

**MINUTES OF THE BOARD MEETING
THE SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY
July 23, 2018**

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 Chairperson, Carolann Garafola

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

 x _____
 x _____
 x _____
 x _____
 x _____
 x _____
 x _____

Todd Hay**
Louis Esposito, Jr.
Philip Petrone
Edward Machala
Steven Mlenak
Richard Mathews
Peter Stires
**Arrived at 7:34 p.m.

Present/Absent

 x _____ Randy Smith**
 x _____ Michael Impellizeri
 x _____ Gail Quabeck
 x _____ Robert Albano
 x _____ Joseph Lifrieri
 x _____ Carolann Garafola

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	Absent
Dennis Smith, Supervisor Liquid Division	Absent
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, CDM Smith	Present
Joseph Maraziti, Esq., Maraziti Falcon, LLP	Present

Minute 4 – Pledge of Allegiance

All in attendance saluted the flag.

Minute 5 – Approval of Minutes

A. Board Meeting Open Session Minutes – June 25, 2018

Upon Motion of Mr. Machala, Second of Mr. Mathews, the Minutes of the June 25, 2018 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	_____	_____	_____	_____X_____
Louis Esposito, Jr.	_____X_____	_____	_____	_____
Philip Petrone	_____X_____	_____	_____	_____
Edward Machala	_____X_____	_____	_____	_____
Steven Mlenak	_____	_____	_____	_____X_____
Richard Mathews	_____X_____	_____	_____	_____
Peter Stires	_____X_____	_____	_____	_____
Randy Smith	_____	_____	_____	_____X_____
Michael Impellizeri	_____X_____	_____	_____	_____
Gail Quabeck	_____X_____	_____	_____	_____
Robert Albano	_____	_____	_____	_____X_____
Joseph Lifrieri	_____X_____	_____	_____	_____
Carolann Garafola	_____X_____	_____	_____	_____

B. Board Meeting Closed Session Minutes – June 25, 2018

Upon Motion of Mr. Lifrieri, Second of Mr. Mathews, the Minutes of the June 25, 2018 Meeting (Closed Session) were approved by the following roll call vote:

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

Minute 6 – Public Hearings – None

Minute 7 – Public Participation – Commissioner Garafola noted that there was no one in attendance for the public participation.

Minute 8 – Consent Resolutions for Consideration and Possible Formal Action

- (1) **Res. No. 18-0723-1** – Resolution Approving Sewer Extension For Eight (8) Future Single-Family Dwellings On Old Stirling Road in Warren Township, Somerset County, New Jersey

Upon motion of Ms. Quabeck., Second of Mr. Impellizeri, the above Resolutions 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>			
Louis Esposito, Jr.				<u>x</u>
Philip Petrone	<u>x</u>			
Edward Machala	<u>x</u>			
Steven Mlenak				<u>x</u>
Richard Mathews	<u>x</u>			
Peter Stires	<u>x</u>			
Randy Smith				<u>x</u>
Michael Impellizeri	<u>x</u>			
Gail Quabeck	<u>x</u>			
Robert Albano				<u>x</u>
Joseph Lifrieri	<u>x</u>			
Carolann Garafola	<u>x</u>			

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

Minute 9 – Board Committees

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

- (1) Interim salary increase for Regulatory Compliance Officer/Assistant Engineer, Eleanor Hoffman, upon passing the Professional Engineers Exam in April 2018.

- a) **Res. No. 18-0723-2** – Resolution Authorizing An Interim Salary Increase For Regulatory Compliance Officer/Assistant Engineer, Eleanor Hoffman

Commissioner Petrone congratulated Ms. Hoffman on passing the exam and introduced the Resolution.

