renewal and Replacement \$177,423.43

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

A roll call was taken as follows:

Mr. Anbarasan	-	Aye
Mr. Bennett	-	Absent
Ms. DeVeaux (Alt. #1)	-	Aye
Ms. Ford (Alt. #2)	-	Aye
Mr. Jalloh	-	Absent
Mr. Tiwari	-	Aye
Chairman Galtieri	-	Aye

ADDITIONAL RESOLUTIONS

RE: RISK MANAGEMENT CONSULTANTS AGREEMENT

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset that the attached agreement between Risk Management Consultants and the Franklin Township Sewerage Authority be and is hereby approved.

Offered by: Mr. Anbarasan

Seconded by: Mr. Tiwari

The members were polled the vote being as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Aye
	Ms. DeVeaux (Alt. #1)	-	Absent
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

RE: Adopting the Updated Personnel Policies and Procedures

Amendment to the following sections:

Anti-Discrimination Policy, American with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act, Communications Media Policy, Use of Internet, Overtime Compensation Policy, Employment Procedure, Background Checks and Procedures for Candidates, Employees and Volunteers

WHEREAS, it is the policy of the 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 Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Franklin Township Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Franklin Township Sewerage Authority that the Personnel Policies and Procedures Manual and the Employee Handbook 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, including cases where the policies and procedures are in conflict with existing Authority policies and procedures.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by 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 Franklin Township Sewerage Authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as “employment at will.”

BE IT FURTHER RESOLVED that the Authority’s General Counsel is hereby appointed to advise the Authority in personnel matters.

BE IT FURTHER RESOLVED that the Authority’s Administrative Manager is hereby designated Personnel Administrator to assist the Executive Director in the implementation of personnel practices.

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Administrative Manager and the General Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual and handbook.

Offered by: Mr. Tiwari

Seconded by: Mr. Anbarasan

The members were polled the vote being as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Aye
	Ms. DeVeaux (Alt. #1)	-	Absent
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

Mr. DiYanni announced that the Authority will go into Executive Session for purposes pursuant to N.J.S.A. 10:4-12b (7) and (8) under negotiations other than collective bargaining attorney-client privilege and under the personnel option.

Mr. DiYanni said the length of the Executive Session is estimated to be fifteen (15) minutes and there will be formal action most likely to 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.

Mr. Tiwari made a motion to go into the Executive Session at 7:38 PM, seconded by Mr. Anbarasan.

A Roll Call was taken by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

The parties then commenced in Executive Session.

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

Let the record reflect that all members of the Board of Commissioners present prior to going into the Executive Session with the exception of Commissioner Tiwari who was excused from the meeting at 8:06 PM as well as the Operations Manager and Consulting Engineer who were also excused at 8:09 PM following discussions of the first action item in the Executive Session which was a contract negotiation that will continue on for further discussion. Mr. DiYanni said there will action taken when the Authority comes out of the Executive Session to approve a resolution regarding an individual pay increase.

Mr. Anbarasan made a motion to close the Executive Session at 8:21 PM, seconded by Ms. DeVeaux.

A Roll Call was taken by acclamation as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Absent
	Ms. DeVeaux (Alt. #1)	-	Aye
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

RE: SALARY INCREASE FOR RECEPTIONIST / ADMINISTRATIVE ASSISTANT

WHEREAS, the Commissioners of the Franklin Township Sewerage Authority in the County of Somerset have decided to increase the Administrative Assistant Salary

NOW, THEREFORE, BE IT RESOLVED that Vanessa Mangual's salary shall be adjusted effective December 17, 2018.

Offered by: Mr. Anbarasan

Seconded by: Ms. Ford

The members were polled the vote being as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Mr. Bennett	-	Aye
	Ms. DeVeaux (Alt. #1)	-	Absent
	Ms. Ford (Alt. #2)	-	Aye
	Mr. Jalloh	-	Absent
	Mr. Tiwari	-	Absent
	Chairman Galtieri	-	Aye

Chairman Galtieri wished everyone a Happy New Year.

Chairman Galtieri asked for a motion to adjourn.

