

Franklin Township Sewerage Authority

Minutes of Meeting

March 3, 2020

PRESENT

Chairman Galtieri called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:57 PM. The following Commissioners were also present: Mr. Alcazar, Mr. Anbarasan, Ms. DeVeaux, Ms. Ford, Mr. Schmidt and Mr. Tiwari. In attendance were also Brian Regan, Executive Director; Apryl L. Roach, Administrative Manager; Scott Nocero, Operations Manager; Christian Santiago, Staff Engineer; Joseph Danielsen, Special Project Manager; Eric M. Bernstein, Esq., General Counsel; Joseph Gemmell and Howard Matteson, Consulting Engineers.

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, all requirements had been met.

PUBLIC COMMENTS

Ms. DeVeaux moved to open the meeting for Public Comments, 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

No public was in attendance. None spoke.

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

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.

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

A roll call was taken as follows:

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

REPORTS

EXECUTIVE SUMMARY – Brian G. Regan, Executive Director

Legal

- There are no significant issues, though there we will be an Executive Session this evening.

Marcy Street Sanitary Sewer Rehabilitation – Color: Green

- No Change in status
- Started NJIBank funding process. We are in a holding pattern until NJIBank Approval
 - NJDEP issued letter of exemption form environmental review
- Estimating “Auth to Advertise” March 2020
- Financials Green 90% of “to-date” budget expended (not incl construction)

Hamilton Street PS – Color: Green

- Dulaine Contracting, Inc. \$3,049,460.00
- Construction started September 9, 2019
- Construction progress meeting held February 27th and 28th 2020.
 - Overall schedule is on plan
 - Soil Site conditions disagreement
 - Investigating costs and alternative (Open Cut)
- PayApp 5 submitted for approval for \$110,675 tonight
- Financials Green: 54% 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 now March 2020
 - Minor paperwork needs to be resolved
- Expect to process last Pay application in March
 - Pay App 7 is submitted for approval tonight for \$308,381
- Financials Green: 98% of budget expended, 98% of construction budget expended

East Millstone Concept – Color: Green

- Scope of Service Agreement Completed
 - Current agreement with CDM Smith is for Engineering Design and Permitting for \$175,000.00
 - Department of Environment Protection review meeting was held on January 13, 2020 in Trenton.
 - No action items assigned

- Tentative Award Bid (8/20), Active Construction (3/21)
- Financials Green

FTSA IT Infrastructure UPGRADE – Color: Green

- Moved to Executive Director Reports

EXECUTIVE DIRECTOR'S REPORT - Brian G. Regan

March 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

- Somerset Street PS Operational issues
 - A by-pass was implemented on Dec. 10th and two (2) additional times due to rain
 - The PS is operating as per the design by upon flow study from 2013
 - PS is experiencing 30 - 50,000 Gallons-Per-Day (GPD) over the flow study baseline of 200,000 GPD
 - Working with Scott Nocero and Howard Matteson to research medium and long- term solutions
- Weston Canal Force Main (WCFM)
 - Working with our insurance company (JIF) to determine if any costs are reimbursable. File claim # 2082572078
 - Met with Adjustor and Insurance Engineer on Dec. 18, 2020
 - Claim Denied
 - Based upon attorney's advice, FTSA filed an internal appeal on February 25, 2020
 - Expect to hear decision on or about March 11, 2020
- New Brunswick Water Update
- Board Approval to move forward with the CDM Smith High Bay Garage Proposal
 - Included in 2019-20 % year Capital Plan
 - Construction Cost \$550 – 600K
 - CDM Smith Engineering Proposed Cost (Design, Permitting and Bidding) \$128,200.00
 - Issue Bid in September 2020, Construction to hopefully commence November 2020
- Maintenance Technician Posting status

- Interviews conducted, candidate selected, offer accepted
- March 16th scheduled start date
- Engineering Intern update – Posting Wednesday
- Short / Long Term Disability is additional rates/terms forwarded to Chairman on February 27, 2020
- Phase II of office reconfigurations completed on February 28, 2020 (Billing, Reception and Administrative Manager)
- Phase II of the FTSA enhanced security system is completed
 - Added outside cameras and card entry access for both the Administration and Maintenance Buildings
- BGR Vacation April 7-14. Return to office on April 15, 2020.
- 2020-2021 Budget process has started

