

# Franklin Township Sewerage Authority

## Minutes of Meeting

August 6, 2019

### PRESENT

Chairman Galtieri called the Monthly Meeting of the Township of Franklin Sewerage Authority to order at 6:33 PM. The following Commissioners were also present: Ms. DeVeaux, Mr. Jalloh and Mr. Tiwari. In attendance were also Brian Regan, Executive Director; Apryl L. Roach, Administrative Manager; Scott Nocero, Operations Manager, Christian Santiago, Staff Engineer; Andres Duque, Intern Engineer, Eric M. Bernstein, Esq., General Counsel; Joseph Gemmell, Michael McClellan and Howard Matteson, Consulting Engineers and Joseph Danielsen, IT Consultant.

### ROLL CALL

Mr. Anbarasan	-	Absent
Ms. DeVeaux	-	Aye
Ms. Ford (Alt. #2)	-	Absent
Mr. Jalloh	-	Aye
Mr. Tiwari	-	Aye
Chairman Galtieri	-	Aye

### PLEDGE OF ALLEGIANCE

### CHAIRMAN'S STATEMENT:

Chairman Galtieri stated that, in accordance with the provisions of Chapter 231 of the Open Public Meetings Act, all requirements had been met.

## **PUBLIC COMMENTS**

Mr. Jalloh moved to open the meeting for Public Comments, seconded by Ms. DeVeaux.

The members voted as follows:

VOTE:	Mr. Anbarasan	-	Absent
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Absent
	Mr. Jalloh	-	Aye
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

No public was in attendance; none spoke.

Ms. DeVeaux moved to close the meeting for Public Comment, seconded by Mr. Jalloh.

The members voted as follows:

VOTE:	Mr. Anbarasan	-	Absent
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Absent
	Mr. Jalloh	-	Aye
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

## **REVIEW OF THE MINUTES – July 2, 2019**

Chairman Galtieri asked if there were any questions or concerns regarding the Minutes from July 2, 2019; the minutes were acceptable as written.

Mr. Tiwari made a motion to accept the July 2, 2019 Minutes, this was seconded by Ms. DeVeaux.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Absent
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Absent
	Mr. Jalloh	-	Aye
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

**REVIEW OF MINUTES – Executive Session – July 2, 2019**

Chairman Galtieri asked if there were any questions or concerns regarding the Executive Session Minutes from July 2, 2019; the minutes were acceptable as written.

Mr. Jalloh made a motion to accept the July 2, 2019 Executive Session Minutes, this was seconded by Ms. DeVeaux.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Absent
	Ms. DeVeaux	-	Aye
	Ms. Ford (Alt. #2)	-	Absent
	Mr. Jalloh	-	Aye
	Mr. Tiwari	-	Aye
	Chairman Galtieri	-	Aye

**REPORTS**

**EXECUTIVE SUMMARY** – Brian G. Regan, Executive Director

***Legal***

- No major issues/concerns.

***Marcy Street Sanitary Sewer Rehabilitation – Color: Green***

- Started NJIBank funding process. Project is in a holding pattern until NJIBank approval
- Estimating “Authority to Advertise” for March 2020

***Foxwood Drive Rehab – Color: Green***

- Color: Green
  - Construction phase completed
  - Close-out meeting held with NJDEP and CME – no issues exist at this time.

***Hamilton Street PS – Color: Green***

- Bid receive and opened on May 15<sup>th</sup> at FTSA
  - Received One Bid and awarded to Dulaine Contracting, Inc. \$3,049,460.00

- Pre-Con meeting was held and there were no issues.
- Construction is expected to start late July – early August, estimating a fourteen (14) month construction period.

