

Franklin Township Sewerage Authority

ANNUAL RE-ORGANIZATION MEETING

Minutes of Meeting

February 6, 2024

PRESENT

The Annual Re-Organization meeting of the Township of Franklin Sewerage Authority was called to order at 6:05 PM by Brian Hak, General Counsel and Temporary Chairman (by video). The following Commissioners were present: Mr. Anbarasan, Mr. Farooqi, Ms. Ford and Mr. Schmidt (all by video). In attendance were also: Joseph Daniels, Executive Director and Special Project Manager (in person); Dr. Apryl L. Roach, Administrative Manager / Chief Human Resources Officer (in person); Scott Nocero, Operations Manager (by video); Howard Matteson, Michael McClelland, and William Korosec Consulting Engineers (all by video).

ROLL CALL

Mr. Anbarasan	-	Aye
Ms. DeVeaux	-	Absent
Mr. Farooqi	-	Aye
Ms. Ford	-	Aye
Ms. Francois (Alt. #1)	-	Absent
Mr. Schmidt	-	Aye

PLEDGE OF ALLIGIANCE

REORGANIZATION

TEMPORARY CHAIRMAN'S STATEMENT:

Mr. Hak stated that, in accordance with provisions of Chapter 231 of the "Open Public Meetings Act", all requirements of said Act had been met.

CHAIRPERSON

Mr. Hak opened up nominations for the Chairperson.

Mr. Anbarasan made a motion to nominate Ms. Ford, seconded by Mr. Farooqi.

All Commissioner present voted "Aye" with none opposed.

ELECTION OF CHAIRPERSON

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 1

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that TERESA FORD be and is hereby elected Chairperson of the Township of Franklin Sewerage Authority and shall hold office until the sixth (6th) day of February, next ensuing and/or until his respective successor shall have been appointed and have qualified.

Ms. Ford was declared Chairwoman and chaired the remainder of the meeting.

VICE CHAIRPERSON

Mr. Schmidt made a motion to nominate Mr. Anbarasan, seconded by Ms. Ford.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Ms. Ford	-	Aye
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 – 2

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that SIVARAMAN ANBARASAN be and is hereby elected Vice-Chairperson of the Township of Franklin Sewerage Authority and shall hold office until the sixth (6th) day of February next ensuing and/or until her respective successor shall have been appointed and have qualified.

SECRETARY / TREASURER

Mr. Anbarasan made a motion to nominate Mr. Farooqi, seconded by Mr. Schmidt.

All Commissioners present voted “Aye” with none opposed.

ELECTION OF SECRETARY / TREASURER

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 3

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that TAMIZ FAROOQI be and is hereby elected Secretary-Treasurer of the Township of Franklin Sewerage Authority and shall hold office until the sixth (6th) day of February next ensuing and/or until his respective successor shall have been appointed and have qualified.

Mr. Farooqi was declared Secretary / Treasurer.

ASSISTANT SECRETARY / TREASURER

Mr. Anbarasan made a motion to nominate Mr. Schmidt, seconded by Ms. Ford.

All Commissioners present voted "Aye" with none opposed.

ELECTION OF ASSISTANT SECRETARY / TREASURER

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 4

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that ARNOLD SCHMIDT be and is hereby elected Assistant Secretary-Treasurer of the Township of Franklin Sewerage Authority and shall hold office until the

sixth (6th) day of February next ensuing and/or until her respective successor shall have been appointed and have qualified.

Mr. Schmidt was declared Assistant Secretary / Treasurer.

APPOINTMENT OF THE CONSULTING ENGINEER

Chairwoman Ford asked for a resolution for the appointment of the Consulting Engineer.

The resolution was moved by Mr. Anbarasan and seconded by Mr. Schmidt to appoint CME

ASSOCIATES.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 5

WHEREAS, there exists a need for Consulting Engineer services; and,

WHEREAS, the amount of the retainer in the contract is \$7,200 per annum; and,

WHEREAS, funds are available and have been budgeted for said services; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority, in the County of Somerset, State of New Jersey as follows:

1. The Chairperson and Secretary are hereby authorized and directed to execute the attached contract with CME Associates.

