

**MINUTES OF THE BOARD MEETING  
THE SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY  
March 23, 2020**

**Minute 1 – Opening of Meeting**

The Board Meeting of the Somerset Raritan Valley Sewerage Authority was called to order at 7:30 P.M. by Chairman Todd Hay

**Minute 2 – Open Public Meetings Announcement**

The Open Public Meeting Announcement was read by the Executive Director, Ronald S. Anastasio.

**Minute 3 – Roll Call**

Robert Albano	Present (phone)	Steven Mlenak	Present (phone)
Louis Esposito, Jr	Present	Philip Petrone	Present (phone)
Michael Impellizeri	Present	Spencer Pierini	Present (phone)
Joseph Lifrieri	Present (phone)	Gail Quabeck	Present (phone)
Edward Machala	Present	Randy Smith	Present (phone)
Richard Mathews	Present (phone)	Peter Stires	Present (phone)
		Todd Hay	Present

**Authority Staff**

Ronald Anastasio, P.E., Executive Director	Present
Sherwin Ulep, P.E., Facility Engineer	Absent
Anthony Tambasco, Plant Superintendent	Absent
Michael Ingenito, Chief Plant Operator	Absent
Dennis Smith, Supervisor Liquid Division	Absent
Ellie Hoffman, P.E., Regulatory Compliance Engineer	Absent
Linda Hering, Human Resources Manager	Present
Michele Haynberg, Administrative Asst.	Absent
Peter Wozniak, Chief Financial Officer	Present

**Professional Staff**

Thomas Schoettle, P.E., CDM Smith	Present (phone)
Brad Carney, Esq., Maraziti Falcon, LLP	Present (phone)

**Minute 4 – Pledge of Allegiance**

All in attendance saluted the flag.

**Minute 5 – Approval of Minutes**

1. Board Meeting Open Session Minutes – February 24, 2020

Chairman Hay asked each Commissioner if there were any questions or comments with respect to the Open Session Minutes and there were none. With the Motion of Mr. Machala, Second of Mr. Esposito, the Minutes of the February 24, 2020 Meeting (Open Session), were approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	<i>Abstain</i>
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	<i>Abstain</i>
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	<i>Abstain</i>
		Todd Hay	Yes

2. Board Meeting Closed Session Minutes – February 24, 2020

With the Motion of Mr. Smith, Second of Mr. Impellizeri, the Minutes of the February 24, 2020 Meeting (Closed Session), were approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	<i>Abstain</i>
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	<i>Abstain</i>
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	<i>Abstain</i>
		Todd Hay	Yes

**Minute 6 – Public Participation** – NONE

**Minute 7 – Consent Resolutions for Consideration and Possible Formal Action**

- 1) **Res. No. 20-0323-1** – Resolution Authorizing Change Order No. 1 for the Reallocation of Building Permits Allowance Surplus to Create an Allowance for Unforeseen Conditions Contract C-17-1 – Storm Control Treatment Facility Construction Project

- 2) **Res. No. 20-0323-2** – Resolution Authorizing the Purchase and Installation of Two Center Drive Mechanisms for Primary Clarifiers #1 & #2 through the North Jersey Wastewater Cooperative Pricing System
- 3) **Res. No. 20-0323-3** – Resolution Authorizing Permanent Status of Octaviano Leon as Operator in the Liquid Division
- 4) **Res. No. 20-0323-4** - Resolution Authorizing Permanent Status of David Ciculya as Assistant Operator in the Liquid Division

Chairman Hay asked all Commissioners if there were any questions, concerns or amendments on the above Resolutions and there were none.

Upon Motion of Mr. Impellizeri, Second of Mr. Machala, the above Resolutions were approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	Yes
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	Yes
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	Yes
		Todd Hay	Yes

**Minute 8 – Board Committees** – None

**Minute 9 – Chairman** – Chairman Hay wished everyone to be safe and healthy during this time. Also, so that everyone is aware, construction is continuing in all sectors, both public and private, which is part of the Governor’s Order. He urged everyone to take a look at the Order as construction is being allowed on both the public side and the private side. Ron will get into our current projects next.