***Somerset Street PS – Color: Yellow***

- Color change to Yellow, due to the Project extending past the Contract Completion date of 3/31/19
- *Why not Red* if we are missing Contract Completion:
  - Warranted schedule issues/delays out of the control of the contractor
  - Not seeking penalties
  - Extending schedule but not increasing contract value for extended time
- Received updated detailed project schedule
  - Face to Face meeting held with Ralph and Howard on July 10<sup>th</sup> to reset schedule
  - Substantial Completion Date is now expected to be late August
  - Targeted Completion date is September 20, 2019

***East Millstone Concept – Color: Green***

- CDM Smith is working on Design Document and has provided a “final” design document
  - Working with Township to insure that all of the permitting process is understood by all parties

***Weston Canal Emergency Force Main – Color: Green***

- On August 1<sup>st</sup>, we completed the cutover from the by-pass to the 16” Force Main. Currently, we are in the process of breaking down the by-pass (cleaning, rinsing and cutting pipe)
- This emergency project was an example of excellent teamwork. Over the month, there were a number of challenges (including a power outage at the Pumping Station) that the Authority, Lucas Construction Group and EnTec had to plan and coordinate all aspects relative to the project. All parties were in constant communications with each other during the process.
- The Executive Director had multiple conversation with DEP and the MCUA regarding this emergency break. To date, they are satisfied with our response and they have been updated that FTSA is off the by-pass. We have provided them with a copy of the sampling data that they requested.
- At this point, the estimated cost has increased to \$850,000 to \$1,000,000. Over the next few weeks, we will be reviewing our accounts to determine how best to appropriate funds for same.

*FTSA IT Infrastructure UPGRADE – Color: Green*

- Network Blade

**EXECUTIVE DIRECTOR'S REPORT** - Brian G. Regan

**August 2019**

**1. Revenue Report**

- Attached to minutes.

**2. Expense Report**

- Attached to minutes.

**3. Cash Position**

- Attached to minutes.

**4. Discussion Items**

- Summer Intern – Andre Duques has worked well since he joined on June 10<sup>th</sup> and thank him for his service.
- Sewer Maintenance Staff Position interviews are in process. The hope is to fill said position to have someone start by early September.
- DEP requests for permit parking at the Six Mile Run PS for registered deer hunters
- Office reconfigurations in progress with floor plans have been selected with staff input
- County Shredding Day occurred July 13<sup>th</sup> and was a success
- In August, we will submit orders from the approved capital budget items: (1) ED vehicle (state contract); and, (2) Tire Installation machine

**5. Resolutions**

**Standard**

- Payroll Account
- Operating Expense Account
- General Fund
- Renewal and Replacement
- North Tract Crossing
- Escrow

**Additional:**

**FTSA amendment to the Policies and Procedures to allow for a reduction to the number of competitive quotations to two (2) competitive quotations.** This item will be presented at the September 3, 2019 Board Meeting for Board consideration.

**6. Other Items**

November 19-20 (Tuesday and Wednesday) is the AEA Convention in Atlantic City. If anyone wants to attend, please advise Apryl.

**7. Closed session**

None anticipated

**OPERATIONS REPORT** ~ Presented by Scott Nocero

Copies of the Operations Report were provided as follows:

**Pump Stations**

Routine pump station maintenance including valve exercising, wet well cleaning, alarm testing, lawn cutting and pump lubrications were performed.

All emergency generators were exercised in accordance with the State's Air Quality Program.

**School Ave P.S.:** During the month, the flow meter stopped totalizing properly. We contacted the distributor who came out to troubleshoot. He was then directed by the manufacturer to perform a factory reset, and it is working fine.

**Meadow Ave P.S.:** While performing routine inspections staff found hoses leaking on the engine block heater for the emergency generator. Hoses were replaced with new hoses.

**Stonehenge P.S.:** During the month, some minor troubleshooting occurred by our maintenance staff replacing the faulty level control float.

**Rodney Ave P.S.:** On July 16, 2019, our staff dug a trench and added fabric with 3"- 9" Rip Rap Rock to correct the run-off of mud from washing into our driveway; this was happening along Oakbrook Place and continuing down the driveway, then entering our storm water system.

