

**MINUTES OF THE BOARD MEETING  
THE SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY  
December 17, 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**

Todd Hay	Yes	Peter Stires	Yes
Louis Esposito, Jr.	Yes	Randy Smith	Yes
Philip Petrone	Yes	Michael Impellizeri	Yes
Edward Machala	Yes	Gail Quabeck	Yes
Steven Mlenak	Absent*	Robert Albano	Yes
Richard Mathews	Yes	Joseph Lifrieri	Yes
		Carolann Garafola	Yes

\*arrived at 7:35 p.m.

**Authority 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
Dennis Smith, Supervisor Liquid Division	Absent
Ellie Hoffman, P.E., RCO/Asst. Engineer	Present
Linda Hering, Human Resources Manager	Present
Peter Wozniak, Chief Financial Officer	Present

**Professional Staff**

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 – November 26, 2018

Upon Motion of Mr. Hay, Second of Mr. Impellizeri, the Minutes of the November 26, 2018 Meeting (Open Session), were approved by the following roll call vote:

**Roll Call Vote:**

Todd Hay	Yes	Peter Stires	Yes
Louis Esposito, Jr.	Abstain	Randy Smith	Yes
Philip Petrone	Abstain	Michael Impellizeri	Yes
Edward Machala	Yes	Gail Quabeck	Abstain
Steven Mlenak	Absent	Robert Albano	Yes
Richard Mathews	Yes	Joseph Lifrieri	Yes
		Carolann Garafola	Yes

B. Board Meeting Closed Session Minutes – November 26, 2018

Upon Motion of Mr. Lifrieri, Second of Mr. Machala, the Minutes of the November 26, 2018 Meeting (Closed Session) were approved by the following roll call vote:

**Roll Call Vote:**

Todd Hay	Yes	Peter Stires	Yes
Louis Esposito, Jr.	Abstain	Randy Smith	Yes
Philip Petrone	Abstain	Michael Impellizeri	Yes
Edward Machala	Yes	Gail Quabeck	Abstain
Steven Mlenak	Absent	Robert Albano	Yes
Richard Mathews	Yes	Joseph Lifrieri	Yes
		Carolann Garafola	Yes

**Minute 6 – Public Hearings** – NONE

**Minute 7 – Public Participation** – NONE

**Minute 8 – Resolution 18-1217-1 - Resolution for Sewer Extension – Hillsborough Village Center: Block 152, Lots 4 & 4.01, Hillsborough Township:**

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

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

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

**Minute 9 – Board Committees – NONE**

**Minute 10 – Chairperson:**

Chairperson Garafola indicated that the SRVSA Holiday Party is scheduled for Friday, December 21<sup>st</sup> at noon in the Administration Building Conference Room. Chairperson Garafola wished everyone a very happy Holiday and a happy and healthy New Year.

**Minute 11 – Reports**

**A. Executive Director’s Report**

1. Rescheduling of January 28, 2019 Regular Board meeting to February 4, 2019

Mr. Anastasio stated that for the past few years, have been rescheduling the January meeting, specifically January 28, 2019, to the following Monday which is when we have the Reorganization Meeting so we do two meetings, back-to-back. Mr. Anastasio inquired if the Board would like to do that again. Everyone agreed. One or two members indicated they could not attend, but there would be enough to make the quorum.

2. Update on SSO Project

Mr. Anastasio indicated that we will go into Closed Session to talk about the ACO. We are ready to move into the bid phase. We are reaching out to the NJDEP to see what we need to do. We need them to provide them with three (3) sets of plans and specifications for them to review and give us an Authorization to Advertise (ATA). Tom Laustsen indicated that there are some slow responses getting the ATA’s which we hadn’t heard about. We are hoping that this won’t hold us up. A couple of weeks ago, he spoke to the gentleman who does our reviews at the DEP, Trevor Shields, and he said he could turn it around in about a week. Hopefully that is true.

Once we get through the bid phase, we move right on to construction. We would like to get this awarded in March or April of 2019.

We have the land that is being subdivided right now. Andy Brewer, Esq., Joe Maraziti's partner, is calling the Bridgewater Township Attorney and Engineer daily, to see when it will be signed by the Planning Board Chairman. So that is imminent as well. They expect it in a couple of days. That triggers that land closing where the county transfers the land ownership to us. The money for this transaction changed hands about a year ago. There are a few things that still need to trickle through. Somerville Borough needs to inform the State how they will spend the \$2,500 we will give them for the easement, which is a small easement that we get on their property. These are all procedural things that will work their way through and will get done concurrent to the bid phase.

