

**RAHWAY VALLEY SEWERAGE AUTHORITY**

**Summary of Minutes – Regular Meeting held November 12, 2020**

- Communications  
OPRA Request from SmartProcure
  
- Approval of Minutes  
October 15, 2020 Finance Committee and Regular Meetings
  
- Treasurer’s Report  
A report for the month of March 2020 was received.
  
- Executive Director’s Report  
Sewer Endorsements, Municipal Reports, and the status of various contracts
  
- Report of Consulting Engineer  
Overview of engineering matters
  
- Report of General Counsel  
Overview of legal matters
  
- Committee Reports  
Reports were given by the Finance, Legal, & Personnel Committees.
  
- Unfinished Business  
Amendment to the By-Laws, Second Reading
  
- New Business  
The following action was taken: Authorization of a settlement agreement with Tomar Construction; Approval of the 2021 Annual Budget; Salary Percentage Increases for 2021; Promotions and Salary Adjustments for 2021; Establishment of a Merit Pool; Award of Contract #2111 for Seepex Pump Replacement Parts; and Award of Contract #2112 for Nash Compressor Replacement Parts.
  
- Bills & Claims

OPERATING FUND	0-01	\$879,152.02
BUILDING & EQUIPMENT FUND	0-02	<u>\$85,904.25</u>
TOTAL OF ALL FUNDS:		<u>\$965,056.27</u>

**RAHWAY VALLEY SEWERAGE AUTHORITY**  
**Regular Meeting Minutes – November 12, 2020**

The Chairman, Loren Harms, called the meeting to order at 5:39 p.m.

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 27, 2020.

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 (via Conference Call):

Robert M. Beiner	for the Borough of Kenilworth
John J. Del Sordi Jr.	for the Township of Scotch Plains
Michael Furci	for the Township of Springfield
Michael J. Gelin	for the Township of Woodbridge
Edward Gottko	for the Town of Westfield
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
John J. Tomaine	for the Borough of Mountainside

The following were also present:

James J. Meehan	Executive Director
Karen Musialowicz	Secretary-Treasurer
Andrea DeCarlo	Purchasing Agent/Board Secretary
Dan Ward	Superintendent
John Buonocore	Chief Engineer/Asst. Superintendent
Anthony Gencarelli	Manager of Regulatory Compliance
Janet Thevenin	Environmental Compliance Supervisor
Dennis Estis, Esq.	General Counsel – Greenbaum, Rowe, Smith
Howard Matteson	Consulting Engineer – CDM Smith

**Communications**

Ms. DeCarlo stated that an OPRA Request for accounting records was received from SmartProcure on November 1<sup>st</sup> and replied to the following day.

**Approval of Minutes**

Mr. Greet made a motion, second by Mr. Tomaine, to approve the minutes of the Finance Committee and Regular Meetings held October 15, 2020. The motion was approved by those present.

**Report of Treasurer**

Mrs. Musialowicz stated that a report was distributed for the month of March 2020.

**Report of Executive Director****Sewer Treatment Endorsements**

The following is a list of Sewer Treatment Endorsements processed between 10/14/20 and 11/10/20. A copy of the log sheet with additional information related to this application has been distributed for your reference.

<b>2020 Treatment Endorsement Permits 0-1999 gpd</b>							
<b>RVSA Number</b>				<b>Date</b>	<b>Applicant's Name</b>	<b>Municipality</b>	
2531	-	20	-	WF	10/22/20	Roger Mumford Homes LLC	Westfield
2532	-	20	-	WF	10/26/20	Puneet Kakar	Westfield
2533	-	20	-	KW	10/26/20	Walter Trujillo	Kenilworth
2534	-	20	-	WB	10/30/20	Waldemar Tanculski	Woodbridge
2535	-	20	-	WF	11/05/20	Adovosh Doshi	Westfield

**Municipal Monthly Collection System Reports**

The following Reports were received since the last regular meeting:

Borough of Roselle Park – October 2020

Township of Springfield – August-October 2020

Township of Woodbridge – October 2020

Mr. Meehan stated that reports were also received from Clark, Kenilworth, and Westfield for the month of October, and from Cranford for the months June through September. He stated that there was nothing outstanding listed in the reports, but noted that work is ongoing in most of the towns.