**Weston Canal P.S. FM Emergency Project:** During the month, there was a great deal of efforts by the FTSA staff, our General Contractor and the Lining Contractor to get this project to completion and back on the original force main pipe. Prior to the start of the CIPP installation, there were many obstacles that needed to be worked out, with the most

disrupting being the access pit needed in the roadway of Weston Canal Road. This pit needed to be open for over a week to allow for work to be completed. This meant implementing a permanent lane shift in the work zone that needed all agencies approval (Somerset County, NJDOT, Franklin Township Police Department). Through coordination between FTSA and LCG (Lucas Construction Group), we had to perform various tasks each day to assure that the lining company had proper access to install at each pit location, with the lining work being performed at night. During this critical time of being on the By-Pass, we had a severe thunderstorm on July 22 that caused power lines to go down in the area of Campus Drive and Howard Ave. This ultimately effected the Weston Canal P.S., causing it to run on emergency generator for approximately thirty-eight (38) hours. Due to this same storm and the amount of rain that fell in a short time, we experienced heavy flows that our station could not keep up with due to the capacity of the temporary By-Pass. You may also recall that we went through a very hot period during July 19 through July 22, this required us to install a portable A/C unit to help keep the VFD's cool while working on the By-Pass line. During this same heat wave, there was a failure to a very important piece of equipment for the lining company. This caused the first section of liner to harden prior to installation. This became a slight delay in which new material needed to be ordered and shipped from Mississippi. We are very happy to say that FTSA performed a pre-flush of the Temporary By-Pass line before going back in service on the 16" DIP Main the evening of August 1, 2019.

#### **Developer/Inspection Related Issues**

During the month, our staff performed final inspections for properties obtaining CO's, inspections of manhole work during the Township's road paving projects. FTSA Operations staff were also very involved in the coordinating and inspection of the work being performed relating to the Weston Canal FM Emergency, which included all of the post CCTV inspection following the liner installation.

#### **Odor Control**

EVOQUA performed their monthly service and inspection of our odor and corrosion control systems. There were some minor adjustments related to the dosing period for the Six Mile P.S. There were no odor complaints reported during the month.

#### **Collection System Related Issue**

**Gravity Sewer Flushing (2-Year Twp. Wide Program)** During the month, our staff flushed and cleaned 28,332' of main sewer lines as part of our ongoing preventive maintenance program. Current estimate from January 2019 to present that twenty-three (23%) percent of our overall goal has been met. Our staff has completed the first cutting of all our sewer easements including inspections of the manholes.

On July 17, 2019 our staff responded to a faulty E-One Grinder pump at 118 Linden Ave. The unit was replaced with an operating pump. The failed unit was repaired in our shop.

During the month, our staff has been gathering information from our pump stations to verify capacities of each. This data is being given to the staff engineer for calculations.

### **Complaint and Alarm Dispositions**

During the month, our staff responded to one (1) resident complaint for a slow draining sewer. It was found to be an internal issue in the home. We advised the owner to contact a licensed plumber. Due to some of the intense storms we experienced this past month, we responded to many Township power interruptions at the pump stations.

### **Safety/Training**

There were no accidents or injuries during the month of July.

FTSA staff was given training on the operation of all equipment and controls involved with the new Somerset Street Pump Station.

On July 16, 2019, **PEOSHA** showed up around 8:00am for what they call a “Unannounced Spot Inspection” of our facilities and programs. This was a full day as it concluded around 4pm. During the visit there were discussions about various programs and action plans here at the Authority, followed by a detailed walk through inspection of our maintenance facility that also included two (2) pump station visits. The inspector has cited us for some minor infractions that we have made a priority to correct and have done so; we are about 95% complete with same.

On July 18, 2019, FTSA operations was involved with a scheduled safety inspection by the JA Montgomery Risk Control on behalf of the NJUA-JIF. Once I advised our inspector of our previous inspection regarding PEOSHA, the conversation became relevant to the standard templates created by the JIF to assist the Authorities in becoming compliant with the various action and safety plans. We have taken some of those templates and incorporated the FTSA’s practices into them. During the visit, FTSA was given its 2018 Lost-Time Accident Free Plaque.

### **Connections**

Current Months Connections:	17
Total to Date:	19
Anticipated for the Fiscal Year:	372

## **COMMITTEE REPORTS:**

### **NEGOTIATIONS / PERSONNEL COMMITTEE**

Chairman Galtieri said there is nothing to report at this time.



**MUNICIPAL LIAISON COMMITTEE**

Chairman Galtieri said there is nothing to report at this time.