Mr. Anbarasan made a motion to adjourn the meeting at 8:23 PM, seconded by Ms. DeVeaux.

All Commissioners present voted "Aye".

Respectfully submitted,

Apryl L. Roach

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

RESOLUTION

01022019 - 1

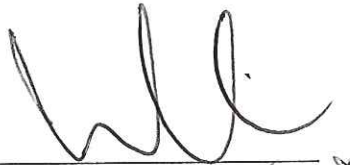
BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #628 of the Payroll Account Fund per Bond Resolution dated August 28, 1989 for the amount of \$ 136,518.32 be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition #628 of the Payroll Account Fund be forwarded to the Bank of New York – Mellon, New Jersey Trustee.

Offered by: Mr. Anbarasan

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	- Aye
	Mr. Bennett	- Absent
	Ms. DeVeaux (Alt. #1)	- Aye
	Ms. Ford (Alt. #2)	- Aye
	Mr. Jalloh	- Absent
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

Adopted: January 2, 2019

RESOLUTION

01022019 - 2

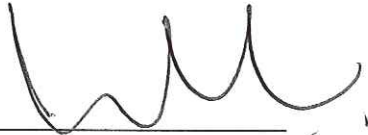
BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #684 of the Operating Expense Fund per Bond Resolution dated August 28, 1989, for the amount of \$ 451,705.03 be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition #684 of the Operating Expense Fund be forwarded to the Bank of New York – Mellon, New Jersey Trustee.

Offered by: Mr. Anbarasan

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	- Aye
	Mr. Bennett	- Absent
	Ms. DeVeaux (Alt. #1)	- Aye
	Ms. Ford (Alt. #2)	- Aye
	Mr. Jalloh	- Absent
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

Adopted: January 2, 2019

RESOLUTION

01022019 - 3

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition # 093 of the Renewal and Replacement Account per Bond Resolution dated August 28, 1989 for the amount of \$ 177,423.43 hereby be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition # 093 of the Renewal & Replacement be forwarded to the Bank of New York – Mellon New Jersey, Trustee.

Offered by: Mr. Anbarasan

Seconded by: Ms. DeVeaux

VOTE:	Mr. Anbarasan	- Aye
	Mr. Bennett	- Absent
	Ms. DeVeaux (Alt. #1)	- Aye
	Ms. Ford (Alt. #2)	- Aye
	Mr. Jalloh	- Absent
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

Adopted: January 2, 2019

RESOLUTION

01022019 - 4

RE: RISK MANAGEMENT CONSULTANTS AGREEMENT

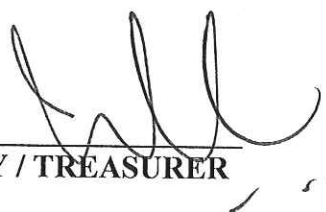
BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset that the attached agreement between Risk Management Consultants and the Franklin Township Sewerage Authority be and is hereby approved.

Offered by: Mr. Anbarasan

Seconded by: Mr. Tiwari

VOTE:

Mr. Anbarasan	- Aye
Mr. Bennett	- Absent
Ms. DeVeaux (Alt. #1)	- Aye
Ms. Ford (Alt. #2)	- Aye
Mr. Jalloh	- Absent
Mr. Tiwari	- Aye
Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

ADOPTED: January 2, 2019

RISK MANAGEMENT CONSULTANT'S AGREEMENT

THIS AGREEMENT entered into this 1st day of January 1, 2019, between the Franklin Township Sewerage Authority (hereinafter referred to as AUTHORITY) and Arthur J. Gallagher Risk Management Services Inc. (hereinafter referred to as the CONSULTANT).

