

Franklin Township Sewerage Authority

Minutes of Meeting

May 5, 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 (all by video): Mr. Alcazar, Mr. Anbarasan, Ms. DeVeaux, Ms. Ford, Mr. Schmidt and Mr. Tiwari. Also in attendance were 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 Gemell, 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 Public Laws of 1975 (Open Public Meetings Act) and Chapter 11 of the Public Laws of 2020, all requirements had been met to allow for the electronic meeting of the Board.

PUBLIC COMMENTS

Mr. Anbarasan 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. 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 – April 7, 2020

Chairman Galtieri asked if there were any questions or concerns regarding the Minutes from April 7, 2020 Board regular meeting. The minutes were acceptable as written.

Ms. Ford made a motion to accept the April 7, 2020 Minutes, which was 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

REPORTS

EXECUTIVE SUMMARY – Brian G. Regan, Executive Director

Legal

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

Marcy Street Sanitary Sewer Rehabilitation – Color: Green

- Started NJ IBank funding process. In holding pattern until NJ IBank Approval
 - Received feedback from NJDEP stating that the engineering review is not completed. Additionally, NJDEP has requested additional information.
- Estimating “Auth to Advertise” to be late May2020
- Financials Green 94% of “to-date” budget expended (not incl construction)

Hamilton Street PS – Color: Green

- Construction progress meeting was held on April 16, 2020.
 - Overall schedule is on time
 - Dulaine has made the Authority aware that suppliers informed him of “potential” delays.
 - Currently, there are not any supply line issues
 - Agreement reached on micro-tunneling versus Open cut.
 - Open Cut is proposed
 - No additional cost
 - Contract line items are being adjusted
- PayApp 7 was submitted for approval in the amount \$132,844.38 this evening
- Financials Green: 71 % of Construction Admin budget expended, 52% of construction budget expended

Somerset Street PS – Color: Green

- Color remains Green.
- Expect to process Final Pay application in June 2020
 - CDM-Smith reviewing submitted claims from Contractor.
 - Said final pay application does not include 2% retainage. The expected payment should be less than \$50,000.00.
- 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 design report targeted for August 2020
 - Tentative Award Bid (11/20), Active Construction to commence potentially Spring 2021
- Financials Green: 16% of To-Date Budget

EXECUTIVE DIRECTOR'S REPORT - Brian G. Regan

May 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 Administrative and Engineering Staff are working remotely
 - o Maintenance Technicians
 - Half on – Half Assign Home Isolation
 - Reduce the risk of infection and still maintain effective productivity
- Escrow Account is current
 - o Multiple month clean-up of some very old projects. A little over 87K is being processed tonight.
- 2020-2021 Budget process is in process of being developed and will discuss further later in the meeting.

5. Resolutions

Standard

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

Additional

Resolution to amend the Rate Schedule of Prevailing Rates for the 2020-2021 Connection fee to \$3,121.00, effective June 1, 2020

6. Other Items

- b. New Brunswick Water Update (June Update)
- c. South Bound Brook (June Update)

7. **Closed session: Yes**
 - a. **Union Contract**
 - b. **Attorney client issues**

OPERATIONS REPORT ~ Presented by Scott Nocero

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

**MONTH OF APRIL 2020
COVID-19 PANDEMIC**

Pump Stations

Routine pump station maintenance, including valve exercising, alarm testing, lawn maintenance, and pump lubrications, were performed. (wet well cleaning as needed due to COVID-19)

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

Six Mile Run P.S.: Replaced the batteries for the emergency generator.

Meadow Ave P.S.: Replaced the faulty digital hour meter for the channel grinder.

Princeton Highlands P.S.: Received a seal fail alarm for pump #2. The pump was pulled, inspected and water was found in the housing as the mechanical seal failed. The pump was brought back to the shop at which time FTSA staff performed a full rebuild consisting of new seals, bearings and O-rings. (Out of service Saturday 4/4/20; back in service, Tuesday 4/7/20)

Van Cleef P.S.: Replaced the Stop Level Float Ball in the wet well.

Griggstown P.S.: Replaced the faulty solenoid switch for the surge tank.

Franklin High School P.S.: Due to extremely minimal flow from the school during this COVID-19 pandemic, we have shut the channel grinder off so it does not operate dry.