**CONSTRUCTION COMMITTEE**

Chairman Galtieri said there is nothing to report.

**SAFETY COMMITTEE**

Chairman Galtieri said there were no accidents and there is nothing to report.

**APPROVAL OF RESOLUTIONS**

The approval of some of the resolutions will be done by the "Consent Agenda".

Chairman Galtieri said that all of the items listed below are considered to be of a routine nature, thereby requiring one (1) motion and one (1) second for all items.

If any member wishes to remove an item from the Consent Agenda, please advise (the Chair) at this time which resolution(s) need to be handled separately and they will be addressed and voted on separately. No one made such request.

**Payroll Account \$ 172,542.75**

**Operating Expense Account \$ 2,804,201.34**

**General Fund \$ 15,922.00**

**Renewal and Replacement \$ 145,187.68**

**North Tract Crossing \$ 5,220.08**

**Escrow \$ 500.00**

Mr. Tiwari made a motion to approve the Consent Agenda, seconded by Mr. Jalloh.

A roll call was taken as follows:

Mr. Anbarasan	-	Absent
Ms. DeVeaux	-	Aye
Ms. Ford (Alt. #2)	-	Absent
Mr. Jalloh	-	Aye
Mr. Tiwari	-	Aye
Chairman Galtieri	-	Aye

**RESIGNATION – CHERNOR “BEN” JALLOH**

Chairman Galtieri informed all present that Mr. Jalloh would be resigning from the Board. He thanked Mr. Jalloh for his service and presented the Commissioner with a plaque of appreciation.

Chairman Galtieri asked for a motion to adjourn.

Mr. Tiwari made a motion to adjourn the meeting at 7:53 PM, seconded by Ms. DeVeaux.

All Commissioners present voted “Aye”.

Respectfully submitted,

*Apryl L. Roach*

Apryl L. Roach, MBA, MSHRM, PHR, SHRM-CP, Q.P.A., R.P.P.S.  
Administrative Manager

**RESOLUTION**

08062019 – 01

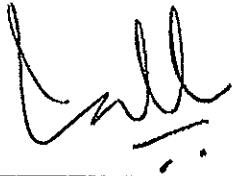
**BE AND IT IS HEREBY RESOLVED**, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #635 of the Payroll Account Fund per Bond Resolution dated August 28, 1989 for the amount of \$ 172,542.75 be authorized and approved for payment, and

**BE IT FURTHER RESOLVED** that a Certified Copy of the RESOLUTION together with Requisition #635 of the Payroll Account Fund be forwarded to the Bank of New York – Mellon, New Jersey Trustee.

Offered by: Mr. Tiwari

Seconded by: Mr. Jalloh

<b>VOTE:</b>	Mr. Anbarasan	- Absent
	Ms. DeVeaux	- Aye
	Ms. Ford (Alt. #2)	- Absent
	Mr. Jalloh	- Aye
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



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**SECRETARY / TREASURER**

  
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**CHAIRPERSON**

Adopted: August 6, 2019

**RESOLUTION**

08062019 - 2

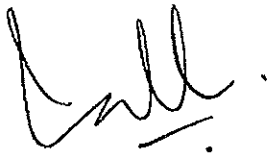
**BE AND IT IS HEREBY RESOLVED**, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition #691 of the Operating Expense Fund per Bond Resolution dated August 28, 1989, for the amount of \$ 2,804,201.34 be authorized and approved for payment, and

**BE IT FURTHER RESOLVED** that a Certified Copy of the RESOLUTION together with Requisition #691 of the Operating Expense Fund be forwarded to the Bank of New York – Mellon, New Jersey Trustee.

Offered by: Mr. Tiwari

Seconded by: Mr. Jalloh

<b>VOTE:</b>	Mr. Anbarasan	- Absent
	Ms. DeVeaux	- Aye
	Ms. Ford (Alt. #2)	- Absent
	Mr. Jalloh	- Aye
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



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**SECRETARY / TREASURER**

  
\_\_\_\_\_  
**CHAIRPERSON**

**Adopted: August 6, 2019**

**RESOLUTION**

08062019 - 3

**BE AND IT IS HEREBY RESOLVED**, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition # 502 of the General Fund per Bond Resolution dated August 28, 1989 for the amount of \$ 15,922.00 authorized and approved for payment, and **BE IT FURTHER RESOLVED** that a Certified Copy of the RESOLUTION together with Requisition # 502 of the General Fund be forwarded to the Bank of New York – Mellon New Jersey, Trustee.