WHEREAS, the CONSULTANT has offered to the AUTHORITY professional risk management consulting services as required in the bylaws of the New Jersey Utility Municipal Joint Insurance Fund, and;

WHEREAS, the AUTHORITY desires these professional services pursuant to the resolution adopted by the governing body of the AUTHORITY at a meeting held January 2, 2019 and;

NOW, THEREFORE, the parties in consideration of the mutual promises and covenants set forth herein, agree as follows:

- I.*** For and in consideration of the amount stated hereinafter, the CONSULTANT shall:
- a) Assist the AUTHORITY in identifying its insurable Property & Casualty exposures and to recommend professional methods to reduce, assume or transfer the risk or loss.
 - b) Assist the AUTHORITY in understanding the various coverages available from the New Jersey Utility Authority Joint Insurance Fund and the Municipal Excess Liability Joint Insurance Fund.
 - c) Review with the AUTHORITY any additional coverages that the CONSULTANT feels should be carried but are not available from the FUND and subject to the AUTHORITY's authorization, place such coverages outside the FUND.
 - d) Assist the AUTHORITY in the preparation of applications, statements of values, and similar documents requested by the FUND, it being understood that this Agreement does not include any appraisal work by the CONSULTANT.
 - e) Review Certificates of Insurance from contractors, vendors and professionals when requested by the AUTHORITY.
 - f) Review the AUTHORITY's assessment as prepared by the FUND and assist the AUTHORITY in the preparation of its annual insurance budget.
 - g) Review the loss and engineering reports and generally assist the safety committee in its loss containment objectives. Also, attend no less than one (1) authority safety committee meeting per annum to promote the safety objectives and goals of the AUTHORITY and the FUND.
 - h) Assist where needed in the settlement of claims, with the understanding that the scope of the CONSULTANT's involvement does not include the work normally done by a public adjuster.

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a) The CONSULTANT shall be paid by the AUTHORITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
 - b) For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

ATTEST:



AUTHORITY:



ATTEST:

CONSULTANT:

Note: This sample has been promulgated by the MEL to assist members in preparing or negotiating agreements with their risk managers. It does not represent an official statement of MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.

New Jersey Utility Authorities Joint Insurance Fund

9 Campus Drive, Suite 216
Princeton, NJ 07054

Phone 201-881-7632
Fax -- 201-881-7633

Pay To : Arthur J. Gallagher
 Address : 707 State Road, Suite 101, Princeton, NJ 08540
 Taxpayer Identification #: 35-2102482 Purchase Order # _____

NOTE: All Bills Must Be Properly Certified Before Payment

DATE	ITEMS	TOTAL
1/1/2018	Fund Year 2019 - Risk Management Fee First Installment Franklin Township Sewerage Authority	\$2,765.00
TOTAL OF THIS BILLING		

Chairman's Certification and Declaration

I do solemnly declare and certify under the penalties of the law that the within bill is correct in all its particulars that the articles have been furnished or services rendered as stated therein; that no bonus has been given or received by any person or person with the knowledge of this payment in conjunction with the above stated that the amount stated therein is justly due and owing and that the amount charged is reasonable and I further certify that I am an Equal Opportunity Employer and that I have complied with the Affirmative Action Regulations issued by the New Jersey Department of the Treasury

Vendor's Signature: *[Signature]* Area Vice President Date: December 10, 2018

OFFICERS CERTIFICATION

I, having knowledge of the facts, certify that the materials and supplies have been received or the services rendered; this certification being based on signed delivery slips or other reasonable procedures.

Signature: _____
 Title: _____


APPROPRIATIONS OR ACCOUNTS CHARGED	PAYMENT AUTHORIZED
	Payment approved at a meeting on _____
	Date _____
	PAYMENT RECORD

2. In exchange for the above services, the CONSULTANT shall be compensated in the following manner:
- a) The CONSULTANT shall be paid by the AUTHORITY a fee as compensation for services rendered, an amount equal to six percent (6%) of the AUTHORITY's annual assessment as promulgated by the FUNDS. Said fee shall be paid to the CONSULTANT within thirty (30) days of payment of the AUTHORITY's assessment.
 - b) For any insurance coverages authorized by the AUTHORITY to be placed outside the FUND, the CONSULTANT shall receive as compensation the normal brokerage commissions paid by the insurance company. The premiums for said policies shall not be added to the FUND's assessment in computing the fee outlined in 2 (a).
3. The term of this Agreement shall be one (1) year. However, this Agreement may be terminated by either party at any time by mailing to the other written notice, certified mail return receipt, calling for termination at not less than thirty (30) days thereafter. In the event of termination of this Agreement, the CONSULTANT's fees outlined in 2 (a) above shall be prorated to date of termination.