**Minute 10 – Reports -**

**A. Executive Director’s Report**

- 1. Update on Storm Control Treatment Facility Construction Project – Mr. Anastasio stated work is progressing. They, like everybody, have put into place a number of policies and procedures regarding the COVID-19 pandemic. We are staying away from them and they are staying away from us as far as social distancing. It hasn’t hampered our interaction with them or management of the project. They continue to make progress on the site and the weather has been in their favor. They are pouring a lot of concrete and making a lot of progress and we continue to be pleased with their

progress on the site. Bob Albano had asked about some current drone pictures. Mr. Anastasio said he would see how many pictures he can fit on an email and will send them out to the Board, so you all can see the overall progress. Everything is on track, no issues there.

2. Update on the Plantwide Electrical Rehabilitation Project – Mr. Anastasio noted that today was the first day that the contractor showed up on-site to start some of the selected demolition in that project. They have mobilized on-site so and so far, so good. Also, shop drawing review is in progress right now and motor control center drawings will be approved shortly and we will get the motor control centers in production, which is the key to this project.
3. Report on Coronavirus Preparedness – In the front of the Report section, we put a memo together giving the Board an idea of what we are doing to prepare for this virus and how to work around it. What we listed are initial steps plus policies that we have put into place with our employees. We had talks with everyone and the word is: if you're sick, stay home, don't be a hero. You need to stay home and get better and not get anyone else sick. But, if you feel good and no problems, come to work because we desperately need you here. We will make any adjustments as this thing progresses. About a week and a half ago, we put into effect that we want people to wear respirators in certain parts of the plant, wherever the water is atomized into the air or wherever the water is misting, at a minimum. If they want to wear it more, they can certainly do that to feel comfortable. We have plenty of gloves and Tyvek suits. The Lab does not use half-face respirators, they use the masks. We have plenty of PPE: goggles, face shields, hand sanitizer and wipes around the plant. We are doing what everyone is doing: wiping surfaces, washing hands more frequently, we hung posters around the plant regarding those items. In my memo, you will see how we have addressed it in the various departments. A couple of people are working from home, including Sherwin and Ellie. Peter is going to be working from home on a part-time basis and we will figure it out as we go. We had a conference call today with AEA, there were over 30-35 authorities on the call, plus some consultants. We are also in touch with the State Office of Emergency Management about getting us supplies and PPE. At this point, fuel and chemicals aren't a problem like they were During Superstorm Sandy. It's really just the PPE. Our in-house group was having discussions about talking to the DEP about relaxing some laboratory testing, lessening the frequency of some tests. While we were on that call, many of us got an email from the DEP with such a directive and guidelines on how they have reduced the frequency of a number of key tests. We are still going to be testing enough to know that the plant is running properly but they have reduced some of the frequency.

The laboratory is our thinnest department. I can go and be an assistant in the Liquid or Solid Division, but I personally, don't know how to run the tests. Mr. Machala asked that, assuming a "worst case scenario" where we had a lot of our staff not feeling well and self-quarantining, and say you were down half of your personnel, are we able to operate at that level? Mr. Anastasio stated that after discussions with our senior staff, we can go down to two or three people on a shift to run the plant. Plus, a number of our supervisors came from those departments so we have that to fall back

on. Also, some of our Maintenance personnel are cross-trained in the Liquid and Solid Divisions. We feel confident in the Liquid and Solid Divisions being able to bolster the people there. It is the Laboratory that is the thinnest. But the fact that they have lightened up on some of the testing, that will help. We will just have to see how things go and keep our fingers crossed. We will have to take it day by day.

We have three people in our laboratory. There is a fourth person who works the midnight floater shift, which means that person works Monday thru Friday, midnight to 8am. Since we changed our laboratory staff mixture around a few years ago, where we really cut the head count down from four to three, we rotate this midnight floater person in from 4am to 8am. He has had some previous laboratory experience and he has worked up there for quite some time as a fill-in. He can run the tests as well. Plus, we have another gentleman who works in the Solid Division as an Operator, who worked in the lab for about a year, and has also filled in. In the past few years, we've had some of lab people out on a non-work-related injury, and we've had plenty of fill-in to do. We do have a contingency plan there and I am a little more worried there, as it may be the weakest link here. We will pull together and do whatever we have to do. Some of the senior management staff, who have the senior licenses like Tony Tambasco, Mike Ingenito and Dennis Smith, can run some of the tests also, especially with some coaching. We do have some backup plans and hopefully we'll come out of this in a few weeks rather than a few months. We'll modify our plan as needed.