2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5 (1) (a), Local Public Contracts Law, because the services contained in the contract are specialized and qualitative in nature, requiring expertise and extensive training which are to be performed by individuals who have a prudent reputation in the particular field of endeavor and cannot be reasonably described by written specifications and are to be performed by persons licensed to practice their profession by the State of New Jersey.

3. A notice of this action shall be printed once in the Courier News.

APPOINTMENT OF THE AUDITOR

Chairwoman Ford asked for a resolution for the appointment of the Auditor.

The resolution was moved by Mr. Anbarasan and seconded by Mr. Schmidt to appoint HODULIK & MORRISON, P.A. a division of PKF O'Connor Davies.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 6

WHEREAS, there exists a need for auditing services, and

WHEREAS, the amount of the retainer in the contract is \$41,500.00 per annum, and,

WHEREAS, funds are available and have been budgeted for said services, and

WHEREAS, Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority, in the County of Somerset, State of New Jersey, as follows:

1. The Chairperson and Secretary are hereby authorized and directed to execute the attached contract with Hodulik & Morrison, P. A. a division of PKF O'Connor Davies.
2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1) (a), Local Public Contracts Law, because the services contained in the contract are specialized and qualitative in nature, requiring expertise and extensive training which are to be performed by individuals who have a prudent reputation in the particular field of endeavor and cannot be reasonably described by written specifications and are to be performed by persons licensed to practice their profession by the State of New Jersey.
3. A notice of this action shall be printed once in the Courier News.

APPOINTMENT OF GENERAL COUNSEL

Chairwoman Ford asked for a resolution for the appointment of General Counsel.

The resolution was moved by Mr. Schmidt and seconded by Mr. Anbarasan to appoint
ERIC M. BERNSTEIN & ASSOCIATES, L.L.C.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION
02062024 - 7

WHEREAS, there exists a need for legal services; and,

WHEREAS, the amount of the retainer in the contract is \$9,000 per annum; (covering meeting attendance) and an hourly rate, as established in the Agreement between Eric. M. Bernstein & Associates, LLC and the Authority for all other services; and,

WHEREAS, funds are available and have been budgeted for said services; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority, in the County of Somerset, State of New Jersey as follows:

1. The Chairperson and Secretary are hereby authorized and directed to execute the attached contract with Eric M. Bernstein & Associates, L.L.C. for the period of February 1, 2024 thru January 31, 2025, in accordance with the terms and conditions currently in place for provision of services of general counsel/attorneys at law of the State of New

Jersey and until a successor is qualified and appointed.

2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A: 11-5 (1) (a), Local Public Contracts Law, because the services contained in the contract are specialized and qualitative in nature, requiring expertise and extensive training which are to be performed by individuals who have a prudent reputation in the particular field of endeavor and cannot be reasonably described by written specifications and are to be performed by persons licensed to practice their profession by the State of New Jersey.

3. A notice of this action shall be printed once in the Courier News.

OFFICIAL DEPOSITORY

Chairwoman Ford asked for a resolution for the appointment of the Official Depository.

The resolution was moved by Mr. Schmidt and seconded by Mr. Anbarasan.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024- 8

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that the TD Bank be and is hereby named as the official depository for the Township of Franklin Sewerage Authority.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

TD Bank was declared the Official Depository.

SIGNATURES ON CHECKS

Chairwoman Ford asked for a resolution for the Signatures on checks at TD Bank.

The resolution was moved by Mr. Anbarasan and seconded by Mr. Farooqi.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 9

WHEREAS, rules and regulations adopted by the New Jersey State Department of Community Affairs, Division of Local Government Services, entitled, "New Jersey Local Authorities Accounting Principles and Auditing Standards Manual," mandates that payment of claims by checks drawn on the Authority shall be signed by the Chairperson of the Authority the Secretary and an original countersignature by such other officer or official as designated by resolution.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset that the following are authorized to sign checks on behalf of the Authority.

Chairperson
Secretary / Treasurer
Executive Director / Special Project Manager
Acting Executive Director
Administrative Manager

This resolution was offered by Mr. Anbarasan and seconded by Mr. Farooqi.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

OFFICIAL NEWSPAPER

Chairwoman Ford asked for a resolution for the Courier News as the Official Newspaper and any other qualified newspaper.