**Plant O&M Update**

Mr. Meehan reported that the food waste feed system is back on line and has been pumping since Tuesday, and we are working with Waste Management to review some of the bills that were received for cleaning out the line. Also, he stated that we are back to running digester gas in the Cogen.

He also reported that there were several days of TSS noncompliance in the beginning of the month which the DEP has been notified about. To date, there have been two

management meetings regarding this issue and a report is being prepared in case the DEP requests more information. He stated that there are several factors being explored to figure out if something being done in-house is causing the issue, as this has occurred two or three times over the past 18 months.

Mr. Meehan stated that there will be more measurement using probes which will trace the strength of the wastewater back to the various areas around the plant. Also, the IPP program will be stepping up inspections to see if this was the result of a bad influent that came through the plant. Further, the staff is looking into metering issues, as calibration problems may occur due to high flows after significant rain events. For that reason, we will be placing strap on meters on the influent pumps to make sure the meters are calibrated correctly and sending signals back to the operators through the SCADA system. He added that the leachate was cut off right away as an extra measure. Also, there will be more baseline sampling taking place on the influent strength, the recycled streams inside the plant, as well as the leachate. The plant quickly came back into compliance after a few process adjustments were made; and there are several actions being taken to ensure that the plant remains compliant.

Mr. Lambe asked how bad the exceedance was. Mr. Meehan replied that the plant has a limit of 45 mg/L for a seven day average; and for two days the secondary had an upset, with numbers of 105 and 110 mg/L. These high days therefore had a significant impact on the average, which was in the 50 to 60 mg/L range. He explained that typically we range from 5 to 12 mg/L on a normal day. He added that we did have another result of 19 mg/L within the past few days but have since returned to single digits. He also added that sometimes this seems to result from a hydraulic push, as we may have over-wasted the system. He stated that several options are being considered, such as remapping the aeration tanks, and we are doing everything that we can to stay in compliance. Otherwise, the operations have been running very smoothly.

#### Collection System O&M Update

Mr. Meehan stated that Mr. Gencarelli and Ms. Thevenin had a pre-construction meeting with National Water Main and the Siphon work will likely begin within the next week or two. He stated that there is a question on whether or not the diversion gate is going to work, and that will be the first item to be worked on. Aside from that, the IPP Department will be increasing sampling on the industries.

Mr. Meehan stated that there have been several employees quarantined lately due to family members testing positive for COVID-19, so we have been working with staggered personnel. He stated that a staff meeting was held earlier today to discuss going back on 12-hour split shifts because of the increase in COVID reports and the close calls that we have had in the plant. He stated that it is important to get ahead of this in order to keep the staff safe and healthy; and the 12-hour shifts give us a better chance of getting through this.

Biobot Sampling for Coronavirus

Mr. Meehan stated that the Biobot report shows a massive spike in cases, which is very close to the numbers that we saw in April. Therefore we will be doing everything we can schedule-wise to preserve the staff. He stated that the Maintenance and Operating staff will be split and will work 12-hour shifts, and the office staff will alternate between working from home and working in the office. Mr. Mazzarella stated that he feels this is a very smart move as New Jersey is on track to becoming a hotspot once again. Mr. Meehan stated that Kevin Wiater, the Safety Coordinator, and several other employees have urged him to move forward and stated that he agrees this is the best thing to do at this time, so the changes will likely take place beginning next week.

Alternative/Special Projects

The MOU has been drafted and signed by Waste Management and the Authority. We are now waiting for a signature from South Jersey Gas. Mr. Meehan stated that the draft specifications for the gas cleaning system that will be needed for pipeline injection are close to being finalized, and there have been several talks about ownership of these systems. He stated that typically, the Authority would prefer to retain ownership of everything; however it may make more sense to be flexible on items such as the pipeline infrastructure and the gas cleaning system. He also stated that once the MOU is signed by all parties it will be shared with the Commissioners.

Contract #175 – Tomar Construction Update

A resolution is on the agenda authorizing the Authority to enter into a settlement agreement with Tomar. The settlement amount is within the range that was previously discussed with the Commissioners.

