Franklin Township Sewerage Authority

Minutes of Meeting

October 1, 2019

PRESENT

Chairman Galtieri called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:39 PM. The following Commissioners were also present: Ms. Ford and Mr. Tiwari. In attendance were also Brian Regan, Executive Director; Apryl L. Roach, Administrative Manager; Scott Nocero, Operations Manager; Christian Santiago, Staff Engineer; Eric M. Bernstein, Esq., General Counsel; Joseph Gemmell and Howard Matteson, Consulting Engineers.

Also present for the meeting was John Smith of EMEX for a presentation.

ROLL CALL

Mr. Anbarasan - Absent
Ms. DeVeaux - Absent
Ms. Ford - 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

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

The members voted as follows:

| VOTE: | Mr. Anbarasan | - | Absent |
|-------|-------------------|----|--------|
| | Ms. DeVeaux | - | Absent |
| | Ms. Ford | | Aye |
| | Mr. Tiwari | - | Aye |
| | Chairman Galtieri | 1= | Aye |

No public was in attendance. None spoke.

EMEX - PRESENTATION BY John Smith of EMEX

Mr. Smith presented the electric utility bid process to those present and distributed supportive documentation of the same.

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

The members voted as follows:

| VOTE: | Mr. Anbarasan | 126 | Absent |
|-------|-------------------|-----|--------|
| | Ms. DeVeaux | - | Absent |
| | Ms. Ford | - | Aye |
| | Mr. Tiwari | = | Aye |
| | Chairman Galtieri | = | Aye |

REVIEW OF THE MINUTES - September 3, 2019

Chairman Galtieri asked if there were any questions or concerns regarding the Minutes from September 3, 2019; the minutes were acceptable as written.

Ms. Ford made a motion to accept the September 3, 2019 Minutes, this was seconded by Mr. Tiwari.

A roll call was taken as follows:

VOTE:

Mr. Anbarasan - Absent
Ms. DeVeaux - Absent
Ms. Ford - Aye
Mr. Tiwari - Aye
Chairman Galtieri - Aye

REPORTS

EXECUTIVE SUMMARY - Brian G. Regan, Executive Director

Legal

- Executive Session to address Somerset Street PS.
 - o Somerset Street PS
 - o Staff Update

Marcy Street Sanitary Sewer Rehabilitation - Color: Green

- No Change
- Started NJIBank funding process. In holding pattern until NJIBank Approval
- Estimating "Auth to Advertise" March 2020
- Financials: 85% of "to-date" budget expended (not incl construction)

Hamilton Street PS - Color: Green

- Dulaine Contracting, Inc. was awarded the contract for \$3,049,460.00
- CME and FTSA completed reviewing the material and equipment submittals by Dulaine and found them acceptable.
- Construction started September 9, 2019
- Financials: 64% of "to-date" budget expended (not incl construction)

Somerset Street PS - Color: Green

- Color change to Green.
- Received updated detailed project schedule
- Weekly conference calls are being held with CME and GRADE Construction.
- Substantial Completion Date was August 14th
- Significant progress since last Board meeting
 - O Grading of the grounds, additional topsoil has been added and seeding has been completed.
 - O Scheduling of the PS fencing has been set for this week

- Targeted Completion date is October 14, 2019
- Financials: 85% of budget expended

East Millstone Concept - Color: Green

- CDM Smith drafted Design Document
 - o Received Final Design Document for review
 - O Working with Township to ensure all permitting process is understood
- Financials: 90% Concept Study budget expended

Weston Canal Emergency Force Main - Color: Green

- Spoke to Middlesex Water regarding their invoice.
- At this point the estimated cost is has increased to approximately \$975K. We are working with our insurance carrier (JIF) to determine if any costs are reimbursable.

