

RAHWAY VALLEY SEWERAGE AUTHORITY

Summary of Minutes

Regular Meeting held July 19, 2018

- Communications
A memo was received from the Township of Springfield's Attorney.

- Minutes
June 21, 2018 Finance Committee and Regular Meeting Minutes.

- Treasurers Report
May 2018 Report was received.

- Executive Director
Sewer Connections and the status of various contracts.

- Consulting Engineer
Overview of engineering matters.

- Counsel
Overview of legal matters.

- Committee Reports
A report was given by the Finance Committee.

- Unfinished Business
None.

- New Business
Following action was taken: Reject proposal from Weiner Law Group; Award Contract #1830 to NJ Mfg. Insurance in an amount of \$194,945.00; Award Contract #1831 to BGIA in an amount of \$269,322.00; and Enter into Contract for use of P-Cards.

- Bills & Claims

OPERATING FUND	8-01	\$1,144,459.75
BUILDING & EQUIPMENT FUND	8-02	<u>\$120,787.61</u>
TOTAL OF ALL FUNDS:		\$1,265,247.36

RAHWAY VALLEY SEWERAGE AUTHORITY

Minutes of the Regular Meeting

July 19, 2018

The Chairman, Robert Rachlin, called the meeting to order at 7:07 p.m. The Chairman asked that the recorder be turned on and that everyone silence their cell phones.

The Chairman read the statement on “Open Public Meetings Law”.

“In accordance with the requirements of the Open Public Meetings Act, State of New Jersey, adequate notice of this meeting has been provided by the inclusion of the date, time and place in a Notice forwarded to The Star Ledger, the Home News Tribune and the Clerk of each of the eleven member municipalities on February 6, 2018.

If any member of this body believes that this meeting is being held in violation of the provisions of the Open Public Meetings Act, please state your objection and the reasons for same at this time.”

.... Hearing no objections, we shall proceed with our regularly scheduled meeting.

Roll Call

The following members were present:

Robert M. Beiner	for the Borough of Kenilworth
Michael Furci	for the Township of Springfield
Michael J. Gelin	for the Township of Woodbridge
Stephen D. Greet	for the Borough of Garwood
Loren Harms	for the Borough of Roselle Park
Louis C. Lambe	for the Township of Cranford
Frank G. Mazzarella	for the Township of Clark
Robert Rachlin	for the City of Rahway
Martin C. Rothfelder	for the Town of Westfield
John J. Tomaine	for the Borough of Mountainside

The following member was absent:

Robert B. LaCosta	for the Township of Scotch Plains
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The following were also present:

James J. Meehan	Executive Director
Karen A. Musialowicz	Secretary-Treasurer
Joanne Grimes	Board Secretary/Office Manager/QPA
Dennis A. Estis, Esq.	General Counsel - Greenbaum, Rowe, Smith
Tom Laustsen, PE	Consulting Engineer – CDM Smith
Dan Ward	Superintendent
John Buonocore	Chief Engineer/Asst. Superintendent
Anthony Gencarelli	Mgr. of Regulatory Compliance
Wayne Baker	Westfield Leader

Communications

Kraig Dowd, Counsel for the Township of Springfield, forwarded a monthly report as well as two Ordinances adopted by the Township of Springfield regarding Springfield's efforts in remediating their flow exceedances. Copies were forwarded to the Commissioners.

Approval of Minutes

Mr. Tomaine made a motion, second by Mr. Lambe, to approve the minutes of the Finance Committee and Regular Meetings held June 21, 2018. The motion was approved by those present, with the exception of Mr. Greet and Mr. Mazzarella who abstained. Mr. LaCosta was absent.

Report of Treasurer

The May 2018 Treasurers Report was received and distributed to the Commissioners and will be attached to the minutes.

Report of Executive Director**Sewer Treatment Endorsements**

The following is a list of Sewer Treatment Endorsements processed between 6/18/18 and 7/16/18. A copy of the log sheet with additional information related to these applications has been distributed for your reference.

2018 Sewer Treatment Endorsement Permits 0-1999 gpd							
<i>RVSA Number</i>				<i>Date</i>	<i>Applicant's Name</i>	<i>Municipality</i>	
2266	-	18	-	WF	06/22/18	Prominent Properties, LLC	Westfield
2267	-	18	-	WB	06/22/18	Knock-on-Wood LLC	Woodbridge
2268	-	18	-	WB	06/22/18	Dr. M Patel	Woodbridge
2269	-	18	-	WB	06/25/18	Meridian Developers	Woodbridge
2270	-	18	-	WF	06/27/18	Fox & Foxx Development LLC	Westfield
2271	-	18	-	WF	06/28/18	49 Moss Ave LLC	Westfield
2272	-	18	-	KW	06/29/18	Elifas Oliveira	Kenilworth
2273	-	18	-	KW	06/29/18	Vincent Paparatto / FDV Realty LLC	Kenilworth
2274	-	18	-	SF	07/05/18	Rachel Klein / 5-Star Contracting LLC	Springfield
2275	-	18	-	SF	07/05/18	Sun Light Houses LLC / 5-Star Contracting LLC	Springfield
2276	-	18	-	SF	07/05/18	Sherry Gallantier / 5-Star Contracting LLC	Springfield
2277	-	18	-	CL	07/06/18	Nicholas D'Amico	Clark
2278	-	18	-	WB	07/09/18	Sandeep K. Verma	Woodbridge
2279	-	18	-	WF	07/13/18	Ned DeCarlo / Premier Design	Westfield
2280	-	18	-	WB	07/16/18	Paul Michalski	Woodbridge