1995 Agreement Working Group

Mr. Tomaine will provide an update during the Legal Committee report.

2021 Budget

The proposed 2021 budget was discussed at last week's Finance Committee Meeting and a copy was sent to the Commissioners for review. Mr. Meehan stated that Mr. Harms and Mr. Gelin urged us to do the best we could do; and Mrs. Musialowicz and the staff did a great job on putting together a budget with an assessment increase of 1.38%. Action approving the budget is on the agenda under New Business.

Contract #2111 – Seepex Pump Replacement Parts

One bid was received on November 10, 2020, as follows:

<u>Vendor</u>	<u>Amount</u>
Reiner Pump Systems, Inc. Stanhope, NJ	\$71,425.90

The bid was reviewed and found to be in order. Doug Reno, Operations Manager, recommends awarding this contract to Reiner Pump Systems in the amount of

\$71,425.90 for a two-year period, and the Purchasing Agent concurs. Action to award is on the agenda under New Business.

Contract #2112 – Nash Compressor Replacement Parts

Two bids were received on November 10, 2020, as follows:

<u>Vendor</u>	<u>Amount</u>
NES Company Inc. West Caldwell, NJ	\$53,213.50
G.M.H. Assoc. of America Trenton, NJ	\$250,094.48

The low bid was reviewed and found to be in order. Dan Ward, Superintendent, recommends awarding this contract to NES Company in the amount of \$53,213.50 for a two-year period, and the Purchasing Agent concurs. Action to award is on the agenda under New Business. Mr. Mazarella asked why there was such a big difference in pricing between the two bids. Ms. DeCarlo stated that it looked like the high bidder misunderstood the specification, as they did not use the Authority's pricing sheet and enclosed a list of labor rates, although the bid specification was strictly for replacement parts.

Amendment to the By-Laws Regarding Board Meeting Schedule

The second reading of the By-Laws is on the agenda under Unfinished Business. A two-thirds vote is required for the amendment to pass.

Monthly Reports

The Monthly Operations and IPP Reports were received and forwarded to the Commissioners for review.

**Report of Consulting Engineer**

Howard Matteson, of CDM Smith, submitted the following report for work activities for the month of October 2020 and through the date of this report.

- A. Retainer Services  
During the period, CDM Smith prepared the monthly report for October 2020 and attended the October 2020 Board Meeting via conference call.
- B. Miscellaneous Engineering Services  
During the period, CDM Smith performed the following:
  - Trunk Sewer Model – Presented workshop on model and findings to staff. Began development on the Executive Summary of the report for distribution with the Memo to Commissioners. Mr. Matteson stated that the report would be ready within the next week or so.

- EPA Grant – Participated in debrief on EPA grant ranking with staff and EPA representative.
  - Survey of partial Rahway River Easement – Metes and bounds have been finalized and are under review by Staff.
- C. Digester Covers and Waste Gas Burner Replacement – Design, Bidding, and Construction  
No activity during the period..
- D. Riverwalk Siphon Rehabilitation  
No activity during the period.
- E. Influent Bar Screen Replacement  
During the period, CDM Smith performed the following:
- Held workshop with staff on 30% design.
  - Began development of 60% design documents.
- Mr. Matteson stated that they will complete the plans and specifications and will hold another workshop within the next month or so.

Mr. Gelin stated that the Siphon easement issue has been discussed for the past two years and should have been completed by now; and asked what is preventing this from moving forward. Mr. Estis replied that his easement for this project has been in place for more than six months; and he is awaiting the metes and bounds description from Mr. Matteson or Mr. Buonocore and was told this was close to being completed about two months ago. Mr. Buonocore stated that it is done, however there is one issue that needs to be discussed internally before the metes and bounds can be released; therefore it will be completed before the next meeting.

Mr. Buonocore stated that the easement took a long time to complete because the pipeline through the park does not run straight between manholes. He explained that the significant bends in the pipeline made it very difficult to locate and thus it was very expensive to have traced; therefore, we decided to experiment with our own utility locator to trace the line ourselves. He stated that while it took longer than normal, it saved the Authority a substantial amount of money in the end so it was well worth the time. Mr. Estis stated that once the metes and bounds are complete, he will submit that to the County, and hopefully the County will not hold this up any further.

