

**MINUTES OF THE BOARD MEETING  
THE SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY  
October 3, 2016  
(Originally Scheduled for September 26, 2016)**

**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, Joseph Lifrieri.

**Minute 2 – Open Public Meetings Announcement**

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

**Minute 3 – Roll Call**

**Present/Absent**

<u>  x  </u> <u>      </u>	Todd Hay
<u>  x  </u> <u>      </u>	Richard DeLuca
<u>  x  </u> <u>      </u>	Philip Petrone
<u>  x  </u> <u>      </u>	Edward Machala
<u>  x  </u> <u>      </u>	Carolann Garafola
<u>  x  </u> <u>      </u>	Steven Mlenak

**Present/Absent**

<u>  x  </u> <u>      </u>	Richard Mathews
<u>  x  </u> <u>      </u>	Louis Esposito, Jr.
<u>  x  </u> <u>      </u>	Joseph J. Lifrieri
<u>  x  </u> <u>      </u>	Michael Impellizeri
<u>      </u> <u>  x  </u>	Gail Quabeck
<u>      </u> <u>  x  </u>	Robert Albano
<u>  x  </u> <u>      </u>	Peter Stires

**Professional Staff**

Ronald Anastasio, P.E., Executive Director	Present
Sherwin Ulep, P.E., Facility Engineer	Present
Anthony Tambasco, Plant Superintendent	Present
Michael Ingenito, Chief Plant Operator	Present
Ellie Hoffman, Reg. Compliance Officer/Asst. Engineer	Present
Linda Hering, Human Resources Manager	Present
Peter Wozniak, Chief Financial Officer	Present
Donna O’Shea, Administrative Assistant	Absent

**Others**

Thomas Laustsen, P.E. CDM Smith	Present
Brent Carney, Esq., Maraziti Falcon, Gen’l. Counsel	Present

**Minute 4 – Pledge of Allegiance**

All in attendance saluted the flag.

**Minute 5 – Approval of Minutes**

A. Board Meeting – August 22, 2016 Regular Session

Upon Motion of Mr. Impellizeri, Second of Mr. Machala, the Minutes of the August 22<sup>nd</sup> Meeting (Open Session) were approved by the following roll call vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>    </u>	<u>    </u>	<u>  x  </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>    </u>	<u>    </u>	<u>  x  </u>	<u>    </u>

B. Board Meeting – August 22, 2016 – Closed Session

Upon Motion of Mr. Hay, Second of Mr. Mathews, the Minutes of the August 22<sup>nd</sup> , 2016 (Closed Session) were approved by the following roll call vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>    </u>	<u>    </u>	<u>  x  </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>    </u>	<u>    </u>	<u>  x  </u>	<u>    </u>

**Minute 6 – Public Hearing: None**

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

Commissioner Garafola had a question regarding the Consent Agendas. With regards to lowest bidder – she asked what would occur if our current supplier comes in a little higher -- are we forced to take the lower bid even though the current supplier has been providing the service the way we expect.

Executive Director Anastasio answered that we are required to take the lower bid. These contracts have a provision for a one-year extension. If it is extended, after the second year we have to go out for a re-bid.

Commissioner Machala had a question for our CFO regarding Resolution #16-1003-8 Loan of Funds. Is there any interest involved when we do that? CFO, Peter Wozniak, answered that there really is not because they are both checking accounts. So, it's more of a transfer than an actual loan per se.

A. **Res. No. 16-1003-1** – Resolution Awarding Contract for Furnishing & Delivery of Liquid Ammonium Hydroxide to Univar USA, Inc.

Upon Motion of Mr. Steven Mlenak, Second of Mr. Philip Petrone, the above Resolution was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	_____	_____	_____
Richard DeLuca	<u>  x  </u>	_____	_____	_____
Philip Petrone	<u>  x  </u>	_____	_____	_____
Edward Machala	<u>  x  </u>	_____	_____	_____
Carolann Garafola	<u>  x  </u>	_____	_____	_____
Steven Mlenak	<u>  x  </u>	_____	_____	_____
Richard Mathews	<u>  x  </u>	_____	_____	_____
Louis Esposito, Jr.	<u>  x  </u>	_____	_____	_____
Joseph Lifrieri	<u>  x  </u>	_____	_____	_____
Michael Impellizeri	<u>  x  </u>	_____	_____	_____
Gail Quabeck	_____	_____	_____	<u>  x  </u>
Robert Albano	_____	_____	_____	<u>  x  </u>
Peter Stires	<u>  x  </u>	_____	_____	_____

A copy of the Resolution is attached hereto and made part of the Official Minutes.