FTSA IT Infrastructure UPGRADE - Color: Green

Network Blade report provided

EXECUTIVE DIRECTOR'S REPORT - Brian G. Regan

October 2019

- 1. Revenue Report
 - Attached to minutes.
- 2. Expense Report
 - Attached to minutes.
- 3. Cash Position
 - Attached to minutes.
- 4. Discussion Items
 - EMEX John A. Smith Brief Presentation Electronic Bidding for Utility
 - Additional Rodney Ave costs to consider for loan application
 - Working with Bond and Financial Advisor to understand the Pros and Cons of such application
 - No User Charge rate increase on November 1, 2019 (Resolution and Public Notice of same to follow)
 - Updated Rates, Rules and Regulations:
 - a. <u>Sheet One, Detail A, Standard Manhole</u>: Interior Manhole Coating has been changed from Core-Cote to Duraplate 5800/5900 by Sherwin Williams. The Core-Cote product is no longer available.
 - b. <u>Sheet Two, Detail C, Standard House Connection</u>: Previously, the height requirement of the riser was shown to be three (3") inches long. In

- practice, this number varies from project to project, so we are deleting this requirement altogether.
- c. <u>All the Sheets Bottom Left</u>: The revision date of this document has been updated to reflect a date of August 2019.
- Office Reconfiguration Phase I is completed (Bookkeeping and Engineering offices)
- Office Reconfiguration Phase II is a work in progress (Billing, Reception and Administrative Management offices)
- Franklin Day Festival, September 28, 2019
- Status of Authority Audit for Fiscal Year ending May 31, 2019 Work in progress and on schedule

5. Resolutions

Standard

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

Additional

- a) Updated Rates, Rules and Regulations
- b) No User Fee rate increase on November 1, 2019

6. Other Items

Save Date November 19-20 (Tuesday and Wednesday) AEA, Atlantic City

7. Closed session: Yes

EMEX - MOTION

Mr. Tiwari made a motion to proceed with the electronic bidding process with EMEX with regards to the Authority electric utilities, seconded by Ms. Ford.

A roll call was taken as follows:

| VOTE: | Mr. Anbarasan | = | Absent |
|-------|-------------------|----|--------|
| | Ms. DeVeaux | - | Absent |
| | Ms. Ford | - | Aye |
| | Mr. Tiwari | - | Aye |
| | Chairman Galtieri | 0= | Aye |

OPERATIONS REPORT ~ Presented by Scott Nocero

Copies of the Operations Report were provided as follows:

Pump Stations

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

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

East Millstone P.S.: During routine testing, we found that the transfer gear for switching power from Township to emergency power was not working. Our crew performed troubleshooting followed by contacting Onan Cummins to come out with replacement control boards. We had to wait for our vendor to locate the boards needed as they are becoming obsolete; due the age of the unit. While FTSA waited for the parts to be located and arrive on scene, we put a protocol in place on how to transfer the unit to an emergency generator in the event of a power interruption.

Rodney Ave P.S.: Our maintenance staff; needed to make entry to the two (2) individual wet wells to make repairs to the brackets and bells for the level sensing bubbler system. As the design is very complicated for making entry to these areas, it took a lot of creativity to be able to perform these repairs.

Princeton Highlands P.S.: During the month, our staff replaced the building exhaust fan with a new unit; as the motor was seized up.

The various pump station locations that have exterior diesel fuel tanks relative to the emergency generators have hard fuel line piping that needed the insulation replaced as they were crumbling apart. This work was performed by our staff.

Our staff also performed the annual service and inspection of all pump station channel and rail mounted grinders. Inspections of each unit showed some minor wear to the cutter cartridges that have been noted for the next inspection.

Our staff has been performing exterior painting of safety bollards; and entry doors at the pump stations. Additionally, caulking is being redone around the various louvers where needed.

Odor and Corrosion Control

EVOQUA performed their monthly service and inspection of our odor and corrosion control systems, as reported last month additional testing and sampling was being performed through the month with the new Somerset Street P.S. coming online in August. This data will tell us if our feed rates are correct.

Developer/Inspection Related Issues

During the month, our staff performed inspections for the developer at 1850 Easton Ave, where a hotel, assisted living center and a Quick Check is being built. Inspections also occurred at 695 Hamilton Street, where a mixed-use building of retail and apartments is being constructed. Our crew has also been performing inspections for the Township's remaining paving projects that are ongoing.