Springfield – Flow Exceedance Matter

The Authority received a report from the Township of Springfield which included copies of the Ordinances related to correcting the sewer exceedance issues.

Flow Metering – April Flow Exceedances

At the April Board Meeting, Commissioner Mazzarella requested that the flow exceedances from the flows associated with the storm of April 16th be thrown out. This matter was deferred to this meeting. Commissioner Rothfelder had asked at the June meeting for a pros and cons memo regarding this matter. Mr. Gencarelli prepared a memo which was previously distributed to the Commissioners. Action is on the agenda under New Business, the Board can decide how they wish to proceed.

Flow Metering and Billing Methodology

Jim Meehan, John Buonocore, Anthony Gencarelli, and Louis Lambe continue to work on this matter.

Mr. Meehan noted that they did delve into a possible study on backing out expenses on plant operations costs but feel this would be a waste of money as many studies have already been done with no changes being made.

Mr. Meehan also noted that he along with several staff members met with the Borough of Kenilworth to discuss their assessment. Mr. Meehan added that Kenilworth's current user flow data is indicating that they remain in the same range as last year.

Mr. Meehan added that the group is looking into all possibilities that will help to dampen anomalies, but anomalies are inherent in every system. He went on to say that the meters are being replaced under a new contract. The staff has discussed with the new vendor, the option to run concurrent meters in any location where the data appears to be out of its normal range.

Connection Fees

I asked Andrea DeCarlo to do research and prepare a memo regarding the connection fees as discussed at previous meetings. A copy of the memo was distributed to the Commissioners for review. Additionally, legislation has been passed regarding connection fees. We are trying to find out if the Governor signed it into law.

This matter was discussed at great length. Mr. Meehan was asked to do additional research and report back to the Board.

Contract #105F – Forensic Accountant Services on Cogeneration Facility

Counsel met with Mr. Cippola during the past month. Counsel will provide an update on this matter.

Contract #175 – Replacement of Digester Covers

Tomar Construction continues to fall further behind on this contract. John Buonocore will give an update on the contract.

Mr. Buonocore stated that as of July 19, the contractor is about 100 days behind schedule. He added that both flares have been relocated and are active; the first digester has been drained, cleaned and removal of the cover is in progress.

Contract #178A - Underground Storage Tank Removal

I have been advised that upon removal of the underground storage tanks, it was determined that the seals for the spill bucket leaked. John Buonocore is obtaining quotes to have an analysis done. Bids will need to be obtained for the cleanup. I will keep you advised of the status of this work.

Contract #182 - Rahway Riverwalk Siphon Chamber

Counsel will provide an update on this matter.

Headworks/Barscreen Project

It has come to my attention that the Headworks/Barscreen Capital Project that is in the RVSA five year Capital Plan for 2019 should be started sooner rather than later. I have authorized CDM to begin work under the General Engineering Contract on cost estimates for replacement as opposed to repair of our existing equipment. Newer equipment has better technology, but going back to a simpler system which will require less maintenance.

Contract #1802B – Labor Counsel

A Non Fair and Open Proposal was solicited from Weiner Law Group LLP for the services of Stefani Schwartz who recently joined their firm. Unfortunately, due to the Pay to Play laws, the proposal that was received is not acceptable and therefore, a motion is on the agenda to reject it. Proposals will be solicited for Labor Counsel under a Fair and Open Process.

After brief discussion, the Board advised that the Executive Director could utilize Ms. Schwartz's services until a new contract is in place for Labor Counsel. Mr. Meehan noted the projected cost for the required services would be about \$5,000.00. It was noted that they could not exceed \$17,500.00.

Contract #1830 – Workers Compensation Insurance

Proposals were solicited for the Authority's 7-2018 / 7-2019 Workers Compensation Insurance. Although NJM allows other firms to serve as Broker of Record for them, they do not pay any commission for said service. BGIA our broker for all other lines has offered to serve as Broker of Record for this coverage at no cost, however, this was not authorized through a Fair and Open process and their political contributions reflect a conflict. Therefore it is the recommendation of Joanne Grimes, Purchasing Agent that the contract be awarded to New Jersey Manufacturers in an estimated amount of \$194,945.00, which reflects a 3.0% decrease from the previous year.