Mr. Tomaine asked Mr. Matteson if the debriefing for the EPA grant provided any information that will be useful for the next grant opportunity. Mr. Matteson stated that it was obvious the EPA was preferentially rating grant applications that involved farm-related topics. He stated that a grant was awarded for a piece of farming equipment in Albany; and this applicant scored much higher than all of the other applicants in the region. He explained that the woman who provided the debriefing noted that there were not many problems at all with the Authority's application. Another person,

however, stated that further detail was needed, which Mr. Matteson did not agree with. Mr. Matteson stated that everything in the application was explained in great depth so he did not know what further could have been done. Fortunately, he stated, not a lot of money was spent on the Authority's application, and overall it was a good learning experience. Mr. Meehan added that if there had been more awards in our area, the Authority may have had a better chance, as there was only one award made in our region.

### **Report of General Counsel**

Dennis Estis, General Counsel from the firm Greenbaum, Rowe, Smith & Davis, submitted the following report for the period October 15, 2020 through November 12, 2020.

1. Flow Rights  
The Special Committee met last week and will report on the discussions later in the meeting. I am in the process of preparing some additional revisions to the draft of the Agreement.
2. Local Contracts Law/Open Public Meetings Act  
No change.
3. QDI Monitoring  
No change.
4. Siphon – Rahway – Union County Park  
No change.
5. Occidental Chemical  
No change.
6. Metro Compliance  
Mr. Estis asked Ms. Thevenin to provide an update as to the Order, payment of the penalties and actions taken in compliance with the Order. Ms. Thevenin replied that Metro is on time with their compliance schedule; although there is some confusion as to the total amount that is owed for the penalties.
7. Tomar  
Tomar caved in and signed the Settlement Agreement. Mr. Estis stated that they have agreed to settle without the letter and non-disparagement provision that they were previously asking for. We are now in the process of preparing a Change Order to reflect the Agreement. A Resolution with regard to the Settlement Agreement is on the agenda for this evening.
8. OUTFRONT Media Billboard Lease  
I had to totally revise the Lease that I had prepared and rejected a good part of the changes requested by Outfront. I sent the revised version to Outfront last week and I am awaiting a response. December 31, 2020 is still the final date.



9. H2M

I am still talking with H2M’s counsel in an effort to resolve issues. Mr. Meehan stated that this contract was awarded almost a year ago; therefore this issue needs to be resolved. Mr. Estis stated that he is not willing to allow them to not have an indemnification provision in their contract. Mr. Buonocore asked if they are not willing to give an indemnification at all, or if there is certain language they are concerned with. Mr. Estis replied that it is the latter, and he will talk to them within the next week and give them another try. Mr. Meehan stated that he would like for this to be resolved as soon as possible. Mr. Buonocore stated that he has a good working relationship with members at the firm, so he may be able to help move this along. He also asked that Mr. Estis copy him on correspondence relating to this matter.

**Committee Reports**

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

<b>Committee</b>	<b>Chairman</b>	<b>02/2020 – 02/2021 Committee Members</b>		
Engineering	Michael Furci	Frank Mazzarella	Louis Lambe	John Del Sordi
Finance	Michael Gelin	Frank Mazzarella	Stephen Greet	John Tomaine
Legal	John Tomaine	Robert Beiner	Michael Gelin	Edward Gottko
Personnel	Robert Rachlin	Louis Lambe	Stephen Greet	Michael Furci
Nominating	Robert Beiner	Robert Rachlin	John Del Sordi	Edward Gottko

Engineering Committee (Michael Furci, Committee Chairman)

No report.

Finance Committee (Michael Gelin, Committee Chairman)

A Finance Committee Meeting was held on November 4<sup>th</sup> to discuss the proposed 2021 budget. A majority vote is required to approve the budget, and action is on the agenda under New Business. The Finance Committee also met earlier this evening to review the Bills & Claims; and action is on the agenda under Bills & Claims.