Upon Motion of Mr. Petrone, Second of Mr. Impellizeri, 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>	_____	_____	_____
Louis Esposito, Jr.	<u>x</u>	_____	_____	_____
Philip Petrone	<u>x</u>	_____	_____	_____
Edward Machala	<u>x</u>	_____	_____	_____
Steven Mlenak	_____	_____	_____	<u>x</u>
Richard Mathews	<u>x</u>	_____	_____	_____
Peter Stires	<u>x</u>	_____	_____	_____
Randy Smith	<u>x</u>	_____	_____	_____
Michael Impellizeri	<u>x</u>	_____	_____	_____
Gail Quabeck	<u>x</u>	_____	_____	_____
Robert Albano	_____	_____	_____	<u>x</u>
Joseph Lifrieri	<u>x</u>	_____	_____	_____
Carolann Garafola	<u>x</u>	_____	_____	_____

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

Minute 10 – Chairperson – Chairperson Garafola said that Warren Township is looking at our sewer connection fees. She stated that Warren Township is getting slammed because we’re at almost \$11,000.00 and we’re looking to reduce that. She wanted to confirm what our connection fee is currently. Director Anastasio answered that it’s currently \$2,247.00 per EDU. Those connection fees have to be calculated in accordance with the Statute. Commissioner Garafola concurred that is what Warren Township does. Commissioner Quabeck stated that it’s different for every town. Mr. Anastasio added that it’s also in line with the debt level of each town. Commission Quabeck suggested to Commissioner Garafola that she should have the Warren Township’s attorney look into the Statute. Ms. Quabeck also said that the developers are very tuned into what that Statute says and what the connection fees should be.

Attorney Maraziti added that his partner, Diane Alexander, ran a program at AEA on this particular subject and the calculations are complicated. Commissioner Quabeck added that we do a calculation here at SRVSA every year and the Auditors review everything, etc. We’re very particular about that.

Commissioner Garafola said that Warren Township is also looking at how we assess flow. DEP has one formula and Warren Township has another (per EDU). Executive Director Anastasio added that Warren Township’s flow is 280 gallons per day per EDU and we use 300 gallons here, which is the State’s number. Commissioner Garafola said that we may get some pushback from developers because they want to use to the State’s number because it’s better for them than for us. Mr. Anastasio said that we use the State’s numbers for everything except for retail and office flow projections – we still use the old numbers that they used to have which is .125 gallons per square foot for office or retail. Now, the State number is .1 gallons per square foot.

Minute 11 – Reports

A. Executive Director’s Report

(1) Update on SSO Project:

So, the story is not much different than it’s been for the last few months. We still do not have anything from the State House Commission. A meeting has not been scheduled yet. I’ve been calling the Governor’s Office about once a week. Last week I spoke to someone and they asked me to put our request in writing. I sent out an e-mail and copied our Chairperson as well as our professional staff. I included portions of the regulations which say that the Governor is the presiding officer; we’re not going to meet without the call for a meeting from the Governor’s Office. Basically, I said that we’re way overdue for this meeting. It’s been about seven months that we’re waiting for this to happen.

We did finalize our review of the specs, which was predominantly done by our Facility Engineer, Sherwin Ulep. We received all the comments from our engineers. So, we’re going to make the necessary modifications and we’ll get that down to the State’s Office of Controller for their review.

There is also the issue of the ACO with the State. The Deputy Attorney General who was assigned to this for a long time has recently retired. So, now it’s been assigned to someone else. Somerville Counsel has also been trying to get this new person to pick it up and run with it.

Another thing we’re working on is the need for us to have an agreement with Somerville to not increase the flow to the new plant. They have agreed to that at a meeting last week. An Agreement was drawn up with some adjustments. This Agreement will probably be coming to the Board next month and will also be going to the Somerville Borough Counsel right after Labor Day. This Agreement, once approved by both parties, will limit the amount of flow that will be sent to the plant.

Once we have the above issues complete, then we can talk about going out to Bid for this project.

(2) Update on Incinerator Project:

This is really moving along. The construction is all complete. The equipment procurement contractor has been on site for a couple of weeks working on the commissioning. They have installed the software that will operate the system to check that when they push a button, a valve will open the way it should. They’re checking each of those functions in the control system. We’ve been having a lot of discussions with the Equipment Procurement Contractor as issues come up. We’re also having a project progress meeting this Friday, July 27th. We’re hoping that in the next couple of weeks we can start to heat up the incinerator, begin to test it, burn sludge through it and control mercury. Also, behind the front cover of the Board Book,

there is a letter from the NJDEP, giving us permission to burn. This is the letter we discussed at last month's Board meeting.

It's just up to us to work out the technical things and get the system ready to run while we review comments on the test protocol for the stack test/performance test. The contractor has to make some edits and send that back to us for review. Once it's acceptable, we'll tell them to submit it to DEP and EPA for their review.