Collection System Related Issues

Gravity Sewer Flushing (2-Year Twp. Wide Program) During the month, our staff flushed and cleaned 50,736' of main sewer lines as part of our ongoing preventive maintenance program. Additional maintenance crews assisted on some of the more heavily traveled roads by performing traffic control while flushing work was being performed. Current est. from January 2019 to present is thirty-three (33%) percent of our overall goal.

During the month, our flusher/vac truck and crew were sent to South Bound Brook to assist with cleaning storm drains. (4 Hours)

On September 25, 2019, DPW assisted the FTSA by pruning and chipping the trees around our facility.

On September 26, 2019, FTSA staff assisted the DPW with our Vac Truck while they performed a water main repair on Highway 27, south of Route 518.

Our staff performed final restoration and slope stabilization at #1 Cottontail Lane. This was one of the access pit locations during the lining of the Weston Canal Force Main Project. Topsoil was raked out and seeded, with a matting installed so as to prevent erosion on the slope along Weston Canal Road.

FTSA staff and equipment were part of Franklin Day on September 28, 2019. This was very successful in that many people were unaware of what it is we do, as well as the different technology we can use to perform our jobs.

Complaints and Alarm Dispositions

During the month, our staff responded to several concerns from residents in regards to slow draining sewers, or with odors inside their home. Our staff conducts a thorough inspection followed by cleaning of the sewers in front of the homes with the issues as standard protocol, even if the sewers are flowing properly. In all cases, the owners were advised to contact a licensed plumber since the problems involved their pipes and not the FTSA.

Safety

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

Connections

Current Months Connections: 2.50

Total to Date:

25.50

Anticipated to Date:

372

COMMITTEE REPORTS:

NEGOTIATIONS / PERSONNEL COMMITTEE

Chairman Galtieri said there is nothing to report at this time.

MUNICIPAL LIAISON COMMITTEE

Chairman Galtieri acknowledged and thanked the Authority for their participation at Franklin Day on September 28, 2019.

Chairman Galtieri said he would get the Township paving schedule and forward it to the FTSA Operations Manager, Scott Nocero.

Chairman Galtieri requested that Commissioners Anbarasan and Tiwari be included with the invitation to attend the Hamilton P.S. Pre-Conference on 10/24/19.

CONSTRUCTION COMMITTEE

Chairman Galtieri said there is nothing to report.

SAFETY COMMITTEE

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

APPROVAL OF RESOLUTIONS

The approval of some of the resolutions will be done by the 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. No one made such request.

^{*}Note: A correction was made to last month's total in which there were 4 connections, not 4.50. The new totals reflect the correction.

Payroll Account \$ 133,952.50

Operating Expense Account \$ 151,501.68

General Fund \$ 15,880.49

Renewal and Replacement \$ 23,778.50

North Tract Crossing \$ 3,258.01

Escrow \$ 5,058.27

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

A roll call was taken as follows:

Mr. Anbarasan - Absent
Ms. DeVeaux - Absent
Ms. Ford - Aye
Mr. Tiwari - Aye
Chairman Galtieri - Aye

FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION 10012019-07

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that the following changes be made to the Rates, Rules and Regulations.

Amendments to Sheets One (1) through three (3) of the Standard Details.

(See Attached)

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Absent Mr. Anbarasan Absent Ms. DeVeaux Ms. Ford Aye Aye Mr. Tiwari Aye

Chairman Galtieri

RESOLUTION 10012019 - 08

RESOLUTION MAINTAINING USER FEES ON OR ABOUT NOVEMBER 1, 2019 OF THE FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

WHEREAS, the Township of Franklin Sewerage 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 creating, managing, operating, maintaining and improving certain sewerage facilities and apparatus located in the Township of Franklin (hereinafter referred to as the "Authority"); and,

WHEREAS, the Authority, in order to carry out its above referenced obligations, impose a user fee or prevailing rates charged to users so that it can manage, operate, maintain and improve its sewerage facilities and apparatus; and,

WHEREAS, the Authority typically reviews, analyzes and addresses said fee on an annual basis on or about November 1, so that the Authority may maintain or adjust the fee as needed; and,

WHEREAS, the Authority has determined that there will be not be an increase in the user fee on November 1, 2019.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Franklin Township Sewerage Authority, County of Somerset, State of New Jersey

that the Board of Commissioners does hereby maintain and keep the same the user fee or prevailing rate as was in effect and set forth on or about November 1, 2018.