Contract #1831 – Insurance Coverages

Proposals were solicited for the Authority's 7-2018 / 7-2019 Insurance Coverages through our Broker of Record, BGIA. BGIA submitted a proposal covering Property, Inland Marine, Crime, General Liability, Public Officials Employment Practices, Automobile, Cyber Liability, Excess Liability, Pollution, Specialty Crime, and the Public Officials Bond, and was found to be in order. Based on the foregoing, it is the recommendation of Joanne Grimes, Purchasing Agent that the contract be awarded to BGIA in an estimated amount of \$260,332.00, which reflects a 1.8% decrease from the previous year. A copy of the Premium Summary has been provided to the Commissioners for review.

P-Cards

The Authority is seeking authorization from the Board to obtain a P-Card for purchasing matters. In the past few years, there have been many instances where a staff member had to order a computer part or other item from the internet and had to put the purchase on their own credit card and subsequently be reimbursed. The State of NJ has an authorized process for the issuance of P-Cards through Bank of America. A resolution is on the agenda under New Business to authorize the Authority to apply for the Corporate Card through a Linking Agreement with Bank of America. There are specific rules and guidelines which must be followed related to the use of this card. Many things, such as travel, food and entertainment, are not allowable charges. The card will be managed by the Secretary-Treasurer and her designee.

Request For Proposals (RFP's)

The Secretary-Treasurer has requested that the Purchasing Agent solicit proposals from various banks for the Authority's accounts. The Authority is presently with Wells Fargo; however, as their monthly fees are constantly increasing, seeking proposals will provide information on the banking market and assist in determining where the Authority will financially do best. We will keep the Board advised on this matter.

After brief discussion, the Commissioners requested that this be done under a Fair and Open process.

Plant Tour

The Authority staff provided a plant tour to a group of "Fellows" participating in the Mandela Washington Fellowship a Public Private Community Partnership Program through Rutgers, The State University of New Jersey. The group first toured the Waste Management Facility located in Elizabeth. Then they, along with representatives from Waste Management, toured the Rahway Valley Treatment Plant with the primary focus on the food waste, codigestion process. We were honored to have been included in this Fellowship Program. This is a very important connection for the Authority, as we may look to partner with Rutgers in the future on studies related to the reuse/land application of our residual biosolids.

A Press Release has been prepared and distributed to local media. A copy was forwarded to the Commissioners for review.

Travel

The 18th Annual BioCycle Conference on Renewable Energy from Organics Recycling is being held in Raleigh, NC on October 15-18, 2018. I have been asked to speak at the conference, and therefore, am requesting permission to attend.

Monthly Reports

The monthly IPP Report, Operations Report, Engineering Bills List and the May and June User Charge Reports were forwarded to the Commissioners.

Report of Consulting Engineer

Thomas Laustsen from the firm CDM Smith is in attendance this evening for the Consulting Engineer, Howard Matteson. Mr. Matteson submitted his report for the month of June 2018,

which was distributed to the Commissioners.

1. Retainer Services
During the period, CDM Smith prepared the monthly report for June 2018 and attended the June 2018 Board Meeting.
2. Miscellaneous Engineering Services
During the period, CDM Smith performed the following:
 - CDM Smith met with RVSA personnel to review facility operation regarding food waste sampling and digester operations.
 - Began lifecycle cost assessment of the rehabilitation vs. replacement of the coarse and fine bar screens located in the Headworks Building.
3. Digester Gas Treatment System Design – Construction Services
No activity during the period.
4. Digester Covers and Waste Gas Burner Replacement – Design, Bidding, and Construction
During the period, CDM Smith performed the following:
 - Coordinated with staff and attended progress meetings.
 - Reviewed shop drawing including piping supports.
 - Responded to Contractor Requests for Information (RFIs) – effort during the period focused on coordinating with Contractor regarding efforts to remove existing dowels around the tank perimeter, preparing alternatives for tope of all flashing, and coatings for the top of the tank wall.
 - Performed site inspections for the month – completed conduit installations, Flare No. 2 startup, Digester #3 draining and cleaning activities (Spectraserv as sub), inspection and start of work on Heat Exchanger No. 3.
5. Riverwalk Siphon Rehabilitation
No activity during the period.

Report of General Counsel

General Counsel, Dennis Estis from the firm Greenbaum, Rowe, Smith & Davis, submitted his report for the period June 21, 2018 through July 19, 2018:

1. General
 - A. Flow Rights
Mr. Dowd provided us with a copy of the bond and sewer ordinance which has passed and the estoppel period has passed as well.
 - B. Local Contracts Law/Open Public Meetings Act
Because Weiner Law Group LLP has made a number of political contributions within the communities serviced by RVSA, it is necessary to go out for bids pursuant to the open and fair bidding laws. Requests for proposals are being sent out to Weiner, as well as those law firms identified by myself and John Tomaine.