B. **Res No 16-1003-2** – Resolution Awarding Contract for Liquid Sodium Hydroxide to Univar USA, Inc.

Upon Motion of Mr. Mlenak., Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	_____	_____	_____
Richard DeLuca	<u>  x  </u>	_____	_____	_____

Philip Petrone	<u>  x  </u>	___	_____	_____
Edward Machala	<u>  x  </u>	___	_____	_____
Carolann Garafola	<u>  x  </u>	___	_____	_____
Steven Mlenak	<u>  x  </u>	___	_____	_____
Richard Mathews	<u>  x  </u>	___	_____	_____
Louis Esposito, Jr.	<u>  x  </u>	___	_____	_____
Joseph Lifrieri	<u>  x  </u>	___	_____	_____
Michael Impellizeri	<u>  x  </u>	___	_____	_____
Gail Quabeck	___	___	_____	<u>  x  </u>
Robert Albano	___	___	_____	<u>  x  </u>
Peter Stires	<u>  x  </u>	___	_____	_____

A copy of the Resolution is attached hereto and made part of the Official Minutes.

C. **Res. No. 16-1003-3** – Resolution Awarding Contract for Liquid Sodium Hypochlorite to JCI Jones Chemicals, Inc.

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	___	_____	_____
Richard DeLuca	<u>  x  </u>	___	_____	_____
Philip Petrone	<u>  x  </u>	___	_____	_____
Edward Machala	<u>  x  </u>	___	_____	_____
Carolann Garafola	<u>  x  </u>	___	_____	_____
Steven Mlenak	<u>  x  </u>	___	_____	_____
Richard Mathews	<u>  x  </u>	___	_____	_____
Louis Esposito, Jr.	<u>  x  </u>	___	_____	_____
Joseph Lifrieri	<u>  x  </u>	___	_____	_____
Michael Impellizeri	<u>  x  </u>	___	_____	_____
Gail Quabeck	___	___	_____	<u>  x  </u>
Robert Albano	___	___	_____	<u>  x  </u>
Peter Stires	<u>  x  </u>	___	_____	_____

A copy of the Resolution is attached hereto and made part of the Official Minutes.

D. **Res. No. 16-1003-4** – Resolution Awarding Contract for Liquid Sodium Bisulfite to Southern Ionics, Inc.

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	___	_____	_____
Richard DeLuca	<u>  x  </u>	___	_____	_____
Philip Petrone	<u>  x  </u>	___	_____	_____

Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

E. **Res. No. 16-1003-5** – Resolution Awarding Contract for Polymer to Polydyne, Inc.

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

F. **Res. No. 16-1003-6** – Resolution Extending the Contract for Hauling of Sludge Containers (Contract B-16-5) to Gary W. Gray Trucking, Inc.

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

G. **Res. No. 16-1003-7** – Resolution Approving Preliminary and Final Site Plan Prepared for Marriott Towne Place Suites – Lots 27 & 27.01/Block 58, Situated in Branchburg Township, Somerset County

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

H. **Res. No. 16-1003-8** – Resolution Authorizing a Loan of Funds from Magyar Bank SRVSA Construction Checking Account to Magyar Bank Connection Capital Account in the Amount of \$150,000.00 for the Cash on Hand Necessary to Pay for the Costs Associated with Various Capital Projects.

Upon Motion of Mr. Mlenak, Second of Mr. Petrone, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

Richard Mathews	<u>  x  </u>	___	_____	_____
Louis Esposito, Jr.	<u>  x  </u>	___	_____	_____
Joseph Lifrieri	<u>  x  </u>	___	_____	_____
Michael Impellizeri	<u>  x  </u>	___	_____	_____
Gail Quabeck	___	___	_____	<u>  x  </u>
Robert Albano	___	___	_____	<u>  x  </u>
Peter Stires	<u>  x  </u>	___	_____	_____

A copy of the Resolution is attached hereto and made part of the Official Minutes.