5. Resolutions

Standard

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

Additional

1. Confirming the hire of a Special Project Manager – Joseph Danielsen (Approved during the February 4, 2020 Board meeting)
2. Hiring of a Sewer Maintenance Technician – Michael Urash – Date of Hire March 16, 2020
3. Confirming the annual appointment Qualified Purchasing Agent (Q.P.A.) and Compensation - Apryl L. Roach – (Approved during the February 4, 2020 Board meeting)

4. Other Items

- b. SAVE THE DATE: AEA Utility Management Conference / March 11-12, 2020 / Caesar, Atlantic City

6. Closed session: Yes

- b. Union Contract
- c. Credit Policy (3)
- d. WCFM
- e. SBB Connection Agreement/Connection Fees

OPERATIONS REPORT ~ Presented by Scott Nocero

Copies of the Operations Report were provided as follows:

MONTH OF FEBRUARY 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.

Six Mile Run P.S.: On February 10, 2020, our staff made a confine space entry into the wet well to replace the brackets that hold the one half (1/2") inch PVC bubbler line (level sensor) to the wall. The conduit had become loose causing false water level readings, triggering the need for repair. While our crew was down in well and working off of the catwalk, they removed additional tangled up debris on the ladder rungs attached to the wall.

Meadow Ave P.S.: On February 10, 2020, the same crew made entry into the wet well to remove the tangled debris on the ladder rungs attached to the wall.

School Ave P.S.: On February 14, 2020, our staff installed two (2) new sewage grinder style sump pumps in the dry well pit, since the original units were beyond repair.

Somerset Street P.S.: No by-pass operations were needed for the month. The grinder chamber has been modified to handle the additional flows coming to the station and preventing the upstream from becoming surcharged. We are currently putting approximately seventy-five percent (75%) of flow through to the wet well without going through the actual grinder, with approximately twenty-five percent (25%) of flow going through the actual grinder. We have experienced heavy rags jamming the pumps causing excess wear and tear. One (1) pump needed to be fully rebuilt by PSI (Pumping Services Inc.) and was covered under the warranty.

Odor and Corrosion Control

Evoqua performed their monthly service and inspection of our odor and corrosion control systems. Tank level up links have now been installed on the remainder of our systems for the ease in scheduling of deliveries. There were no odor complaints for the month.

This month, we completed our demo of the aeration devices (Wet Well Wizard) in the wet wells of our pump stations. Both locations showed good results.

Developer/Inspection Related Issues

During the month, our staff performed inspections for 50 Veronica Ave (warehouse), Amazon and the two (2) other warehouses @ Randolph Road and Weston Canal Road.

Collection System Related Issues

Gravity Sewer Flushing (2-Year Twp. Wide Program) During the month, our staff flushed and cleaned 74,779' of main sewer line as part of our ongoing preventive maintenance program. Current estimate from January 2019 to the present is that we have accomplished fifty-four percent (54%) of our overall goal.

CCTV Inspections are being performed in the drainage area that flows directly to the Somerset Street Pump Station. So far, the inspections that have been performed have shown overwhelmingly leaking main line joints, leaking lateral connections and heavy amounts of clean water coming from the house sides of service. During these inspections, we have asked for the Water Department to come out and sample for chlorine residual in the water to help identify if the findings are water breaks or ground water issues. FTSA will continue to perform these inspections until the area is complete. Estimated footage CCTV'd this month was 16,000'.

Complaint and Alarm Dispositions

During the month, our staff responded to several concerns from residents in regard to slow draining sewers, each concern was inspected thoroughly with the findings to be on the residents' side of the service, where as we then advise the owner to contact a licensed plumber. Our maintenance staff responded to a couple of after hour call-ins for pump station alarms for a jammed pump at Somerset St. and level control fault at Pine St., all issues were resolved.