- C. ODI Monitoring and Pride Solvents Monitoring
Jim Meehan received a disc with the report and findings of Quala's most recent testing. Our consultant, Grish Mehta, advised Quala's consultant that the disc only provided raw lab data and needed QA/QC check and analytical summary tables in order to draw any conclusions regarding the impact on the RVSA property. During a telephone conference between our consultant and Quala's consultant in April, Quala apparently agreed to provide a summary report. Quala's consultant failed to send anything to Mr. Mehta and he followed up with another e-mail on July 6th. In response to that e-mail, Quala on July 9th now claimed that it was not required to provide a summary report by the terms of the Access Agreement which had been entered into by RVSA and Quala. This is unacceptable and I will be communicating directly with Quala or its counsel.
2. Contract #105F - Cogeneration Facility
Subsequent to the last RVSA meeting, I received a telephone call from Mr. Cipolla's attorney who I know from a prior matter. I met with him earlier this month. We will discuss under closed session.
3. Contract #182 - Siphon - Rahway - Union County Park
CDM Smith estimated the cost to repair/replace the siphon at approximately \$500,000. This does not include the cost of permitting. I expected that a meeting would have been held with Rahway and the County early this month. This did not happen and I am still waiting for Rahway to respond to my communications. Union County has responded. I have asked Jim Meehan to contact Rahway directly.
4. RVSA v. New Jersey, et al.
By the time of the regular July meeting, the Complaint should be completed. As I explained last month, the Plainfield Area Regional Sewerage Authority (PARSA) agreed to join us in this effort. In the Two Rivers case, the State made a motion to dismiss the complaint claiming among other things that the lawsuit was premature because no regulations had yet been issued. As of July 17, we had not received a decision from the Court.
5. Occidental Chemical
Appellants' briefs were due on July 16, but they have requested an extension. Assuming that they are granted the extension, our brief, if we choose to file one, should be due thirty (30) days after Appellants submit theirs.
6. Personnel
I am in the process of providing both Ms. Grimes and Mr. Mazzarella with a report updating the Commissioners' Handbook.
7. Tort Claim
No change.

8. Tremely Point Connector Road Project
No change.

Committee Reports

Chairman: Are there reports from any of the following Committees:

2/2018-2/2019 Committees

Committee	Committee Chairman	2/2018-2/2019 Committee Members		
Engineering	Louis Lambe	Michael Furci	Loren Harms	Michael Gelin
Finance	Stephen Greet	Loren Harms	Robert LaCosta	Martin Rothfelder
Legal	John Tomaine	Robert Beiner	Louis Lambe	Martin Gelin
Personnel	Frank Mazzarella	Michael Furci	Stephen Greet	John Tomaine
Nominating	Robert LaCosta	Robert Beiner	Frank Mazzarella	Martin Rothfelder

Engineering Committee (Louis Lambe, Committee Chairman)

No report.

Finance Committee (Stephen Greet, Committee Chairman)

Mr. Greet stated that a Finance Committee Meeting was held earlier this evening to review the Bills & Claims. Action is on the agenda under Bills & Claims.

Legal Committee (John Tomaine, Committee Chairman)

No report.

Personnel Committee (Michael Furci, Committee Member)

No report.

Unfinished Business

None.

New Business

Mr. Tomaine made a motion, second by Mr. Greet, to reject the proposal received for Contract #1802B from Weiner Law Group LLP on July 12, 2018, as it was found to be non-conforming, and to solicit proposals for Labor Counsel under a Fair and Open Process as recommended by the Purchasing Agent. The motion was approved by those present. Mr. LaCosta was absent.

Mr. Lambe made a motion, second by Mr. Mazzarella, to omit all flow exceedances that occurred on April 16 and 17, 2018 as they were the result of a major storm and to revise the Flow Rights Utilization Reports accordingly, as recommended by Commissioner Mazzarella.

Mr. Rothfelder stated that he didn't see any reason to throw out these occurrences. Mr. Lambe stated that it really doesn't do any harm. Mr. Lambe made a presentation to the Board and provided a map showing where the meters are located and noted the relativity of flow exceedances to those municipalities who actually have meters within their boundaries, with the exception of Springfield.

Mr. Buonocore stated that if the Board is to consider this, it would be much easier for him if the action were taken at the end of the metering year because the program that compiles the data doesn't have an allowance to make these modifications.

After further discussion, Mr. Harms moved to table the motion, and Mr. Greet second the motion. The vote to table was approved by those present with the exception of Mr. Rothfelder who voted against. Mr. LaCosta was absent.

The following Resolution #18-31 was offered by Mr. Greet, on motion of Mr. Greet, second by Mr. Harms and approved by those present. Mr. LaCosta was absent.

RESOLUTION #18-31

WHEREAS, the Rahway Valley Sewerage Authority solicited and received a proposal for insurance coverage related to Workers' Compensation, Contract #1830; and

WHEREAS, pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-5, contracts of this nature may be awarded without bidding, however, a Request For Proposal (RFP) was sent to NJ Manufacturers Insurance Company (NJM) and Business & Governmental Insurance Agency (BGIA) for the award of this contract through a non-fair and open process in accordance with N.J.S.A. 19:44A-20, et seq.