Mr. Albano asked if we are having any issues with any reviewing plans that are coming due for their permit approvals, given that they may be shut down. Are we getting extensions or is it not an issue? Ron stated that right now, it is not an issue from the State's standpoint. What the State did after the economic crisis, the Governor would sign into law, a Permit Extension Act, which is common. During the 2009 crisis, these Permits would go for years. They may do that here but depends on how long things are crimped down. We will just have to wait and see, but maybe if things are clearing in six weeks or so, they won't bother. We'll have to see what the Governor and Legislature does. The building community would push for that because any chance they get to extend those, they would like to do. But we haven't heard anything yet.

4. Update on School Clean Sweeps Mercury Removal Project – Mr. Anastasio indicated that as soon we got rolling, we put the brakes on it. Pat Scanlon had already reached out to the Superintendents of schools and he had been in contact with State officials and started conversations, but COVID-19 is on the forefront of everyone's mind. I told Pat we have plenty of time and we will pick it up late in the year when people have a clearer head. So that project is on hold right now.

A question was posed asking how we were making out with Bridgewater and the Storm Control Treatment project? Mr. Anastasio indicated that he spoke to the contractor last Thursday, and the Bridgewater inspectors are still showing up. From what he understands, the Municipal Building is closed to the public but the certain

employees are showing up, probably those that cannot work remotely. From what I understand, the construction department is still working.

Mr. Hay then asked all Commissioners if they had any other questions, and no one else had anything to add.

**B. Engineer/Consultants** – Mr. Schoettle from CDM Smith stated that Ron covered a lot of the activity going on. Tom Laustsen, as we know, is leaving the firm and attended his last board meeting last month. He will be taking over from this point forward. Our annual inspection report was performed back in December. We received comments from the Authority and we submitted them on March 3<sup>rd</sup>, so we have a final report into the Authority. Ron covered a lot of the plant-wide electrical upgrade project in his report so I won't cover that same ground other than to say that we are having regular meetings with the contractors and they have mobilized their trailer on-site and demolition work is scheduled to begin today, March 23<sup>rd</sup> or sometime this week. I haven't checked the most recent progress to see if they've begun that work, but it was originally scheduled to start this week originally.

Regarding the Plant Rerating, the report of the facility was completed and an internal technical review was performed. A draft copy of the report was provided to the Authority for review in April and we have had some discussions. We will be scheduling a conference call and investigating protocols necessary to conduct stress testing of the grid chambers to move that effort forward. And finally, on the Storm Control Treatment Facility: I was out there myself last week for a brief walk-thru of the site and progress is really moving forward. The contractor is doing a great job and the work is being done very neatly, not a lot of off-site tracking of mud in the vicinity so the housekeeping is excellent and we are continuing to track the progress.

**C. Attorney** – No Comments or Reports

**D. Department Reports** –

1. Operations
2. Regulatory Compliance
3. Laboratory
4. Maintenance
5. Special Projects

**E. Facility Engineer Reports** –

1. Facility Engineer's Monthly Report
2. Capacity Allocation
3. Capacity Assurance
4. Monthly Flow Report

**Minute 11 – Communications**

- A. NJDEP, Division of Water Quality; Residual Transfer Report; Reporting Period 1/1/20-1/31/20
- B. NJDEP, Division of Water Quality; Surface Water Discharge Monitoring Report; Reporting Period 1/1/20-1/31/20
- C. NJDEP, Division of Water Quality; Residuals Discharge Monitoring Report; Reporting Period 1/1/20-1/31/20

**Minute 12 – Res. No. 20-0323-6 – Payroll**

Upon Motion of Mr. Machala, Second of Mr. Esposito, the above Resolution was approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	Yes
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	Yes
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	Yes
		Todd Hay	Yes