**Minute 8 – Public Participation:** Seeing no one in attendance from the public, the Public Participation portion of the meeting was closed.

**Minute 9 – Board Committees**

A. PERSONNEL COMMITTEE (PETRONE, Albano, DeLuca, Mathews, Quabeck)

Commissioner Petrone explained that it is customary for an employee of Somerset Raritan Valley Sewerage Authority to receive a monetary gift in recognition for their 25 years of service.

(1) Report on Anamia Myhre’s service of 25 years in which she worked as Liquid Division Assistant Operator; moved on to the position of Regulatory Compliance Officer and recently became the Laboratory Manager effective on July 1<sup>st</sup> of this year.

(a) **Res. No. 16-1003-9** – Resolution for \$100 for Anamia Myhre in Recognition of her Service at Somerset Raritan Valley Sewerage Authority for Twenty-Five Years of Service.

Upon Motion of Mr. Petrone, Second of Ms.Garafola, the above Resolution as amended was approved by the following roll call vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	___	_____	_____
Richard DeLuca	<u>  x  </u>	___	_____	_____
Philip Petrone	<u>  x  </u>	___	_____	_____
Edward Machala	<u>  x  </u>	___	_____	_____
Carolann Garafola	<u>  x  </u>	___	_____	_____
Steven Mlenak	<u>  x  </u>	___	_____	_____
Richard Mathews	<u>  x  </u>	___	_____	_____
Louis Esposito, Jr.	<u>  x  </u>	___	_____	_____
Joseph Lifrieri	<u>  x  </u>	___	_____	_____
Michael Impellizeri	<u>  x  </u>	___	_____	_____
Gail Quabeck	___	___	_____	<u>  x  </u>
Robert Albano	___	___	_____	<u>  x  </u>
Peter Stires	<u>  x  </u>	___	_____	_____

A copy of the Resolution is attached hereto and made part of the Official Minutes.

B. PLANNING COMMITTEE (MACHALA, Garafola, Impellizeri, Stires, Hay)

(1) Investigation of the Former FINDERNE Farm Site:

Executive Director Anastasio reminded everyone that they spoke about this at the August 22<sup>nd</sup> Board Meeting. On August 15<sup>th</sup>, we received a letter from NJDEP indicating that there is a potential concern with the site in which the Authority had disposed incinerator ash on from 1972 to 1987 and they indicated that they wanted us to either show them a No Further Action letter that we received or retain a licensed site remediation professional (LSRP) to do a site investigation and determine that there is no contamination from this disposal. We responded to that letter and asked for a meeting to discuss this further. They did not want to have the meeting; they just wanted us to hire an LSRP or give them the No Further Action letter. We do not have such a letter; so, we put together a request for formal proposals. Assistant Engineer Ellie Hoffman, worked on that along with Sherwin Ulep and I. We sent the proposals out to five large firms. It's hard to define what the scope of the work is because it depends on what is found out there.

The early steps in the investigation are pretty basic and they involve doing a preliminary assessment, a record search and a site investigation to see what's there. We received proposals on September 20<sup>th</sup> and we had a meeting with the Planning Committee on September 22<sup>nd</sup>. The proposal from Mott MacDonald (formerly Hatch Mott MacDonald) was the lowest price. They are very qualified to do this type of work and they gave us a very attractive proposal.

We don't know how far we have to go with this; but looking at the first phase of it, we feel that Mott MacDonald was the best firm to conduct the first phase of this investigation. Once we get a report from them, we'll see where we go from there.

In working with our attorneys, we also went through some records. We found a lot of old insurance papers. We found policies for ten years of coverage during this time. We turned that over to our attorneys and letters have gone out. It was a company called INA, which is owned by Chubb Insurance now. So, we may have coverage for this. Also, this has been turned over to the Joint Insurance Fund. JIF has indicated that this is an exclusion of their policy and they're not obligated to cover it. It has been turned over to the excess liability department for environmental issues. The E-JIF (Environmental Joint Insurance Fund) has not said that this is excluded, therefore we're continuing along that basis that they will cover us.