The following resolution was moved by Mr. Schmidt and seconded by Mr. Anbarasan.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 – 10

BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage

Authority in the County of Somerset that the Courier News (and any other qualified newspaper) be and

is hereby designated as the official newspaper of the Township of Franklin Sewerage Authority.

REAUTHORIZE PETTY CASH FUND

Chairwoman Ford asked for resolution for the re-authorization of the Petty Cash Fund.

This resolution was offered by Mr. Anbarasan and seconded by Mr. Schmidt.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 11

WHEREAS, the Board of Commissioners have previously established a need to have readily available cash on hand for incidental cash outlays and an additional readily accessible checking account for other small and incidental charges; and,

WHEREAS, it is the policy of the Authority to review the allowable and customary impressed balances of said accounts, such that they are consistent with the administrative needs of the Authority; and,

WHEREAS, staff has reviewed and recommended to the Board of Commissioners that the existing allowable impressed balances of the aforementioned accounts are adequate and require no change in denomination.

NOW, THEREFORE, BE IT RESOLVED by the Franklin Township Sewerage Authority that the Executive Director be and is hereby authorized to maintain a Petty Cash Fund in the amount of \$250.00 for incidental cash outlays.

RE-APPOINT QUALIFIED PURCHASING AGENT

Chairwoman Ford asked for resolution for the re-appointment of Dr. Apryl L. Roach as the Qualified Purchasing Agent.

This resolution was offered by Mr. Schmidt and seconded by Mr. Farooqi.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 12

WHEREAS, the Franklin Township Sewerage Authority a public body politic and corporate as prescribed in and governed by N.J.S.A. 40:14A-1 et. seq.; and,

WHEREAS, N.J.S.A. 40A:11-9(b) provides that a government unit which employs a Qualified Purchasing Agent can take advantage of a higher bid threshold, pursuant to N.J.S.A. 40A:11-3(c) and grants the authorization to negotiate and award such contracts below the bid threshold; and,

WHEREAS, N.J.S.A. 40A:11-9(b) establishes the criteria for qualifying as a Qualified Purchasing Agent; and,

WHEREAS, Dr. Apryl L. Roach, an employee of the Franklin Township Sewerage Authority, has successfully completed all professional and educational requirements to earn a Qualified Purchasing Agent Certificate which was approved by the New Jersey State Department of Community Affairs on June 14, 2016; and,

NOW, THEREFORE, BE IT RESOLVED that the Franklin Township Sewerage Authority hereby recognizes and re-appoints Dr. Apryl L. Roach as the Qualified Purchasing Agent, of the Authority, effective February 2, 2021 for a one (1) year appointment, to exercise the duties of a Purchasing Agent, pursuant to N.J.S.A. 40A:11-2(30) with specific relevance to the Authority's responsibility and accountability of the purchasing activities of the Franklin Township Sewerage Authority.

RE-APPOINT PUBLIC AGENCY COMPLIANCE OFFICER

Chairwoman Ford asked for resolution for the re-appointment of Dr. Apryl L. Roach as the Public Agency Compliance Officer (P.A.C.O.).

This resolution was offered by Mr. Anbarasan and seconded by Mr. Schmidt.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 13

WHEREAS, the Franklin Township Sewerage Authority a public body politic and corporate as prescribed in and governed by Title 40:14A; and,

WHEREAS, the Affirmative Action Regulations of the State of New Jersey Affirmative Action Office address public agencies awarding contracts under P.L. 1975, Chapter 127 (N.J.A.C. 17:27) and further provide contract language and reporting procedures for entering into procurement, service and construction contracts; and,

WHEREAS, said regulations further provide for the annual designation of an officer or employee of the public agency to serve as a Public Agency Compliance Officer (PACO) who will be responsible for coordinating the reporting procedures from contractors and to generally supervise the compliance procedures regarding the Affirmative Action Regulations.

NOW, THEREFORE, BE IT RESOLVED that the Franklin Township Sewerage Authority hereby recognizes and re-appoints Dr. Apryl L. Roach as the Public Agency Compliance Officer (PACO) of the Authority, effective February 6, 2024 for a one (1) year term, to exercise the duties of a Public Agency Compliance Officer (PACO) with specific relevance to the Authority's responsibility to generally supervise the compliance procedures regarding the Affirmative Action Regulations as it pertains to procurement, service and construction contracts.