DEP will review and will schedule a time when the test can occur. We're really starting to roll now.

The letter from the State gives us permission to burn even before the stack test is done. This way, we can run it and get any "bugs" out. Hopefully, by the next Board Meeting we'll be telling you how we're burning sludge. At some point, we would like to walk some people through the building – it's pretty impressive.

We did Change Order 2 last month with the general construction contractor that was only for the new motor control center in the R1. There is a Change Order 3 coming which includes some things that were not included in Change Order 1. This includes a lot of little items; i.e., as they were installing the duct work provided by the other contractor (EPC) and there were some tweaks that had to be made to the ducting involving some cutting and re-welding. During our leakage test, we found some leaks in our existing ducts, so we wanted to move ahead and have the contractor make the necessary repairs. Again, just a lot of smaller things. It's been a very successful project so far.

(3) Follow-Up Discussion on Bill S1247 – Connection Charge Law Changes

You'll see in your Board Books a memo and also this Bill S1247. Our CFO, Peter Wozniak, looked into the Bill and it's sitting on the Governor's desk. This Bill makes changes to the connection fee law, the sewerage authority's law and other laws (MUA and companion water authorities). When there is a change of use or an expansion of use that is bigger than 15%, we can charge an additional connection fee for a property connected 20 years or less. We haven't done that up until this point. There are other things in there about credits, etc. If a house is forty years old and they want to knock it down and make it a two-family, we give them credit for the one EDU. We've been doing this all along, but some authorities have not. The main thing that applies to us is the change of use.

Commissioner Garafola wanted to know if the Bill also discusses Affordable Housing connection fees. Executive Director Anastasio said yes it does. For privately-constructed affordable housing, the fees are 50%. That was always the case for the publicly-funded but now, it includes private construction as well.

- B. **Engineer/Consultants** – Thomas Laustsen, P.E. (CDM Smith) Engineer's Report for June, 2018.
- C. **Attorney** – Joseph Maraziti, Esq., Maraziti Falcon, LLP – No additional comments.

D. Department Reports –

- (1) Operations
- (2) Laboratory
- (3) Maintenance/Electrical
- (4) Special Projects

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

- A. NJDEP, Division of Water Quality; Residual Transfer Report; Re: Reporting Period: 5/01/18 through 5/31/18
- B. NJDEP, Division of Water Quality; Surface Water Discharge Monitoring Report; Re: Reporting Period: 5/01/18 through 5/31/18
- C. NJDEP, Division of Water Quality; Residuals Transfer Discharge Monitoring Report; Re: Reporting Period: 5/01/18 through 5/31/18

Minute 13 – Res. No. 18-0723-3 – Payroll

Upon Motion of Ms. Quabeck, Second of Mr. Hay, 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>
Louis Esposito, Jr.	<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>
Steven Mlenak	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Richard Mathews	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Randy Smith	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Michael Impellizeri	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Gail Quabeck	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Robert Albano	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Joseph Lifrieri	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Carolann Garafola	<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 -- Cancelled Checks -- None

Minute 15 – Bills - Resolution No. 18-0723-4

Upon Motion of Mr. Hay, Second of Mr. Mathews, 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>	_____	_____	_____
Louis Esposito, Jr.	<u>x</u>	_____	_____	_____
Philip Petrone	<u>x</u>	_____	_____	_____
Edward Machala	<u>x</u>	_____	_____	_____
Steven Mlenak	_____	_____	_____	<u>x</u>
Richard Mathews	<u>x</u>	_____	_____	_____
Peter Stires	<u>x</u>	_____	_____	_____
Randy Smith	<u>x</u>	_____	_____	_____
Michael Impellizeri	<u>x</u>	_____	_____	_____
Gail Quabeck	<u>x</u>	_____	_____	_____
Robert Albano	_____	_____	_____	<u>x</u>
Joseph Lifrieri	<u>x</u>	_____	_____	_____
Carolann Garafola	<u>x</u>	_____	_____	_____

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

Minute 18 – Adjournment

Upon Motion of Mr. Stires, Second of Mr. Lifrieri, the July 23, 2018 Board Meeting was adjourned at 7:51 p.m.

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

**NEXT REGULAR BOARD MEETING WILL BE HELD ON
AUGUST 27, 2018**