Offered by: Mr. Tiwari

Seconded by: Mr. Jalloh

<b>VOTE:</b>	Mr. Anbarasan	- Absent
	Ms. DeVeaux	- Aye
	Ms. Ford (Alt.)	- Absent
	Mr. Jalloh	- Aye
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



\_\_\_\_\_  
**SECRETARY / TREASURER**

  
\_\_\_\_\_  
**CHAIRPERSON**

**Adopted: August 6, 2019**

**RESOLUTION**

08062019 - 4

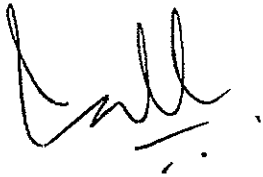
**BE AND IT IS HEREBY RESOLVED**, by the Township of Franklin Sewerage Authority in the County of Somerset, that Requisition # 100 of the Renewal and Replacement Account per Bond Resolution dated August 28, 1989 for the amount of \$ 145,187.68 hereby be authorized and approved for payment, and

**BE IT FURTHER RESOLVED** that a Certified Copy of the RESOLUTION together with Requisition # 100 of the Renewal & Replacement be forwarded to the Bank of New York – Mellon New Jersey, Trustee.

Offered by: Mr. Tiwari

Seconded by: Mr. Jalloh

<b>VOTE:</b>	Mr. Anbarasan	- Absent
	Ms. DeVaux	- Aye
	Ms. Ford (Alt. #2)	- Absent
	Mr. Jalloh	- Aye
	Mr. Tiwari	- Aye
	Chairman Galtieri	- Aye



  
\_\_\_\_\_  
CHAIRPERSON

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SECRETARY / TREASURER

Adopted: August 6, 2019

**RESOLUTION**

08062019 - 5

**RE: NORTH TRACT FUND PAYMENTS:**

**BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that the following payments be made from the North Tract Fund.**

<b>CME ASSOCIATES -Marcy Street</b>	<b>5,172.08</b>
<b>ERIC BERNSTEIN &amp; ASSOCIATES, LLC – Marcy Street</b>	<b>48.00</b>

**\$ 5220.08**

**Offered by: Mr. Tiwari**

**Seconded by: Mr. Jalloh**

<b>VOTE:</b>	<b>Mr. Anbarasan</b>	<b>- Absent</b>
	<b>Ms. DeVeaux</b>	<b>- Aye</b>
	<b>Ms. Ford (Alt #2)</b>	<b>- Absent</b>
	<b>Mr. Jalloh</b>	<b>- Aye</b>
	<b>Mr. Tiwari</b>	<b>- Aye</b>
	<b>Chairman Galtieri</b>	<b>- Aye</b>



**SECRETARY / TREASURER**

  
**CHAIRPERSON**

**Adopted: August 6, 2019**

**RESOLUTION**

**JULY 2019**

08062019 - 6

**Re: ESCROW FUND**

**BE AND IT IS HEREBY RESOLVED, by the Township of Franklin Sewerage Authority in the County of Somerset, that the following payments be made from the Escrow Fund.**

CDM SMITH – Bridgepoint Impact Fee \$ 500.00

**TOTAL ESCROW FUND \$ 500.00**

**Offered by: Mr. Tiwari**

**Seconded by: Mr. Jalloh**

<b>VOTE:</b>	<b>Mr. Anbarasan</b>	- Absent
	<b>Ms. DeVeaux</b>	- Aye
	<b>Ms. Ford (Alt #2)</b>	- Absent
	<b>Mr. Jalloh</b>	- Aye
	<b>Mr. Tiwari</b>	- Aye
	<b>Chairman Galtieri</b>	- Aye



**SECRETARY / TREASURER**

  
**CHAIRPERSON**

**Adopted: August 6, 2019**