They have reached out to me to talk about what records we have. We indicated that we made an OPRA request with NJDEP. We have not yet received the documents but when we do, we'll forward them on for review.

The letter that was sent from DEP was sent to the County and to us. The County owns the property; they purchased it in the 2000's. We want to set up a meeting with the attorneys present and have a discussion (non-adversarial, of course). DEP wants information turned over from the County as well. The County may have a No Further Action letter, etc. We have to see how this all plays out. The most ideal way would be that there will be enough paperwork to satisfy the DEP that it's been checked and that it's fine.

We did an investigation with Hatch Mott MacDonald a couple of years ago with the sodium hydroxide contamination issue. It worked very well and it was a good outcome. They're certainly qualified to do this work.



- (a) **Res. No. 16-1003-10** – Resolution Accepting Proposal from Mott MacDonald for Providing Licensed Site Remediation Professional (LSRP) Services Related to the Investigation of the Former FINDERNE FARMS SITE.

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>    </u>	<u>    </u>	<u>  x  </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

**Minute 10 -- Chairperson**

**Minute 11 – Reports:**

A. Executive Director’s Report:

(1) Update on SSO Project:

We have the 90% design submittal, and we’re looking at it in-house (Sherwin started on this first) and now we can take a look at it and get all of our comments together. The 90% design is also consent to NJDEP to apply for a treatment works approval. This project based on the construction costs of \$16.1 million has a Review Fee of \$79,000.00. We’re working on getting a signature from Bridgewater’s engineer and they have to sign off on a Consent Form.

On the land side of this, regarding the forested parcel in Hillsborough where we would do an exchange of trees, we don’t have the report yet from the forestry experts; but they said that it looks like a very good compensation parcel. When we receive the report, we’ll forward it to the Board. It looks like this is going to come together. Today, we received the preliminary assessment for the church property (the property that the County purchased) and we’re going to get to reimburse them and use the area of that land as compensation acreage.

Once we have our 90% comments together, we're going to have a working meeting with the engineers to talk about what comments we do have in order to finalize the design to 100%. We also have our Green Acres application – we're working on our final submission with that right now. We're also putting together a master land transaction agreement with our attorney, Brent Carney. We'll also have Public Hearing regarding the two Green Acres parcels. We have to do the subdivision as well. The property in Bridgewater near Somerville has to be subdivided and we're putting that application together.

## (2) Update on Incinerator Project

We're continuing to work with the contractor. We have spent about a month and a half with the contractor in discussing whether the tertiary heat exchanger was necessary. We were looking at how much heat is produced at one point. The carbon bed cannot be made too hot. It has to be just hot enough (the window is about 10 degrees). We burn at 1540 degrees F and it gets cooled down to less than a couple of hundred degrees before it goes into the carbon bed. We had provided them with years of data and we had to go through temperature readings (min. & max, etc.). We came to the conclusion that the air is not too hot, which is good.

We still need the tertiary heat exchanger which is in the contract. What we're looking to do is put through a no cost change order to lengthen the time a little bit and we'll bring this to the next Board meeting. This would not mean an increase in cost.

The contractor is finalizing the layout of duct work and equipment. We're actually building another building to place all this equipment in. Once we get the equipment layout for this building, CDM can finalize their construction plans. We can then go out to bid and award it to a contractor. The construction portion of this contract is going to have minimum qualifications. There is a local finance notice that came out a week before from DCA that says if you need minimum qualifications, you will need our approval and a hearing process. So, we're working with that process. Tom Laustsen of CDM Smith has prepared the qualifications and sent it down to DCA last week. We received a letter from DCA today that said we're good to go with this.

Now, we're going to publicly advertise it according with the law. We'll have to have a Public Hearing at an upcoming Board Meeting. CDM is working on finalizing the construction drawings to be incorporated into the next contract. Once these contract documents are complete, we will submit them to DEP to obtain the Authorization for Advertising of this contract. Also, the construction loan was closed on Aug. 17<sup>th</sup> for the equipment procurement contract, and we've received our first reimbursement for this contract in the amount of \$1,400,000.00 (monies spent for contract's costs)

Commissioner Stires spoke about the contractor's mandatory minimum qualifications and that it went down to DCA for formal approval. It's not a requirement but it's good to do ahead of time so there are no problems afterwards.