**Minute 14 – Res. No. 20-0323- 7 – Bills**

Upon Motion of Mr. Smith, Second of Mr. Stires, the above Resolution was approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	Yes
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	Yes
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	Yes
		Todd Hay	Yes

**Minute 15 – Res. No. 20-0323-8 – Resolution Authorizing Emergency Action During the Period of Time that the Governor or New Jersey Declares COVID-19 to Constitute a Public Health Emergency**

As Mr. Anastasio indicated in his email to the Board, the by the middle of last week, we weren't really at this point. The AEA Board was having some discussions about this and trading some emails and thoughts. Some Authorities, certainly those that had been ravaged during Superstorm Sandy, have really been through a serious emergency. We've luckily been spared from that in a number of years. Other than Hurricanes Floyd and Irene, Sandy was on a different scale. That was where we got the idea of declaring an emergency for SRVSA. The main reason is that if it turns out that we are unable to get a quorum for the April Board meeting, or after, mainly it would be so that we can pay contractors and bills. In the event of some emergency purchases, we would be able to move that forward too. Our view is that this is something we want to have in our pocket but we don't intend to enact it or turn it over to the bank to modify our Cash Management Plan. But we have it in our back pocket if we get to the point that we are unable to have a quorum and have a meeting and we still need to pay contractors and keep things moving. The points under "Now therefore it be resolved", there are a number of steps here that the Executive Director or the Chief Financial Officer are authorized to make payments related to and incurred during the normal course of business, not to exceed the budget, but during this COVID-19 Public Health Emergency as declared by the Governor. Also, we are able to make payroll. Mr. Carney added that there are reporting requirements to the Board, within a week, if this action becomes necessary. That is important to protect the Executive Director or the CFO if this is ever utilized. It just authorizes but does not direct, the Executive Director to implement any of these powers. Ms. Quabeck commented that it is good to be prepared and let's hope we don't have to use it. Ron stated that it'll be business as usual and as we approach the April meeting, if we have a quorum to hold the Board meeting, we'll hold the meeting and pay bills and do payroll in a normal fashion and this is just a precaution. He doesn't think we will need it but it is good to have.

Mr. Albano had 2 questions, on page 1 item #3, what is the purpose of adding payroll checks in excess of \$5,000? Why isn't it all payroll checks? And then in paragraph #4, the Executive Director is authorized and empowered to sign all documents. What do we normally do in the conduct of business? Mr. Carney stated that with regard to paragraph 3, under the existing Cash Management Plan that we have, Ron is authorized to sign checks less than \$5,000. In order to be abundantly clear, because some payroll checks are in excess of that, it is to authorize the payment of the whole payroll and to authorize and execute all payroll checks, including any in excess of \$5,000. Regarding #4, under the Resolution that was enacted at the Reorganization Meeting, the Resolution establishing official signatures necessary to conduct the Authority's business, that included the Chairman, Vice-Chairman, Secretary and Treasurer, but not the Executive Director. It is just to add the Executive Director to that list. And only during the period of time that this is an emergency. Mr. Albano was happy with the answers.

No one else had any questions.

Mr. Hay indicated that this act has been used in many municipalities and counties that he has served in his profession and thinks it is appropriate after discussions with Ron earlier. We need

to empower Ron to be able to do this. He knows that Maraziti Falcon feels the same way because we don't know where this is going to lead and it is the right thing to do.

Upon Motion of Mr. Impellizeri, Second of Mr. Machala, the above adopted Resolution was approved by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	Yes
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	Yes
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	Yes
		Todd Hay	Yes

**Minute 16 – Adjournment**

Upon Motion of Mr. Impellizeri, Second of Mr. Esposito, the meeting was adjourned at 8:04 p.m. by the following roll call vote:

**Roll Call Vote:**

Robert Albano	Yes	Steven Mlenak	Yes
Louis Esposito, Jr	Yes	Philip Petrone	Yes
Michael Impellizeri	Yes	Spencer Pierini	Yes
Joseph Lifrieri	Yes	Gail Quabeck	Yes
Edward Machala	Yes	Randy Smith	Yes
Richard Mathews	Yes	Peter Stires	Yes
		Todd Hay	Yes

**NEXT REGULAR BOARD MEETING WILL BE HELD ON  
APRIL 27, 2020**