Safety

On February 12, 2020, two (2) of our maintenance staff were involved in a motor vehicle accident while driving in the same truck. The incident was the fault of the other driver who received a ticket for failing to maintain the lane. No injuries were reported for either party. Our insurance company sent out an adjuster to appraise the damage; this was following the appraisal we had already received from the local body shop. Parts have been ordered by shop & once in we will schedule to bring truck for repairs.

On February 10, 2020 one (1) of our maintenance staff injured his shoulder while working in the wet well at the Meadow Ave. P.S. The employee was lifting heavy wet debris while over extending his reach causing him to strain his shoulder. The employee was out of work for five (5) days before being released back to full duty.

On February 11, 2020 and February 12, 2020 two (2) of our maintenance staff were sent for FLYGT pump repair training, as the Authority has all FLYGT submersible sewage pumps at our submersible stations. The additional training is very helpful & beneficial for both the employees as well as the Authority.

Connections

Current Months Connections: 38.50

Total to Date: 209

Anticipated for the Fiscal Year: 372

***Note:** .50 connection is for an Affordable Housing Unit.

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 Mr. Regan gave the update during his report.

SAFETY COMMITTEE

Chairman Galtieri said 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 \$ 138,762.23

Operating Expense Account \$ 138,956.98

Renewal and Replacement \$ 451,152.27

North Tract Crossing \$ 2,501.62

Escrow \$ 4,842.50

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

A roll call was taken as follows:

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

Commissioner Tiwari left at 7:33 PM

RESOLUTION

03032020 - 06

**TOWNSHIP OF FRANKLIN SEWERAGE AUTHORITY
COUNTY OF SOMERSET
STATE OF NEW JERSEY**

**RESOLUTION AUTHORIZING EMPLOYMENT AGREEMENT
BETWEEN THE TOWNSHIP OF FRANKLIN SEWERAGE
AUTHORITY AND JOSEPH DANIELSEN**

WHEREAS, the Franklin Township Sewerage Authority ("FTSA") has retained the services of Joseph Danielsen ("Danielsen") as a Special Project Manager for the FTSA and both parties wish to memorialize an employment agreement for same.

NOW, THEREFORE, BE IT RESOLVED by the Franklin Township Sewerage Authority, County of Somerset, State of New Jersey that the FTSA wishes to enter into an Employment Agreement with Danielsen as a Special Projects Manager and the Resolution memorializes same and the FTSA Board Chairman and Board Secretary are

also hereby authorized to execute, on behalf of the FTSA, said employment agreement with Danielsens.

Offered by: Mr. Anbarasan

Seconded by: Ms. Ford

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

RESOLUTION

03032020 - 07

**RE: HIRING A SEWER MAINTENANCE TECHNICIAN FOR THE
AUTHORITY**

BE AND IT IS HEREBY RESOLVED by the Township of Franklin

**Sewerage Authority in the County of Somerset that Michael Urash be and is hereby
hired as a sewer maintenance technician at an hourly rate of \$25.72, effective March
16, 2020. Said employee will have a three (3) month probation period.**

Offered by: Ms. DeVeaux

Seconded by: Mr. Anbarasan

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

RESOLUTION

03032020 – 08

**AUTHORIZING STIPEND FOR APRYL ROACH TO SERVE AS AUTHORITY
QUALIFIED PURCHASING AGENT**

WHEREAS, the Franklin Township Sewerage Authority regularly solicits bids and contracts for services to be rendered to the Authority by outside vendors and contractors pursuant to the provisions of the Local Public Law (LPCL); and,

WHEREAS, the provisions of the LPCL allow for a greater bid and/or solicitation threshold under the LPCL if an entity employs a certified Qualified Purchasing Agent (QPA); and,

WHEREAS, Apryl L. Roach, an employee of the Authority, is the holder of a current QPA certification, which the Authority wishes to use for its current purposes and Ms. Roach is willing to do so if compensated for same, which the Board is willing to do, pursuant to certain conditions which Ms. Roach has accepted.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Franklin Township Sewerage Authority, County of Somerset, State of New Jersey that it wishes to engage the use of the QPA certificate currently held by Apryl L. Roach for its purposes and to compensate Ms. Roach for calendar year 2020, retroactive to January 1, under the following conditions:

- (1) Ms. Roach maintains her QPA certificate in a current manner for the period in question; and,
- (2) The need for the use of a QPA certificate is necessary for the operations of the Authority for the period in question.