We'll talk more about the ACO in Closed Session.

Mr. Albano asked, the Bridgewater Planning Board, isn't that a perfunctory approval? There's nothing they can say, correct? Mr. Maraziti indicated that the hearing has already taken place. It is just a follow-up. It is just the perfecting of the subdivision. It has something to do with the Green Acres approval so that just needs to be formalized in the documents. It is just a matter of getting the sign-off's we need.

### 3. Update on Incinerator Project

Mr. Anastasio indicated that we completed our stack test at the end of November. It started out as a crazy week but it all worked out well. We had some last-minute programming issues that we worked out. Sherwin, Ellie and I were staying on top of these guys, making sure everything was done. Karl Monninger has also done a great job for us. There is a lot that goes into stack test. For instance, it is like taking your car in and putting the accelerator pedal to the floor and hold the wheel straight and do that for four hours at a time, for six sessions. That is basically what we were doing. We were burning as much sludge as the incinerator can take, or at least 85% of its capacity. We are typically somewhere around 50%. We are waiting on the results which will probably come in at the end of January and then we hope to close that project out. The system works and we are pleased with it. We needed a couple of little tweaks.

### 4. Discussion of the Prequalification of Engineering Firms for Future Projects

Last month in closed session, we spoke briefly about the idea of some prequalifying some engineering firms. Mr. Anastasio thought that maybe we could talk a little more about this. Mr. Anastasio asked Mr. Hay to jump in at any time. The bottom-line is, at least in recent history, when we have a project, for instance the Plant-Wide Electrical Project, we would contact five or six qualified firms and get prices and get the competition going. We would look at the proposals and proceed from there, and award the job. It has worked well. We don't have all that much work. Mr. Hay and Mr. Lifrieri stated that if we get rates annually and have them in a file, like a basket of engineering firms that we deem qualified, when work comes up, we can call any number of them and have them give us competing proposals for some specific work. Prior discussions indicated that maybe we get the rates every year. Ms. Quabeck asked what is the advantage of doing that versus what we do now when we get a project? Ms. Quabeck indicated that one of the advantages in the way that we do it, is that if we have a particular project, Ron can seek quotes from firms that are

familiar with that type of project or have experience with that type of project. Not all firms handle everything. Mr. Lifrieri indicated it would be a big list. We want firms that are qualified in very specific areas, i.e. archeology, geology, technical. Ms. Quabeck indicated that we may never need that type but once we tell them that they are prequalified on a list, you can bet Ron will be getting phone calls every now and then about upcoming work. Mr. Hay indicated that the one example.....the one that Ron did select and we got bids of nearly \$1M. When Joe and I sat down, we pared them down almost a quarter million dollars. That's a concern in the fact that if we do open it up in an RFQ process based on public contracts law, you would have a number of different people that you can select from and can get value in terms of pricing. I feel that Joe and I put a lot of work into looking at that and we sat down with the subcommittee, and we were getting prices that were way above and beyond what we would see in the industry in terms of what value you would get back in construction administration. Form that vantage point, if you look it, it does bring some merit to it. The question is, if you do have an RFQ process, it can be open and Ron can then have the qualified firms there that he can select from. If their skill set happens to be construction administration, then we don't have to go to the same guys. That's really the point and emphasis of that. Mr. Anastasio indicated he wants to clarify that the example Todd sites was the engineering services during construction where we got a proposal from Kleinfelder and rightfully so, that was field inspection and shop drawing reviews, etc., and that was \$1.25M and we paired that down to \$831,000 and then what we did was strip half of the tasks out and CDM Smith was actually the one that won the field portion of that and now we're looking to come back to the Committee for just the shop drawing review and then we'll wrap the rest of that up. But that was a unique situation because that was staying with the designer. Mr. Hay indicated that is just an example of why you would be able to go ahead and draw from a pool that may already be prequalified, and then you can use them for those services. Mr. Lifrieri asked about advertising. Do we have to advertise anyhow, if we have a qualified pool to choose from? Mr. Anastasio stated that there are multiple ways to procure those services but, in this case, we would probably employ the "Non-Fair and Open", where we can pick up a phone and we can tell someone we want to send them a Request for Proposal, and we can do that for twenty firms if we want. Mr. Lifrieri said right now, we can't do that. They would have to see it online. Mr. Anastasio stated no, we would use the Fair and Open process for the 10 professional positions that we will be reappointing at the Reorganization Meeting, but for this it can just be Non-Fair and Open and we can just pick up the phone. Ms. Quabeck asked, if we have a particular project coming up, we would use the other procedure. Mr. Hay said we need to figure something out because he has a concern about the value we're getting back. He is in the industry, and he feels that we can probably do better.

