

**MINUTES OF THE BOARD MEETING
THE SOMERSET RARITAN VALLEY SEWERAGE AUTHORITY
May 21, 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

<u> x </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

Present/Absent

<u> x </u> _____	Randy Smith
<u> x </u> _____	Michael Impellizei
<u> x </u> _____	Gail Quabeck
<u> x </u> _____	Robert Albano*
<u> x </u> _____	Joseph Lifrieri
<u> x </u> _____	Carolann Garafola

***Arrived at 7:38 pm**

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	Present
Ellie Hoffman, Reg. Compliance Officer/Asst. Engineer	Absent
Linda Hering, Human Resources Manager	Present
Peter Wozniak, Chief Financial Officer	Present
Donna O’Shea, Administrative Assistant	Present

Others

Thomas Laustsen, CDM Smith	Present
Diane Alexander, 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 – April 23, 2018

Upon Motion of Mr. Hay, Second of Mr. Mlenak, the Minutes of the April 23, 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	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
Louis Esposito	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Philip Petrone	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Edward Machala	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Steven Mlenak	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </u>
Randy Smith	<u> </u>	<u> </u>	<u> x </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>

Minute 6– Public Hearings – No Public Hearing

Minute 7 – Public Participation

Chairperson Garafola noted that no one from the public was in attendance for the meeting.

Minute 8 – Consent Resolutions for Consideration and Possible Formal Action

- (1) **Res. No. 18-0521-1** – Resolution Approving Sewer Extension, Somerville Borough – Somerville Commons – Proposed Residential/Commercial Building 63 Lot 1, 2, 3, 34 and 32.01 (pending submission of NJDEP Form WQM-003)

The NJDEP Form WQM-003 was received just prior to the start of the meeting. Upon motion of Ms. Quabeck, Second of Mr. Machala, 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> x </u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u> </u>	<u> </u>	<u> x </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </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

- (2) **Res. No. 18-0521-2** – Resolution Authorizing Commissioners Hay, Machala and Impellizeri, The Executive Director, Plant Superintendent, Facility Engineer and Chief Plant Operator to Attend the Water Environment Federation’s (WEFTEC) 91st Annual Water Environment Federation Technical Exhibition and Conference in New Orleans Louisiana from September 29th to October 3rd, 2018.

Upon Motion of Ms. Quabeck, Second of Mr. Machala, 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> x </u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </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

- (3) **Res. No. 18-0521-3** – Resolution Authorizing The Regulatory Compliance Officer/Assistant Engineer to Attend The USEPA Industrial Pretreatment Program Training Seminar in Albany, New York

Upon Motion of Ms. Quabeck, Second of Mr. Machala, 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

- (4) **Res. No. 18-0521-4** – Resolution Authorizing The Wire Transfer Of Funds From Bank Of New York Mellon General Fund Account To 1st Constitution Bank SRVSA General Fund Account In The Amount Of Funds In Excess Of \$50,000 For The Management Of Funds To Yield Greater Interest Earnings

Upon Motion of Ms. Quabeck, Second of Mr. Machala, 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 9 – Board Committees

A. PLANNING COMMITTEE (MACHALA, Lifrieri, Stires, Smith, Impellizeri, Hay)

- (1) Continuation of Discussion on Incinerator R1 – Whether to rebuild or permanently Demolish

Commissioner Machala reports that the Planning Committee had a follow up meeting and it is our intention to continue using Incinerator R1, so we're going to move that onto the Finance Committee for their review.

Executive Director Anastasio said that a meeting will be set up shortly with the Finance Committee.