NOW, THEREFORE, BE IT FURTHER RESOLVED that the compensation for Ms. Roach to serve as QPA for calendar year 2020 will be Two Thousand (\$2,000.00) Dollars per annum less all applicable deductions, retroactive to January 1, 2020. If either or both party(ies) to this Resolution choose to end their involvement as to the QPA certification, Ms. Roach will receive a pro-rata share of the compensation set forth above less all applicable deductions.

Offered by: Ms. Ford

Seconded by: Ms. DeVeaux

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

BRIAN G. REGAN – Thank You

On behalf of the Board of Commissioners, Chairman Galtieri acknowledged the services as provided by Mr. Regan during his tenure as the Executive Director for the Franklin Township Sewerage Authority that will conclude on April 30, 2020 and wishes him well during his second retirement.

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); and, (7) (attorney client privilege related to the Weston Canal Force Main issue as well as attorney client privilege relative to a contract between South Bound Brook and the Authority regarding connection issues, as well as, credit policy issuance.) Formal action may be taken at the close of the Executive Session.

WHEREAS, items on the agenda fall under paragraphs 4 and 7 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 7:58 PM, seconded by Ms. Ford.

A Roll Call was taken by acclamation as follows:

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

Ms. DeVeaux made a motion to come out of the Executive Session, seconded by Mr. Anbarasan at 9:04 P.M.

A Roll Call was taken by acclamation as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Aye
	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Aye
	Ms. Ford	-	Aye
	Mr. Schmidt (Alt. #2)	-	Not eligible to vote
	Mr. Tiwari	-	Absent
	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 Joseph Gemmell, Consulting Engineers of CME Associates, Scott Nocero, Operations Manager of the Franklin Township Sewerage Authority and Christian Santiago of the Franklin Township Sewerage Authority.

Mr. Bernstein said the Board was given an update with the issue between the insurance carrier and the Weston Canal Road, Force Main. No formal action needs to be taken.

Mr. Bernstein said there was an update given regarding the ongoing negotiations between South Bound Brook and the Franklin Township Sewerage Authority for a new Agreement. Direction was given to the Executive Director and General Counsel regarding same. No formal action needs to be taken.

Mr. Bernstein said there was a discussion relative to the ongoing negotiations between the United Service Workers Union, Local 255 and the Franklin Township Sewerage Authority. No formal action needs to be taken.

Finally, there was a discussion relative to three (3) distinct and separate credit requests. Mr. Bernstein said the first involves eight (8) homes at Norwich Place (17, 18, 19, 20, 21, 22, 23 and 24 Norwich Place). The recommendation from the Executive Director is that these individuals be credited for the sewerage payments previously made subsequent to their homes being destroyed by fire. No formal action needed.

Chairman Galtieri asked for a motion to for a removal and a credit for Norwich Place.

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

A Roll Call was taken by acclamation as follows:

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

Mr. Bernstein said the second credit was at 195 Davidson Avenue. It is the recommendation of the Executive Director that the account be credited in the amount of \$1,207.37.

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

A Roll Call was taken by acclamation as follows:

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

Mr. Bernstein said the third credit is relative to the Franklin Care Center and the Board has been made aware of the conditions regarding the same. It is the recommendation of the Executive Director that the Franklin Care Center be credited in the amount of \$7,330.00 and the credit billing be waived if and when they prove that they have physically capped the sewer connection from the property and the remaining request is denied.

Chairman Galtieri asked for a motion to waive the fee and denial of the remainder of the request.

Mr. Anbarasan made a motion and Ms. Ford seconded.

A Roll Call was taken by acclamation as follows:

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

Chairman Galtieri asked for a motion to adjourn.

Mr. Anbarasan made a motion to adjourn the meeting at 9:09 PM, seconded by Ms. DeVeaux.

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