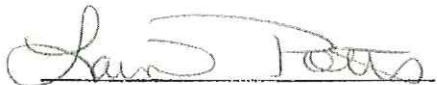
ATTEST:



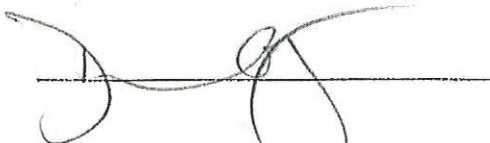
AUTHORITY:



ATTEST:



CONSULTANT:



Note: This sample has been promulgated by the MEL to assist members in preparing or negotiating agreements with their risk managers. It does not represent an official statement of MEL policy, nor is it an endorsement of any form or amount of compensation. Careful consideration at the local level should be given to determine how the document may be amended to meet a community's unique needs or desires. Prior to use, the sample should also be reviewed by the local attorney for form, consistency with local JIF bylaws, inclusion of affirmative action language, etc.

FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION

01022019 - 5

A Resolution Adopting the Updated Personnel Policies and Procedures

Amendment to the following sections:

Anti-Discrimination Policy, American with Disabilities Act Policy/ New Jersey Pregnant Worker's Fairness Act, Communications Media Policy, Use of Internet, Overtime Compensation Policy, Employment Procedure, Background Checks and Procedures for Candidates, Employees and Volunteers

WHEREAS, it is the policy of the 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 Workers Compensation Act, the Federal Consolidated Omnibus Budget Reconciliation Act (COBRA) and the Open Public Meeting Act; and

WHEREAS, the Franklin Township Sewerage Authority has determined that there is a need for personnel policies and procedures to ensure that employees and prospective employees are treated in a manner consistent with these laws and regulations.

NOW, THEREBY, BE IT RESOLVED by the Franklin Township Sewerage Authority that the Personnel Policies and Procedures Manual and the Employee Handbook 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, including cases where the policies and procedures are in conflict with existing Authority policies and procedures.

BE IT FURTHER RESOLVED that this manual is intended to provide guidelines covering public service by 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 Franklin Township Sewerage Authority.

BE IT FURTHER RESOLVED that to the maximum extent permitted by law, employment practices for the Authority shall operate under the legal doctrine known as "employment at will."

BE IT FURTHER RESOLVED that the Authority's Administrative Manager is hereby designated Personnel Administrator to assist the Executive Director in the implementation of personnel practices.

BE IT FURTHER RESOLVED that the Executive Director and all managerial/supervisory personnel are responsible for these employment practices. The Administrative Manager and the General Counsel shall assist the Executive Director in the implementation of the policies and procedures in this manual and handbook.

Offered by: Mr. Tiwari

Seconded by: Mr. Anbarasan

VOTE:	Mr. Anbarasan	- Aye
	Mr. Bennett	- Absent
	Ms. DeVeaux (Alt. #1)	- Aye
	Ms. Ford (Alt. #2)	- Aye
	Mr. Jalloh	- Absent
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

Adopted: January 2, 2019

RESOLUTION

01022019 - 6

**RE: SALARY INCREASE FOR RECEPTIONIST /
ADMINISTRATIVE ASSISTANT**

**WHEREAS, the Commissioners of the Franklin Township Sewerage
Authority in the County of Somerset have decided to increase the Administrative
Assistant Salary**

**NOW, THEREFORE, BE IT RESOLVED that Vanessa Mangual's
salary shall be adjusted effective December 17, 2018.**

Offered by: Mr. Anbarasan

Seconded by: Ms. Ford

VOTE:	Mr. Anbarasan	- Aye
	Mr. Bennett	- Absent
	Ms. DeVeaux (Alt. #1)	- Aye
	Ms. Ford (Alt. #2)	- Aye
	Mr. Jalloh	- Absent
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



SECRETARY / TREASURER



CHAIRPERSON

ADOPTED: January 2, 2019