- (2) Discussion of Preparing an Asset Management Program (NJDEP/NJ-BANK requirement)

Commissioner Machala stated that this is a requirement of our upcoming loans. Executive Director Anastasio elaborated further and said that we have to have an Asset Management Program as part of borrowing the money from the New Jersey Infrastructure Trust. Their rates are very good and the borrowing costs are very cheap compared to going out to the commercial market. There are certain strings attached since some of it is federal money (i.e. doing archeological work on a site). Another relatively new string that is attached to this is performing an asset management on what used to be solely on the new facility that the money was being borrowed against. Now, it's on the whole facility. A number of authorities have been doing this statewide. We need to explore what the minimum requirements are as opposed to the Cadillac version of what this plan could be. You can go the Prius version vs. the Rolls Royce version. We want to do what makes sense.

Tom Laustsen gave us a presentation at our Planning Board Committee Meeting about the minimum requirements and the fact that it is a requirement and we have to do it. We're going to have to prepare a formal request for proposals eventually. The Finance Committee will also discuss this.

Commissioner Quabeck commented that this is something we should do and not just because it's a requirement. Mr. Anastasio agreed and also said they are going to explore what the benefits are and what it would take to maintain.

B. FINANCE COMMITTEE (QUABECK, Machala, Mlenak, Hay, Impellizeri, Albano)

- (1) Report on Status of Schwing Pump Replacement Project

Commissioner Quabeck said that this was referred to us by the Planning Committee. We discussed such things as – Are there alternatives? What is the cost? Do we need it? How are we going to pay for it? In this case, there wasn't any of that up for discussion – it's something we need and we'll be taking bids for it. It was also proposed that we pay for it with the Capital Funds on hand. I'm sure that the Finance Committee will endorse the Planning Committee's recommendation.

- (2) **Res. No. 18-0521-5** – Resolution Authorizing Advertisement For The Receipt Of Bids For The Purchase Of Two (2) Replacement Dewatered Sludge Pumps (pending Finance Committee Recommendation)

Upon Motion of Mr. Machala, 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>	<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>x</u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u>x</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>x</u>	<u> </u>	<u> </u>	<u> </u>
Joseph Lifrieri	<u>x</u>	<u> </u>	<u> </u>	<u> </u>
Carolann Garafola	<u>x</u>	<u> </u>	<u> </u>	<u> </u>

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Minute 10 – Chairperson

Chairperson Garafola stated that she likes having the Planning Board Committee Meetings before the Monthly Board Meeting. She also thanked Mr. Machala for bringing in the sandwiches.

Minute 11 – Reports

A. Executive Director’s Report

- (1) Update on SSO Project

Our report is not much different than it was last month. We’re still waiting on the meeting at the Statehouse Commission. We’re hearing that they will be meeting in June. I’ve reached out to the staff people and they’re waiting for direction from the Governor’s Office but they hope and expect that the meeting will take place in June. It’s pretty much status quo.

On a couple of other fronts, we’re still waiting for some response from the DEP on our comments regarding the Administrative Consent Order (ACO). Diane Alexander, Esq. is sitting in on this meeting tonight and she is the point person on this. She explains that the DAG is retiring May 31st and part of the delay may have been how overworked she is. A

new DAG has been assigned. Ryan Scerbo (the Counsel for Somerville Borough) and I are going to contact the new DAG and try to move it along.

Executive Director Anastasio said that we have drafted an Agreement between the Authority and the Borough of Somerville limiting the ability for the Borough to convey flow to the treatment plant. Right now, there is an existing, single pipe. The design of the plant is matched to the capacity of the pipe. We don't want them to add a second pipe and we don't want them to pump more water to the plant. They had agreed to this and we've now put it in Agreement form and finalized. We still have to send the Construction Contract down to the State Office Comptroller for their review. Asset Management also folds into this as well. We have a loan that we've already started with the incinerator project. We'll be taking out another loan for the Treatment Plant and the State is going to want to know where we are with Asset Management. It's in a holding pattern until that Statehouse Commission Meeting takes place.