Somerset Street P.S.: On April 13, 2020, we were forced to go on By-Pass due to the heavy rain event (1.86") The station started at approximately 10:45am and continued till 1:00am 4/14/2020. CSL flow monitoring has been completed and final data reports are expected within two weeks from removal of the equipment (4/24/2020)

All Pump Stations: During the month, we started servicing our emergency generators. (Oil/Filter, Fuel Filter & Air Filter)

Odor & Corrosion Control

Evoqua performed their monthly service and inspection of our odor and corrosion control systems. Data from the odalogger showed a need to increase our feed rate to handle the warmer water temperatures giving high spikes of H₂S at the outfall for Six Mile Run P.S.

Developer/Inspection Related Issues

During the month, our staff performed final inspections for Canal Walk, 50 Veronica Avenue and Leewood. Installation and testing inspections were performed at the Amazon warehouse project.

Collection System Related Issues

Gravity Sewer Flushing and CCTV Inspections have been suspended due to the COVID-19 Pandemic.

Quarterly water meter readings of both influent and effluent meters were performed through email as buildings and businesses being closed.

Performed routine inspection of all easements looking for down trees that would need to be cleared, as well as other related items.

Complaint and Alarm Disposition

During the month, our staff responded to two (2) resident concerns for slow draining sewers. Each complaint was found to be on the homeowner's side of the lateral. Our staff also responded to a couple of alarms at the pump stations relative to a Township power interruption during the wind related storms we had.

Safety

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

The maintenance person who tested positive for COVID-19 has since recovered and returned to work.

Our maintenance staff is currently operating and rotating at one-half (1/2) a crew a week while the other half isolates at home.

Connections

Current Months Connections:	.50
Total to Date:	209.50
Anticipated for the Fiscal Year:	372

* .50 is 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

Mr. Anbarasan spoke with regards to applicable municipal projects and said there would be a potential tax increase to the residents.

Mr. Anbarasan also shared information, with regards to public interest, that there would be a multi-lingual benefit concert on Saturday, May 9, 2020 to benefit the Franklin Food Bank.

CONSTRUCTION COMMITTEE

Mr. Anbarasan said there were no updates to 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 \$ 189,259.65

Operating Expense Account \$ 2,188,811.30

Renewal and Replacement Account \$ 205,583.38

North Tract Crossing Account \$ 2,183.65

Escrow Account \$ 87,360.97

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)	-	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
05052020 - 6

Re: RATE AMENDMENT CONNECTION FEE 2020-2021

WHEREAS, PUBLIC NOTICE was published in the Courier News advertising a Public Hearing on the Amendment to the Rate Schedule of the Township of Franklin Sewerage Authority revisions of April 2020; and,

WHEREAS, A PUBLIC HEARING was held on, May 5, 2020 in the Township of Franklin Sewerage Authority offices with respect to the Rate Schedule.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that the amendment as attached hereto and made a part hereof is hereby adopted.

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 (Budget) (8) personnel as to the budget. 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 7:02 PM, 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

Commissioner Alcazar left the meeting at 7:32 PM and did not return to the meeting.

Mr. Anbarasan made a motion to come out of the Executive Session, seconded by Ms. DeVeaux at approximately 8:20 P.M.

A Roll Call was taken as follows:

VOTE:	Mr. Alcazar (Alt. #1)	-	Absent
	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, except for Mr. Alcazar who left during the Executive Session, as well as the Executive Director, General Counsel, the Authority Special Project Manager, and the Administrative Manager. 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 insurance issue. It was determined by the Board that the matter was not to be pursued any further by with General Counsel. No formal action needed to be taken at this time.

There was a discussion regarding the ongoing negotiations between USWU Local 255 and the Franklin Township Sewerage Authority. Direction was given to the Negotiations Committee and General Counsel to advise on the proposed Memorandum of Agreement and to recirculate amongst the Personnel/Negotiations Committee prior to distribution for consideration by the Union.

Finally, there was a discussion within the issue of anticipated and/or pending litigation and attorney client privilege relative to the Authority budget June 1, 2020 thru May 31, 2021 and the impact of the present pandemic on the revenue stream, the possible layoffs and/or furloughs and related budget issues the Authority is currently facing. Various matters were discussed and General Counsel, the Executive Director, the Special Projects Manager and the Chair were given tasks for handle prior to the next Board meeting. No formal action needs to be taken as it is anticipated that it will be discussed further at the June 2, 2020 Board meeting.

Chairman Galtieri thanked all for attending and the Staff for continuing to operate under the current conditions.

Chairman Galtieri asked for a motion to adjourn.

Mr. Tiwari made a motion to adjourn the meeting at 8:26 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