Executive Director Anastasio also spoke about the EPA. We've been trying to get a meeting with them to discuss the next step (since early August). We don't have a meeting set up yet with them. Since we're preparing our Budget for 2017 now, we'd

like to know that we do have approval to burn sludge on site. As a contingency, we came up with an idea that during the construction, the sludge hauling is really a project cost. We had Tom Laustsen run that by the finance people of DEP to see if these costs can be reimbursable as part of maintenance plant operations during the incinerator construction work. We got the green light that it is a reimbursable cost, which is a positive thing for us. So, if EPA does not grant us permission to burn sludge once the project is awarded, we'll be able to get reimbursed to the sludge hauling and disposal costs. This will take a lot of pressure off the budget. We'll discuss this further with the Finance Committee. These costs we are talking about are above the base line costs to burn sludge; so, this would be just the adder.

Technically, this all comes to pass when we receive permission to burn from EPA. What we were told was that there wouldn't be criminal prosecution if we go ahead and start burning sludge. It would, however, increase the penalty amount, and they indicated that cannot put any of that in writing according the attorney representing EPA.

We expect to go back to New York to have another meeting with them to discuss the next steps. We're going to keep pushing.

Commissioner Stires wanted clarification on the amount... Is the amount three million dollars or one million dollars? Executive Director Anastasio responded that over the summer, our flows were very low. Every trip to Newark is about \$549 which is very costly. The cost of the actual burning of sludge is about \$1,000,000 in our budget, and the hauling/offsite disposal is about \$2,500,000 above that.

### (3) Report on JIF Membership

We discussed this a little bit in our August Board Meeting. The bottom line with the Joint Insurance Fund (JIF) is that it is very favorable versus commercial insurance. We've been with them for about 11 years. We've cut our insurance bill almost in half; however, it's not something you can easily price. We receive a dividend from them every year. It's been about 10% of our annual premium or higher. The JIF also got us involved with our safety training, practices liability, etc. There are a lot of good things that come with being a member of JIF.

The Resolutions below are related to JIF. Every two years, they come up with some changes to our Employee Handbook. The Board is being asked to approve the changes.

There is also a Resolution to approve the Supervisory Personnel Policies and Procedures Handbook. We haven't had that previously. JIF wants to have two separate manuals (one for all employees and one for supervisors)

Commissioner Albano had raised some questions about the Manuals (with items that currently existed in previous manuals; not new, additional information or changes). I suggest that the Personnel Committee meet to discuss some of his questions/concerns.

Commissioner Garafola asked about the employee dating policy. She wanted to know if there was a problem or if it is standard. Mr. Anastasio answered that it is standard. The only item that was optional was the nepotism procedure. We opted to include that in our procedures.

Every employee is given an updated manual and they sign off that they have received it. JIF and MEL require that we get our attorneys to sign off showing that we've done all the proper steps.

(a) **Res. No. 16-1003-11** – Resolution Approving Employee Handbook

Upon Motion of Ms. Garafola, Second of Mr. Impellizeri, the above Resolution as amended was approved by the following roll call vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

(b) **Res. No. 16-1003-12** – Resolution Approving Supervisory Personnel Policies and Procedures Manual

Upon Motion of Mr. Petrone, Second of Ms. Garafola, the above Resolution as amended was approved by the following roll call vote:

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

(c) **Res. No. 16-1003-13** – Resolution Approving Renewal of Membership in JIF

Upon Motion of Mr. Machala, Second of Ms. Garafola, the above Resolution as amended was approved by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard DeLuca	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Philip Petrone	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Edward Machala	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Carolann Garafola	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Steven Mlenak	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Richard Mathews	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Joseph Lifrieri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Michael Impellizeri	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>
Gail Quabeck	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Robert Albano	<u>    </u>	<u>    </u>	<u>    </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>    </u>	<u>    </u>	<u>    </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

(4) **Update on Headworks Barscreen Replacement Project**

They’ve installed the second one. They’re still working on hooking it up electrically. Start-up is scheduled for Tuesday, October 11<sup>th</sup>. There might be a couple of charges for some things that were required by code that were not included in the base contract.