WHEREAS, the Secretary-Treasurer of the Authority, who is the Chief Financial Officer, hereby certifies that funds for said contract are available in the 2018 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that based on the proposal received from New Jersey Manufacturers Insurance Company, the Rahway Valley Sewerage Authority hereby awards Contract #1830 for the placement of its Workers' Compensation Insurance to New Jersey Manufacturers Insurance Company, West Trenton, NJ 08628, in an estimated cost of \$194,945.00 for \$1,000,000 coverage, subject to the finalization of New Jersey surcharges and adjustments of Insurance Values and dividends; and

BE IT FURTHER RESOLVED that the insurance program being awarded as noted above is for the period from July 25, 2018 to July 25, 2019; and

BE IT FURTHER RESOLVED that a Notice of Award will be published in accordance with law.

The following Resolution #18-32 was offered by Mr. Greet, on motion of Mr. Greet, second by

Mr. Mazzarella and approved by those present. Mr. LaCosta was absent.

RESOLUTION #18-32

WHEREAS, the Rahway Valley Sewerage Authority solicited and received a proposal for insurance coverage related to its "Package Policy", principally Property, General Liability, Automobile, Public Officials Bond, Employment Practices Liability, Primary Excess Liability, Second Layer Excess Liability, Equipment Breakdown (B&M), Site Pollution & Tank Liability, Specialty Crime and Public Officials Bond, Contract #1831; and

WHEREAS, pursuant to the Local Public Contracts Law N.J.S.A. 40A:11-5, contracts of this nature may be awarded without bidding, however, a Request For Proposal (RFP) was sent to the Authority's approved Broker of Record, Business and Governmental Insurance Agency (BGIA) and a proposal was received for the award of this contract through a non-fair and open process in accordance with N.J.S.A. 19:44A-20, et seq.

WHEREAS, the Secretary-Treasurer of the Authority, who is the Chief Financial Officer, hereby certifies that funds for said contract are available in the 2018 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that based on the proposal received from Business & Governmental Insurance Agencies (BGIA) of Woodbridge, NJ, the Rahway Valley Sewerage Authority hereby awards Contract #1831 for the placement of the above named policies at an estimated cost of \$260,322.00, subject to the finalization of surcharges and adjustments of Insurance Values; and

BE IT FURTHER RESOLVED that the insurance program being awarded as noted above is for the period from July 25, 2018 to July 25, 2019; and

BE IT FURTHER RESOLVED that a Notice of Award will be published in accordance with law.

The following Resolution #18-33 was offered by Mr. Greet, on motion of Mr. Greet, second by Mr. Harms and approved by those present. Mr. LaCosta was absent.

RESOLUTION #18-33

ESTABLISHING POLICIES AND PROCEDURES FOR THE USE OF PROCUREMENT CARDS AND AUTHORIZING THE EXECUTION OF A CORPORATE CARD PROGRAM LINKING AUTHORIZATION CONTRACT WITH THE STATE OF NEW JERSEY AND OTHER DOCUMENTATION AS REQUIRED TO IMPLEMENT A PROCUREMENT CARD PROGRAM FOR THE RAHWAY VALLEY SEWERAGE AUTHORITY

WHEREAS, the Qualified Purchasing Agent (QPA) has recommended that Procurement Cards (P-Cards) be utilized where appropriate for purchases of the Rahway Valley

Sewerage Authority (Authority); and

WHEREAS, the use of P-Cards can be a highly beneficial tool for local governments looking to further utilize e-commerce and strengthen their purchasing controls; and

WHEREAS, the rules adopted by the Local Finance Board governing the use of P-Cards are set forth in N.J.A.C. 5:30-9A; and

WHEREAS, the law, N.J.S.A. 40A:5-16(c) establishes the specific circumstances when P-Cards can be used; and

WHEREAS, the Secretary-Treasurer who also serves as the Chief Finance Officer (CFO) agrees with the QPA's recommendation; and

WHEREAS, the Authority wishes to establish policies and procedures for use of the P-Cards as required by law.