Legal Committee (John Tomaine, Committee Chairman)

Mr. Tomaine reported that the Working Group met on November 5<sup>th</sup> via conference call. He stated that Mr. Buonocore had created a merged 1995 Agreement including all of the changes recommended by members of the group, and the group reviewed this during its last meeting. He stated that there is still work to be done to refine the Agreement, but a lot of progress has been made so far. He stated the group will be meeting again on December 1<sup>st</sup>.

Personnel Committee (Robert Rachlin, Committee Chairman)

The Personnel Committee met on November 5<sup>th</sup> to discuss succession planning and salary increases. Items requiring action are on the agenda under New Business.

**Unfinished Business**

Mr. Gelin offered one resolution.

- Resolution #20-63** – Amendment to the By-Laws providing for an Update to the Authority’s Board Meeting Schedule (Second Reading)

Motion: Mr. Gelin  
 Second: Mr. Tomaine

Municipality	Ayes	Nays	Abstain	Absent
Clark	x			
Cranford	x			
Garwood	x			
Kenilworth	x			
Mountainside	x			
Rahway	x			
Roselle Park	x			
Scotch Plains	x			
Springfield	x			
Westfield	x			
Woodbridge	x			
<b>Total</b>	<b>11</b>	-	-	-

The Chairman requested a Roll call vote. As the vote was 11-0, the motion was approved.

**RESOLUTION #20-63**

WHEREAS, Article 11 of the By-Laws of the Rahway Valley Sewerage Authority provides that the By-Laws may be amended by “introducing the proposed amendment at a regular meeting and shall be voted upon at the next regular meeting. A two-thirds vote of the entire authorized membership shall be required to pass an amendment on second reading”; and

WHEREAS, the Commissioners have determined to amend Article 5 of the By-Laws specifically to change the start times of all regularly-scheduled meetings to 6:00 p.m., to limit the number of Agenda Work Sessions, and to allow for virtual meetings when appropriate.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that Article 5 of the By-Laws shall be amended on second reading as follows:

“The regular meetings of the Commissioners shall be held on the third Thursday (or as otherwise scheduled) of each month at ~~7:05 p.m.~~ 6:00 p.m. or immediately following the Finance Committee Meeting at the Administration Building of the Authority’s Treatment Plant in Rahway, New Jersey, unless the Chairperson shall designate one of the municipal buildings of one of the Municipalities as a place of such meeting. An Agenda Work Sessions shall be held on the second Thursday (or as otherwise scheduled) ~~of each month except July and August~~ during the months October, November, and December at ~~7:00~~ 6:00 p.m. at the Administration Building of the Authority’s Treatment Plant in Rahway, New Jersey, unless the Chairperson shall designate one of the municipal buildings of one of the Municipalities as a place of such meeting and shall be open to the public. The Agenda Work Sessions are for the purpose of discussing matters before the Authority and to set the agenda for the following regular meeting. No votes binding on the Authority shall be taken during the Agenda Work Sessions unless a special meeting has been designated as part of the Agenda Work Session. Special meetings shall be held at the direction of the Chairperson, or his/her designee, at such times as he/she may deem necessary, or shall be called by the Chairperson at the request, in writing, of at least three (3) Commissioners, which request shall be submitted at least seventy-two (72) hours in advance. Special meetings shall be called on at least forty-eight (48) hours’ notice of the time, place and purpose of such meeting, all in accordance with the Open Public Meetings Act, N.J.S.A. 10:4-6 et

seq. A majority of the entire authorized membership of the Authority, i.e., six (6), shall constitute a quorum at any meeting. The Commissioners may hold Regular Meetings, Agenda Work Sessions, and/or Special Meetings virtually when determined either by the Chairperson or a majority of the Commissioners.”

BE IT FURTHER RESOLVED the proposed amendment shall be passed upon a two-thirds vote of the authorized membership.

## **New Business**

Mr. Gelin offered two resolutions.