Mr. Anastasio stated that the Storm Control Treatment Facility is a unique project where we did not go out to multiple firms to seek out design and engineering services quotes because we felt we may not even be able to get it approved. It was packaged with our water quality services because it really had to be "invented". We had to convince the DEP that it was a good idea. Normally we would always do it by project but the question is, should we just do it annually anyway. If the Board decides that's how we should do it, then that's how we will do it. Mr. Hay indicated that there are a lot of authority's that do it like that every year. Mr. Anastasio said that if it's by project, then it's with a specific scope in mind, for example archeological services. We would call then call all the firms that do that. Ms. Quabeck stated that for the incinerator project for instance, we would only seek quotes from firms that can do that. Mr. Anastasio said that in the case of the incinerator project, there were only 3 firms that really do that sort of work. We are always going to do it this way. Mr. Lifrieri stated that what's nice about having a list of prequalified firms, we may see some firms that we didn't even think of, that might have a lot of things to offer. Mr. Hay said that is what they are concerned about. Mr. Lifrieri said we can send out an RFQ and get a qualification package. It

certainly can't hurt. When we have a big job, we can go to multiple firms that are qualified, which is that we already do. Mr. Hay said we can always put together an RFQ that reflects all of the services that that particular consulting firm can provide.

Mr. Anastasio stated that what we can do is something annually, maybe in June, that we contact a number of firms and tell them to send us their qualifications. Mr. Lifrieri said we can advertise on our website, which may be the best thing. Many of them are advertised over the summer, which aligns with authority, municipal and/or county budgets.

Ms. Garafola asked is there a general consensus that at this point in time that we accumulate a list and go from there. Mr. Lifrieri said we can try it. Ms. Quabeck said we don't have to do it now, before the Reorganization Meeting. This is something to be done down the road. If for some reason we don't like it, we don't do it anymore. Mr. Anastasio stated he would do it in the late spring, before we do the budget. Mr. Hay said the only suggestion he would make is that maybe the Planning Sub-Committee takes a look at them so they can be vetted and be sure it is a fair and open process.

5. Discussion of the Final Administrative Consent Order (ACO) for the Storm Control Treatment Facility (CLOSED SESSION – Contract Negotiations)

We will go into closed session to discuss the Administrative Consent Order.

**B. Engineer/Consultants** – Thomas Laustsen, P.E. (CDM Smith) Engineer's Report for November 2018.

**C. Attorney** – Brent Carney, Esq., Maraziti Falcon, LLP – No additional comments.

**D. Department Reports** –

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

**E. Facility Engineer Reports** –

- (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: 10/01/18 through 10/31/18
- B. NJDEP, Division of Water Quality; Surface Water Discharge Monitoring Report; Re: Reporting Period: 10/01/18 through 10/31/18
- C. NJDEP, Division of Water Quality; Residuals Transfer Discharge Monitoring Report; Re: Reporting Period: 10/01/18 through 10/31/18

**Minute 13 – Res. No. 18-1217-3 – Payroll**

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

**Roll Call Vote:**

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

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

**Minute 14 – Cancelled Check(s) – None**

**Minute 15 – Bills – Res. No. 18-1217-4**

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

**Roll Call Vote:**

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

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

**Minute 16 – Res. No. 18-1217-5 – Resolution Authorizing Closed Session for the purpose of Contract Negotiations for the Final Administrative Consent Order (ACO) for the Storm Control Treatment Facility in Connection to the Open Public Meetings Act**

Upon Motion of Mr. Albano, Second of Mr. Impellizeri, at 7:53 p.m., the above Resolution was approved by the following roll call vote:

**Roll Call Vote:**

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

**Minute 17 – Motion to Continue in Open Session**

Upon Motion of Ms. Quabeck, Second of Mr. Albano, the meeting reconvened in Open Session at 8:10 p.m. by the following roll call vote:

**Roll Call Vote:**

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

(a) **Res. No. 1217-2 – Resolution Authorizing the Executive of an “Administrative Consent Order” among the NJDEP, Borough of Somerville and SRVSA relevant to construction of Storm Control Treatment Facility**

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

**Roll Call Vote:**

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

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

**Minute 18 – Adjournment**

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

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

**NEXT REGULAR BOARD MEETING WILL BE HELD ON  
FEBRUARY 4, 2019**