NOW, THEREFORE BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby adopt the following policies and procedures for the use of Procurement Cards for purchases for the Rahway Valley Sewerage Authority:

PROCUREMENT CARDS (P-Cards)

A. How P-Cards Can Be Used

1. P-Cards can be utilized for tangible supplies or non-tangible items under the following conditions:
 - a. When payment to vendors is required in advance of the delivery of certain materials or services that cannot be obtained from any other source at comparable prices (N.J.S.A. 40A:5-16(c)(1)).
 - i. Advance payment is required by the vendor.
 - ii. Comparable pricing is not otherwise obtainable for such goods or services to be available at the time and place required.
 - iii. The QPA and/or CFO have approved such item for purchase from a particular vendor.
 - b. When ordering, billing and payment transactions for goods and services are made through a computerized electronic transaction (N.J.S.A. 40A:5-16(c)(2)).
 - i. An order is placed from computer to computer, such as on the Internet or similar computer network.
 - ii. Vendor requires immediate payment.
 - iii. The QPA and/or CFO have approved such item for purchase from a particular vendor.
 - c. When certification is not obtainable (N.J.S.A. 40A:5-16(c)(3)).
 - i. Certification is not readily obtainable by the contracting unit; but such exceptions shall not include reimbursement of employee expenses or payment for personal services.

2. Transactions cannot exceed the amount designated and authorized (B 3. below).
3. P-Cards cannot be used for the purchase of items or services of a personal nature for employees, volunteers or officials.

B. Procurement Card Program Oversight

1. The CFO shall serve in the capacity of Program Manager.

The Program Manager shall be responsible for day-to-day oversight and management of supervisory review of procurement card usage. Supervisory review means confirming the propriety and accuracy of P-Card usage by all authorized users.

2. The role of a Program Manager in overseeing the P-Card program does not exempt that individual from accountability to those above them in the organization.
3. The maximum threshold on P-Card transactions shall not exceed 15% of the Authority's bid threshold.
4. The Program Manager shall assure that internal controls are maintained concerning the integrity of vendor payments, accumulated costs for goods and services, and in conjunction with the QPA as it relates to Local Public Contract Law requirements.
5. The Authority Program Manager shall receive training in all aspects of the system.
6. The Program Manager will develop and administer a supervisory review process, identify and manage all risks associated with P-Card use, as well as engage in any other oversight or management duties required to ensure their proper utilization.
7. P-Cards must be issued in the name of a specific individual upon completion of the requisite training, and cannot be issued to personnel who are neither covered by a fidelity bond or a blanket honesty policy held by the local unit (or become ineligible for said coverage after being issued a P-Card). Violations of policies governing P-Card use shall result in appropriate remedial or disciplinary action.
8. P-Cards shall only be issued in the names of the Program Manager and IT Manager along with the name of the Authority.
9. The Program Manager, IT Manager and QPA shall sign an acknowledgement of Procurement Card training to abide by policies and procedures for procurement card usage and said agreement shall be

retained by the Authority in their personnel file.

10. The Program Manager shall also ensure that:
 - a. All cards have imprinted on them both the users' names and the name of the local unit.
 - b. The merchant code is accurate.
 - c. Sufficient funds are encumbered from the proper accounts to cover any charges the user is authorized to make.
 - d. Program participants are aware of the program and approved vendors with whom the cards may be utilized, dependent upon contracts awarded by the governing body.

11. Users shall expeditiously provide all receipts to the Program Manager, who will compare receipts to the computer-generated usage report provided by the card company. Returned material must be reported to the Program Manager quickly to ensure either the charge is cancelled or the local unit receives proper credit.

C. Nothing in this policy shall change regulations or requirements pursuant to Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)

BE IT FURTHER RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby authorize the Executive Director and/or the Secretary-Treasurer to execute a Corporate Card Program Linking Authorization Contract with the State of New Jersey, and other documentation as required to implement a procurement card program for the Rahway Valley Sewerage Authority.

Bills and Claims

Mr. Greet made a motion, second by Mr. Lambe, that the following bills and claims previously reviewed by the Finance Committee be ordered paid. The motion was approved by those present. Mr. LaCosta was absent.

BILLS AND CLAIMS LISTING

BUILDING & EQUIPMENT FUND

<u>CHECK</u>	<u>DATE</u>	<u>VENDOR</u>	<u>LINE/ACCT</u>	<u>AMOUNT</u>
3132	07/19/18	CDM SMITH, INC.	140.2	19,948.50
3133	07/19/18	HAWKINS, DELAFIELD & WOOD LLP	140.2	2,790.00
3134	07/19/18	RARITAN SUPPLY	140.3	658.01
3135	07/19/18	RAHWAY VALLEY SEWERAGE AUTH.	140.2	9,000.00
3136	07/19/18	TOMAR CONSTRUCTION, LLC.	140.2	87,892.93
3137	07/19/18	TURTLE & HUGHES INC.	140.3	498.17

Total Building & Equipment Fund Checks: 6
 Total Void Checks: 0
 Total Void Check Amount: \$0.00
 Total Building & Equipment Fund Checks Paid: \$120,787.61

OPERATING FUND - MANUAL

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
299	07/17/18	NJ STATE HEALTH BENEFITS	03/04	126,452.94

Total Operating Fund Manual Checks: 1

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Operating Fund Manual Checks Paid: \$126,452.94