BE IT FURTHER RESOLVED, that a certified true copy of this resolution will be forwarded to the Department of Treasury, Division of Purchase and Property Contract Compliance Unit EEO Monitoring Program, Post Office Box 236, Trenton, New Jersey 08625-0236.

BOND COUNSEL SERVICES

Chairwoman DeVeaux asked for resolution for the appointment of Bond Counsel services with Wilentz, Goldman & Spitzer P.A., Attorneys at Law.

This resolution was offered by Mr. Anbarasan and seconded by Mr. Schmidt.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 – 14

WHEREAS, there exists a need for Bond Counsel services; and,

WHEREAS, the amount of the retainer in the contract is with respect to the attached Agreement; and,

WHEREAS, funds are available and have been budgeted for said services; and,

WHEREAS, Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority in the County of Somerset, as follows:

1. The Chairperson and Secretary are hereby authorized and directed to execute the attached contract with Wilentz, Goldman & Spitzer P.A. with offices at 90 Woodbridge Center Drive, Woodbridge, New Jersey, hereinafter designated as "Bond Counsel".

2. This contract is awarded without competitive bidding as a "Professional Service" in accordance with N.J.S.A. 40A:11-5 (1) (a) Local Public Contracts Law because the services contained in the contract are specialized and qualitative in nature, requiring expertise and extensive training which are to be performed by individuals who have a prudent reputation in the particular field of endeavor and

cannot be reasonably described by written specifications and are to be performed by persons licensed to practice their profession by the State of New Jersey.

3. A notice of this action shall be printed once in the Courier News.

FINANCIAL CONSULTING SERVICES

Chairwoman Ford asked for resolution for the appointment of Financial Consulting Services with NW Financial Group, LLC.

This resolution was offered by Mr. Anbarasan and seconded by Mr. Schmidt.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

RESOLUTION

02062024 - 15

WHEREAS, there exists a need for Financial Consulting services; and,

WHEREAS, the amount of the retainer in the contract is not to exceed \$30,000 per annum; and,

WHEREAS, funds are available and have been budgeted for said services; and,

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A: 11-1 et. seq.) requires that the Resolution authorizing the award of contracts for "Professional Services" without competitive bids and the contract itself must be available for public inspection.

NOW, THEREFORE, BE AND IT IS HEREBY RESOLVED by the Township of Franklin Sewerage Authority, in the County of Somerset, State of New Jersey as follows:

1. The Chairperson and Secretary are hereby authorized and directed to execute the attached contract with NW Financial Group, LLC.

2. This contract is awarded without competitive bidding as a "Professional Service", in accordance with N.J.S.A. 40A:11-5 (1) (a) Local Public Contracts Law because the services contained in the contract are specialized and qualitative in nature, requiring expertise and extensive training which are to be performed by individuals who have a prudent reputation in the particular field of endeavor and cannot be reasonably described by written specifications and are to be performed by persons licensed to practice their profession by the State of New Jersey.

3. A notice of this action shall be printed once in the Courier News.

APPOINTMENT OF COMMITTEES

Chairwoman Ford appointed the following committees:

NEGOTIATIONS / PERSONNEL: Mr. Anbarasan / Mr. Schmidt

MUNICIPAL LIAISON: Ms. Francois

CONSTRUCTION: Mr. Anbarasan / Mr. Farooqi

SAFETY: Ms. Ford / Mr. Schmidt

Mr. Schmidt moved to open for public comment, seconded by Mr. Anbarasan.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

Mr. Anbarasan moved to close public comment, seconded by Mr. Schmidt.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

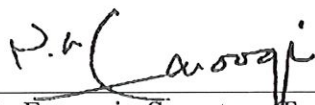
Mr. Schmidt moved the meeting be adjourned, seconded by Mr. Anbarasan.

A roll call was taken as follows:

VOTE:	Mr. Anbarasan	-	Aye
	Ms. DeVeaux	-	Absent
	Mr. Farooqi	-	Aye
	Ms. Ford	-	Aye
	Ms. Francois (Alt. #1)	-	Absent
	Mr. Schmidt	-	Aye

The meeting was adjourned at 6:19 P.M.

Respectfully submitted,



Tamiz Farooqi, Secretary/Treasurer