Offered by: Ms. Ford

Seconded by: Mr. Tiwari

VOTE: Mr. Anbarasan -

Ms. DeVeaux - Absent
Ms. Ford - Aye
Mr. Tiwari - Aye

Absent

Chairman Galtieri - Aye

RESOLUTION 10012019 - 09

RESOLUTION AUTHORIZING THE FRANKLIN TOWNSHIP SEWERAGE AUTHORITY TO GO TO BID ON NOVEMBER 6, 2019 WITH EMEX, LLC FOR THE ELECTRONIC BIDDING FOR ELECTRIC UTILITIES

WHEREAS, the Township of Franklin Sewerage 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 creating, managing, operating, maintaining and improving certain sewerage facilities and apparatus located in the Township of Franklin (hereinafter referred to as the "Authority"); and,

WHEREAS, the Authority is in need of electric utilities; and,

WHEREAS, EMEX, LLC, an electric market exchange, with an office located at 410 Riverview Plaza, Trenton, New Jersey 08611, delivers strategic, economical and efficient energy solutions; and,

WHEREAS, the Franklin Township Sewerage Authority desires to go to bid on November 6, 2019 with EMEX, LLC for the electronic bidding for electric utilities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Commissioners of the Franklin Township Sewerage Authority, County of Somerset, State of New Jersey that the Board of Commissioners does hereby authorize the Franklin Township Sewerage Authority to go to bid on November 6, 2019 with EMEX, LLC for the electronic bidding for electric utilities.

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE: Mr. Anbarasan - Absent Ms. DeVeaux - Absent

Ms. Ford - Aye Mr. Tiwari - Aye Chairman Galtieri - Aye

Mr. Bernstein announced that the Authority will go into Executive Session for purposes pursuant to N.J.S.A. 10:4-12b (7) and (8) (attorney client privilege and negotiations other than collective bargaining) related to the Somerset Street Pump Station and an employment issue.

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

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

Ms. Ford made a motion to go into the Executive Session at 7:41 PM, seconded by Mr. Tiwari.

A Roll Call was taken by acclamation as follows:

VOTE: Mr. Anbarasan - Absent

Ms. DeVeaux - Absent
Ms. Ford - Aye
Mr. Tiwari - Aye
Chairman Galtieri - Aye

Ms. Ford made a motion to come out of the Executive Session, seconded by Mr. Tiwari at approximately 8:24 P.M.

A Roll Call was taken by acclamation as follows:

VOTE:

Mr. Anbarasan - Absent
Ms. DeVeaux - Absent
Ms. Ford - Aye
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, the Administrative Manager and General Counsel. Also present during portions of the Executive Session were Howard Matteson, Consulting Engineer of CDM Smith, Joseph Gemmell, Consulting Engineer of CME, Christian Santiago, Staff Engineer and Scott Nocero, Operations Manager of the Franklin Township Sewerage Authority.

Mr. Bernstein said there was an ongoing issue regarding the Somerset Street Pump Station and the neighboring property owner. Direction has been given to the Executive Director, and General Counsel as to same. No formal action needs to be taken at this time.

Mr. Bernstein said the Board had a discussion regarding the cessation of employment involving S.H. who had been employed by the Authority. Actions were taken by the Executive Director after consultation with General Counsel. No formal Board action is required.

Chairman Galtieri asked for a motion to adjourn.

Ms. Ford made a motion to adjourn the meeting at 8:25 PM, seconded by Mr. Tiwari.

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

RESOLUTION 10012019 - 01

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #637 of the Payroll Account Fund per Bond Resolution dated August 28, 1989 for the amount of \$ 133,952.50 be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition #637 of the Payroll Account Fund be forwarded to the Bank of New York - Mellon, New Jersey Trustee.

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

- Absent

Ms. DeVeaux

- Absent

Ms. Ford Mr. Tiwari

- Aye - Aye

Chairman Galtieri

- Aye

SECRETARY / TREASURER

10012019 - 2

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #693 of the Operating Expense Fund per Bond Resolution dated August 28, 1989, for the amount of \$151,501.68 be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition #693 of the Operating Expense Fund be forwarded to the Bank of New York – Mellon, New Jersey Trustee.