OPERATING FUND

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
49195	06/25/18	JAMES J. MEEHAN	27	399.84
49196	06/29/18	CANON FINANCIAL SERVICES, INC.	16	427.32
49197	06/29/18	ELIZABETHTOWN GAS	22	4,193.51
49198	06/29/18	PLYMOUTH ROCK ENERGY, LLC.	22	10,787.65
49199	06/29/18	RAHWAY VALLEY S.A. - PAYROLL	01/02	179,663.10
49200	06/29/18	TREASURER - STATE OF NEW JERSEY	37	125,434.85
49201	07/05/18	GREGORY EVELYN	04	440.70
49202	07/11/18	CITY OF RAHWAY - UNITED WATER	33	5,300.53
49203	07/11/18	DELTA DENTAL OF NEW JERSEY INC	03	7,286.95
49204	07/11/18	ELIZABETHTOWN GAS	22	2,671.12
49205	07/11/18	HOME DEPOT CREDIT SERVICES	28/32	731.47
49206	07/11/18	THE LINCOLN NATIONAL LIFE	03	1,302.09
49207	07/11/18	MAGELLAN BEHAVIORAL HEALTH	03	524.70
49208	07/11/18	MIDDLESEX WATER COMPANY	33	5,935.41
49209	07/11/18	PLYMOUTH ROCK ENERGY, LLC.	22	1,581.16
49210	07/11/18	PSE&G COMPANY	19	364.52
49211	07/11/18	STAPLES CREDIT PLAN	31	1,884.43
49212	07/11/18	UNITED PARCEL SERVICE	48	27.64
49213	07/11/18	VISION SERVICE PLAN	03	1,304.68
49214	07/19/18	A TOUCH OF ITALY	49	221.00
49215	07/19/18	ADP, LLC.	16	1,974.28
49216	07/19/18	AIRMATIC COMPRESSOR SYSTEMS	32	5,845.00
49217	07/19/18	ALLIED FILTER COMPANY	32	716.79
49218	07/19/18	AMERICAN INDUSTRIAL SUPPLY	32/35	819.86
49219	07/19/18	AMERICAN WEAR	32	780.66
49220	07/19/18	AQUA PRO-TECH LABORATORIES	41	366.00
49221	07/19/18	ATLANTIC ANALYTICAL LABORATORY	41	2,155.00
49222	07/19/18	BOWCO LABORATORIES, INC.	32	263.00
49223	07/19/18	BUYWISE AUTO PARTS	35	19.60
49224	07/19/18	CDM SMITH, INC.	05/06	1,527.08
49225	07/19/18	CENTRISYS CORPORATION	28	509.69
49226	07/19/18	CERTIFIED SAFETY VALVE REPAIR	28	255.00
49227	07/19/18	CONFIRE FIRE PROTECTION	32	1,458.00
49228	07/19/18	CRYSTAL SPRINGS	13	45.00
49229	07/19/18	CSL SERVICES, INC.	30	12,870.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
49230	07/19/18	DELL MARKETING L.P.	27	1,046.00
49231	07/19/18	ENVIRONMENTAL COMPLIANCE	41	5,934.80
49232	07/19/18	ENVIRONMENTAL RESOURCE ASSOC.	40	311.12
49233	07/19/18	EPIC - A SYNAGRO COMPANY	25	29,983.57
49234	07/19/18	FISHER SCIENTIFIC	40	5,021.53
49235	07/19/18	ANTHONY GENCARELLI	15/31	134.75
49236	07/19/18	GP JAGER INC.	28	1,994.50
49237	07/19/18	GRAINGER	32/43	559.81
49238	07/19/18	GREAT LAKES ENVIRONMENTAL	41	669.16
49239	07/19/18	GREENBAUM, ROWE, SMITH & DAVIS	07	1,750.00
49240	07/19/18	JOANNE GRIMES	32	63.95
49241	07/19/18	HACH COMPANY	40	1,758.98
49242	07/19/18	HML INC.	40	1,100.00
49243	07/19/18	IDEXX DISTRIBUTION INC.	40	334.54
49244	07/19/18	INDEPENDENT OVERHEAD DOOR CO.	32	1,307.00
49245	07/19/18	INDUSTRIAL RUBBER COMPANY	32	551.20
49246	07/19/18	INTELLIGENT ENERGY	22	42,326.96
49247	07/19/18	INGERSOLL RAND COMPANY	34	1,423.98
49248	07/19/18	INTELEPEER CLOUD COMMUNICATION	11	432.48
49249	07/19/18	INTERNATIONAL TIRE & PARTS	35	847.64
49250	07/19/18	JAMES M. MEEHAN	15	407.82
49251	07/19/18	KASON CORPORATION	28	552.07
49252	07/19/18	KWG INDUSTRIES	32	3,428.00
49253	07/19/18	LOWES BUSINESS ACCT/SYNCB	27	56.95
49254	07/19/18	THE LUBRIZOL CORPORATION	28	3,647.84
49255	07/19/18	LYONS ENVIRONMENTAL SERVICES	42	2,570.00
49256	07/19/18	MAFFEY'S SECURITY GROUP	32	2,209.00
49257	07/19/18	MARINE EQUIPMENT & SUPPLY CO.	28	4,877.27
49258	07/19/18	MCMASTER-CARR SUPPLY CO.	28/32	3,108.58
49259	07/19/18	MARCOS MELENDEZ	32	210.00
49260	07/19/18	MRI SERVICES	32	268.29
49261	07/19/18	NAVITEND	27	81.25
49262	07/19/18	COLOGIX	11	294.00
49263	07/19/18	NJ ADVANCE MEDIA	12	136.92
49264	07/19/18	NJ MOTOR VEHICLE COMMISSION	35	116.50
49265	07/19/18	STATE OF NEW JERSEY	02	558.41
49266	07/19/18	RUTGERS, THE STATE UNIVERSITY	31	420.00
49267	07/19/18	NJIB - U.S. BANK NAT'L ASSOC.	09	129,224.00
49268	07/19/18	NORTHEAST INDUSTRIAL TECH, INC	32	1,042.53
49269	07/19/18	NW FINANCIAL GROUP, LLC	09	1,295.00
49270	07/19/18	OPTIMUM CONTROLS CORP.	28	1,315.40
49271	07/19/18	ONE CALL CONCEPTS, INC.	32	21.25
49272	07/19/18	PARKSON CORPORATION	32	3,920.76
49273	07/19/18	MARIO PASQUALICCHIO	32	907.45
49274	07/19/18	POLYDYNE INC.	23	34,560.00
49275	07/19/18	PRAXAIR DISTRIBUTION, INC.	32	530.80