The biggest thing not included in the base contract was the channel repairs – it was a good thing that we did that.

(5) **Update on Providing Sewer Service for Millstone Borough**

We talked about this a few months ago and our Planning Committee has worked on this as well. We’ve asked them for some materials. We haven’t received everything back yet. Attorney Carney sent them a letter requesting the outstanding materials; and to date, we have not received anything.

Commissioner Lifrieri asked if we asked Millstone for Escrow information. Mr. Anastasio said that we have not yet got to that point in the dialogue yet. I didn’t put this topic in Closed Session since there was really nothing to discuss. I just wanted to

give you an update. With regards to some of the things that we asked for (zoning approvals and things like that), if they have not yet been approved, then it's not a real project yet. For example, when we do a new sewer extension, we require a planning board approval so that we know it's a real project and they're ready to go forward with it.

Once they've given us everything that we've asked for, we'll bring it back to the Board for further discussion.

- B. Engineer/Consultants** – Thomas Laustsen, P.E. (CDM Smith) Engineer's Report for August, 2016– No additional comments.
- C. Attorney** - Joseph J. Maraziti, Jr., Esq., Maraziti Falcon, LLP – No additional comments.
- D. Department Reports** –
- E. Facility Engineer Reports** – No additional comments.
  - (1) Capacity Allocation
  - (2) Capacity Assurance
  - (3) Monthly Flow Report
  - (4) Facility Engineer's Monthly Report

**Minute 12 – Communications** – No additional comments.

- A. NJDEP, Division of Water Quality; Residual Transfer Report; Re: Reporting Period: 07/01/16 through 07/31/16
- B. NJDEP, Division of Water Quality; Surface Water Discharge Monitoring Report; Re: Reporting Period: 07/01/16 through 07/31/16
- C. NJDEP, Division of Water Quality; Residuals DMR; Re: Reporting Period: 07/01/16 through 07/31/16

**Minute 13 – Res. No. 16-1003-14 – Payroll**

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	_x_	___	___	___
Richard DeLuca	_x_	___	___	___
Philip Petrone	_x_	___	___	___
Edward Machala	_x_	___	___	___
Carolann Garafola	_x_	___	___	___
Steven Mlenak	_x_	___	___	___
Richard Mathews	_x_	___	___	___
Louis Esposito, Jr.	_x_	___	___	___

Joseph Lifrieri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Michael Impellizeri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Gail Quabeck	<u>      </u>	<u>      </u>	<u>      </u>	<u>  x  </u>
Robert Albano	<u>      </u>	<u>      </u>	<u>      </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

**Minute 14** – Cancellation of Check(s): There were no cancelled checks this month.

**Minute 15 – Resolution No. 16-1003-15 -- Bills**

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

	<u>Yes</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Todd Hay	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Richard DeLuca	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Philip Petrone	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Edward Machala	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Carolann Garafola	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Steven Mlenak	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Richard Mathews	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Joseph Lifrieri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Michael Impellizeri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Gail Quabeck	<u>      </u>	<u>      </u>	<u>      </u>	<u>  x  </u>
Robert Albano	<u>      </u>	<u>      </u>	<u>      </u>	<u>  x  </u>
Peter Stires	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>

A copy of the Resolution is attached hereto and made part of the Official Minutes.

**Minute 16 -- ADJOURNMENT**

Upon Motion of Mr. Hay, Second of Mr. Stires, the Regular Session was adjourned at 8:11 p.m. by the following roll call vote:

	<b><u>Yes</u></b>	<b><u>No</u></b>	<b><u>Abstain</u></b>	<b><u>Absent</u></b>
Todd Hay	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Richard DeLuca	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Philip Petrone	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Edward Machala	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Carolann Garafola	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Steven Mlenak	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Richard Mathews	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Louis Esposito, Jr.	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Joseph Lifrieri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Michael Impellizeri	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>
Gail Quabeck	<u>      </u>	<u>      </u>	<u>      </u>	<u>   x   </u>
Robert Albano	<u>      </u>	<u>      </u>	<u>      </u>	<u>   x   </u>
Peter Stires	<u>  x  </u>	<u>      </u>	<u>      </u>	<u>      </u>

**NEXT REGULAR BOARD MEETING –October 24, 2016**