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

- Absent

Ms. DeVeaux

- Absent

Ms. Ford

- Aye

Mr. Tiwari

- Aye

Chairman Galtieri

- Aye

SECRETARY / TREASURER

10012019 - 3

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition # 504 of the General Fund per Bond Resolution dated August 28, 1989 for the amount of \$ 15,880.49 authorized and approved for payment, and BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition # 504 of the General Fund be forwarded to the Bank of NewYork – Mellon New Jersey, Trustee.

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

Ms. DeVeaux

Ms. Ford

Mr. Tiwari

Chairman Galtieri

- Absent

- Absent

~ Aye

- Aye

- Aye

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SECRETARY / TREASURER

10012019 - 4

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #102 of the Renewal and Replacement Account per Bond Resolution dated August 28, 1989 for the amount of \$23,778.50 hereby be authorized and approved for payment, and

BE IT FURTHER RESOLVED that a Certified Copy of the RESOLUTION together with Requisition # 102 of the Renewal & Replacement be forwarded to the Bank of New York – Mellon New Jersey, Trustee.

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

Ms. DeVeaux

Ms. Ford Mr. Tiwari

Chairman Galtieri

- Absent

- Absent

- Aye

- Aye - Aye

CHAIRPERSON

SECRETARY / TREASURER

10012019 - 5

RE: NORTH TRACT FUND PAYMENTS:

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that the following payments be made from the North Tract Fund.

CME ASSOCIATES -Marcy Street

3,258.01

\$ 3,258.01

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

- Absent

Ms. DeVeaux

- Absent

Ms. Ford

- Aye

Mr. Tiwari

- Aye

Chairman Galtieri

- Aye

SECRETARY TREASURER

CHAIRPERSON

RESOLUTION SEPTEMBER 2019

10012019 - 6

Re: ESCROW FUND

BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that the following payments be made from the Escrow Fund.

KOTHARI FAMILY PARTNERSHIP – ESCROW RELEASE

\$ 5,058.27

TOTAL ESCROW FUND

\$ 5,058.27

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

- Absent

Ms. DeVeaux

- Absent

Ms. Ford

- Aye

Mr. Tiwari

- Aye

Chairman Galtieri

- Aye

RESOLUTION 10012019 - 7

Re: Change in Rates, Rules and Regulations

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that the following changes be made to the Rates, Rules and Regulations.

Amendments to Sheets One (1) through three (3) of the Standard Details. (See Attached)

Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

- Absent Ms. DeVeaux - Absent

Ms. Ford

Mr. Tiwari - Aye

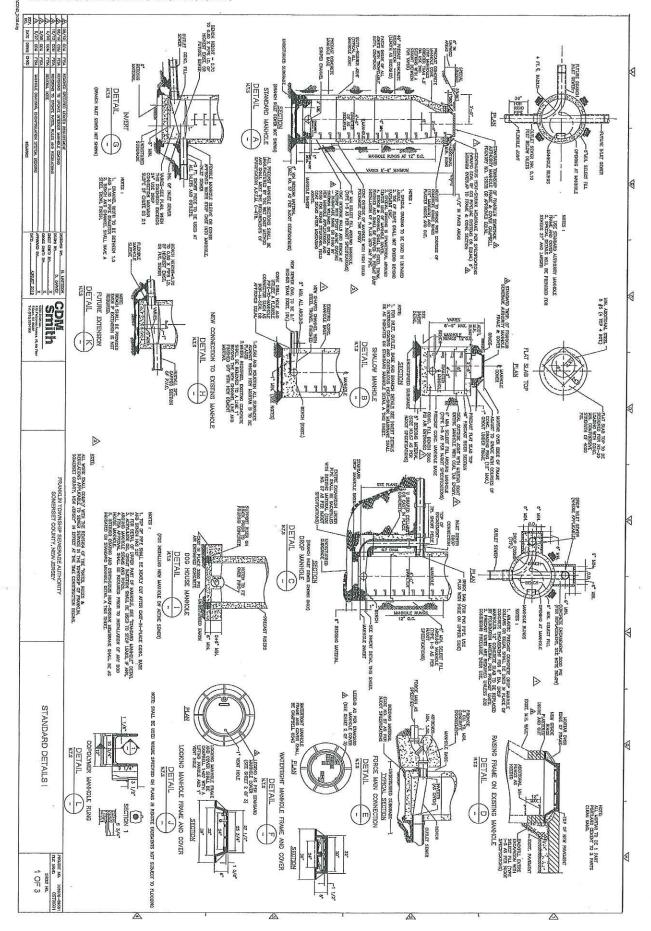
Chairman Galtieri

- Aye

- Aye

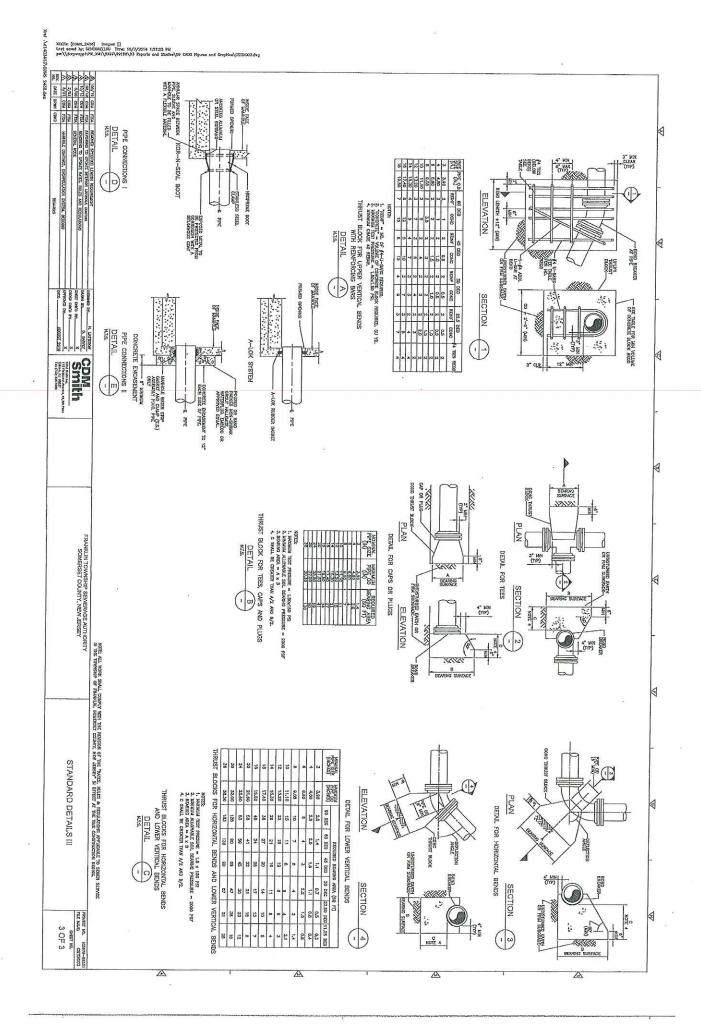
SECRETARY / TREASURER

ADOPTED: October 1, 2019



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FRANKLIN TOWNSHIP SEWERAGE AUTHORITY

RESOLUTION 10012019 - 08

RESOLUTION AUTHORIZING THE FRANKLIN TOWNSHIP SEWERAGE AUTHORITY TO GO TO BID ON NOVEMBER 6, 2019 WITH EMEX, LLC FOR THE ELECTRONIC BIDDING FOR ELECTRIC UTILITIES

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WHEREAS, the Authority is in need of electric utilities; and,

WHEREAS, EMEX, LLC, an electric market exchange, with an office located at 410 Riverview Plaza, Trenton, New Jersey 08611, delivers strategic, economical and efficient energy solutions; and,

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Offered by: Mr. Tiwari

Seconded by: Ms. Ford

VOTE:

Mr. Anbarasan

-Absent

Ms. DeVeaux

-Absent

Ms. Ford

-Aye

Mr. Tiwari

-Aye

Chairman Galtieri

-Aye

SECRETARY-TREASURER

WILL GOT

CHAIRMAN