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
49276	07/19/18	PRECISION ELECTRIC MOTOR WORKS	32	2,331.06
49277	07/19/18	PREMIER TECHNOLOGY SOLUTIONS	27	14,240.00
49278	07/19/18	PSE&G COMPANY	19	50,401.43
49279	07/19/18	RADWELL INTERNATIONAL, INC.	32	3,235.04
49280	07/19/18	RARITAN SUPPLY	32	102.50
49281	07/19/18	RAHWAY VALLEY S.A. - PAYROLL	01/02	199,442.99
49282	07/19/18	SAKER SHOPRITES, INC.	40/49	77.55
49283	07/19/18	SCHWARTZ SIMON EDELSTEIN	08	552.50
49284	07/19/18	SCIENTIFIC WATER CONDITIONING	32	819.00
49285	07/19/18	SHALLCROSS BOLT & SPECIALTIES	32	253.00
49286	07/19/18	SHERWIN-WILLIAMS	32	1,208.19
49287	07/19/18	SMITH TRACTOR & EQUIPMENT INC.	35	578.64
49288	07/19/18	SUNBELT RENTALS	32	247.25
49289	07/19/18	SUPLEE, CLOONEY & COMPANY	10	28,100.00
49290	07/19/18	TD BANK, NA	09	4,140.00
49291	07/19/18	TD BANK, NA	09	19,882.50
49292	07/19/18	TREASURER - STATE OF NEW JERSEY	37	1,780.00
49293	07/19/18	TURTLE & HUGHES INC.	27/28/32	6,489.77
49294	07/19/18	U.S. HEALTHWORKS MEDICAL	31	251.00
49295	07/19/18	USA BLUEBOOK	32	197.76
49296	07/19/18	VERIZON	27	2,039.18
49297	07/19/18	W. A. BIRDSALL & CO.	32	30.76
49298	07/19/18	WAGE WORKS INC.	03	90.00
49299	07/19/18	WASTE MANAGEMENT OF NEW JERSEY	26	4,889.50
49300	07/19/18	WINDSTREAM COMMUNICATIONS	11	1,405.68
49301	07/19/18	XYLEM WATER SOLUTIONS USA, INC	32	1,821.82

Total Operating Fund Checks: 107

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Operating Fund Checks Paid: \$1,018,006.81

OPERATING FUND	8-01	\$1,144,459.75
BUILDING & EQUIPMENT FUND	8-02	<u>\$120,787.61</u>
TOTAL OF ALL FUNDS:		\$1,265,247.36

Open the floor to the Public for questions or comments

None.

Closed Session

Mr. Harms made a motion to go into closed session at 8:50 p.m. for discussion of legal matters, specifically related to Contract #105, and the Two Rivers law suit. The motion was second by Mr. Gelin and approved by those present.

Regular Order of Business

Mr. Mazzarella made a motion, second by Mr. Lambe, to return to the Regular Order of Business at 8:59 p.m. The motion was approved by those present.

Adjournment

As there was no further business, on motion of Mr. Lambe, second by Mr. Greet, the meeting adjourned at 9:00 p.m. The motion was approved by those present.

Chairman

Joanne Grimes
Joanne Grimes, Board Secretary

/jg

Attachments

05-2018 Treasurer Report

05-2018 Flow Right and User Charge Report

06-2018 Flow Right and User Charge Report