(2) Update on Incinerator Project

Constructing is going well. We actually have our last ten feet of duct work to be installed. We've been at a standstill for about a week because just inside the building where they have to penetrate and connect into the existing pipes there is a beam that was slightly in the way. We've been studying over the last few days whether we can notch the beam and be able to sneak the pipe in. It turns out that we can but there's some modifications and bracing that go along with that. Construction is really far along. All the instrumentation devices have been installed. All the duct work (40+ pieces of stainless steel) has been installed except for the last ten feet explained above. We're waiting on the electrical motor control center but if you walk through that building, it looks pretty complete – the lighting is in place and we'll be doing some duct work leakage testing pretty soon.

Once that is complete, we'll be doing the duct installation. We're hoping to get this thing started up some time in July – that would be realistic and not too optimistic. We'll then be moving into the testing phase where we do the performance testing. We should be wrapping the testing up before Halloween. We're very pleased with the progress and with the work.

Commissioner Mathews had a follow-up question regarding the OPRA request that was discussed a few Board Meetings ago. Did we ever find out what the request was for? Mr. Anastasio answered that they never really found out why the request came in but thinks they were fishing. It may have something to do with an individual who tests the way we handle Open Public Records requests. We gave them a very good response within the timeframe and we abided by the law. The OPRA request appears to be sent in on behalf of Mr. John Paff.

Commission Garafola added that there is a group called the Humane Society for the Rights of Animals out of Monmouth and Bergen Counties that have now asked for OPRA records for Watchung (which is next door to Warren) and Bernards Township for people who are hunting and culling deer. Under OPRA, they wanted the names of the people in the gun club. That request was denied. If you look up this Humane Society group on line, you'll see that they go out and politically support people running for office who believe in

the rights of animals. Executive Director Anastasio added that OPRA is used in a variety of ways...business development, etc. At one time, an OPRA request was filed to see information on our copier records.

- B. Engineer/Consultants** – Thomas Laustsen, P.E. (CDM Smith) Engineer’s Report for April, 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: 3/01/18 through 3/31/18
- B. NJDEP, Division of Water Quality; Surface Water Discharge Monitoring Report; Re: Reporting Period: 3/01/18 through 3/31/18
- C. NJDEP, Division of Water Quality; Residuals Transfer Discharge Monitoring Report; Re: Reporting Period: 3/01/18 through 3/31/18

Minute 13 – Res. No. 18-0521-6 – Payroll

Upon Motion of Mr. Albano, Second of Mr. Mlenak, 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	_____	_____	_____
Louis Esposito, Jr.	x	_____	_____	_____
Philip Petrone	x	_____	_____	_____
Edward Machala	x	_____	_____	_____
Steven Mlenak	x	_____	_____	_____
Richard Mathews	x	_____	_____	_____
Peter Stires	_____	_____	_____	x
Randy Smith	x	_____	_____	_____

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> x </u>	<u> </u>	<u> </u>	<u> </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 – Res. No. 18-0521-7

Stop Payment Order Issued for Check #11612 dates March 26, 2018 in the amount of \$840.54. Check was made payable to Fluid Components International. Item will be paid via our next Bill List on May 21, 2018.

Upon Motion of Mr. Albano, 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> x </u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </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> x </u>	<u> </u>	<u> </u>	<u> </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 15 – Bills - Resolution No. 18-0521-8

Upon Motion of Mr. Albano, 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> x </u>	<u> </u>	<u> </u>	<u> </u>

Richard Mathews	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </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> x </u>	<u> </u>	<u> </u>	<u> </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 16 – Adjournment

Upon Motion of Mr. Mlenak, Second of Mr. Hay, the Board Meeting was adjourned at 7:49 p.m. 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> x </u>	<u> </u>	<u> </u>	<u> </u>
Richard Mathews	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Peter Stires	<u> </u>	<u> </u>	<u> </u>	<u> x </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> x </u>	<u> </u>	<u> </u>	<u> </u>
Joseph Lifrieri	<u> x </u>	<u> </u>	<u> </u>	<u> </u>
Carolann Garafola	<u> x </u>	<u> </u>	<u> </u>	<u> </u>

**NEXT REGULAR BOARD MEETING
WILL BE HELD ON JUNE 25, 2018**