1. **Resolution #20-64** – Authorizing a Settlement Agreement between the Authority and Tomar Construction

Mr. Gelin asked what the amount of the change order will be and also the final contract amount. Mr. Buonocore stated that the final change order is going to be a negative change order, because even with the \$653,000 payment, we will still end up below the total amount of the contract. Mr. Gelin stated that this is good, and asked Mr. Buonocore to confirm that this is not a change order, this resolution is only regarding the settlement. Mr. Buonocore confirmed, adding that he is in the process of preparing the official NJDEP change order which will go to the State. He explained that this settlement addresses several outstanding changes regarding extra work that had taken place as part of the allowance, and the final change order will deduct the credit for all of the unused unit price items in the contract. He stated that their total contract amount was \$3.76m. Mr. Estis stated that no payments will be made until the change order is finalized.

Motion: Mr. Gelin  
Second: Mr. Mazzarella

The motion was approved by those present.

### **RESOLUTION #20-64**

WHEREAS, the Rahway Valley Sewerage Authority (“Authority”) had previously entered into Contract #175 dated July 20, 2017 with Tomar Construction LLC (“Tomar”), with regard to the replacement of digester covers and relocation of waste gas burners (the “Contract”) at the Authority’s wastewater treatment facility in Rahway, New Jersey (“Subject Property”), after the Authority had sought bids for said contract; and

WHEREAS, the Parties have disputed various issues concerning the work performed under the Contract at the Subject Property and the costs thereof; and

WHEREAS, the Parties desire to resolve all disputes between them and avoid the necessity of litigation, and the Parties further desire to settle all claims and disputes relating to the Contract and Subject Property.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Rahway Valley Sewerage Authority that the Executive Director and Secretary are authorized to enter into a Settlement Agreement with Tomar, in the form attached, which provides for the

sum of \$653,000.00 being the final payment to be made to Tomar, bringing the total price of the Contract to \$3,498,716.21; and

BE IT FURTHER RESOLVED that payment shall be made within forty-five (45) days of the date that the Authority executes the Settlement Agreement.

2. **Resolution #20-65 – Approval of the 2021 Budget**

Motion: Mr. Gelin

Second: Mr. Greet

Discussion: Mr. Gelin asked Mrs. Musialowicz to clarify the second whereas clause on the resolution. Mrs. Musialowicz explained that this wording is taken directly from the State budget forms; which include different ways of calculating the different numbers in the budget. Mr. Gelin asked if the Authority had any deficit; Mrs. Musialowicz replied that it did not, this specific language is just required by the State.

Municipality	Ayes	Nays	Abstain	Absent
Clark	x			
Cranford	x			
Garwood	x			
Kenilworth	x			
Mountainside	x			
Rahway	x			
Roselle Park	x			
Scotch Plains	x			
Springfield	x			
Westfield	x			
Woodbridge	x			
<b>Total</b>	<b>11</b>	<b>-</b>	<b>-</b>	<b>-</b>

The Chairman requested a Roll Call vote. As the vote was 11-0, the motion was approved.

**RESOLUTION #20-65**

WHEREAS, the Annual Budget and Capital Budget for the Rahway Valley Sewerage Authority for the fiscal year beginning January 1, 2021 and ending December 31, 2021 has been presented before the Commissioners of the Rahway Valley Sewerage Authority at its open public meeting of November 12, 2020; and

WHEREAS, the Annual Budget as introduced reflects Total Revenues of \$28,505,500.00, Total Appropriations, including any Accumulated Deficit if any, of \$29,765,500.00, and Total Unrestricted Net Position utilized of \$1,260,000.00; and

WHEREAS, the Capital Budget as introduced reflects Total Capital Appropriations of \$6,800,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$0.00; and

WHEREAS, the schedule of rates, fees and other charges in effect will produce sufficient revenues, together with all other anticipated revenues to satisfy all obligations to the holders of bonds of the Authority, to meet operating expenses, capital outlays, debt service requirements, and to provide for such reserves, all as may be required by law, regulation, or terms of contracts and agreements; and

WHEREAS, the Capital Budget/Program, pursuant to N.J.A.C. 5:31-2, does not confer any authorization to raise or expend funds; rather it is a document to be used as part of the said Authority's planning and management objectives. Specific authorization to expend funds for the purposes described in this section of the budget, must be granted elsewhere; by bond resolution, by a project financing agreement, by resolution

appropriating funds from the Renewal and Replacement Reserve or other means provided by law.

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority, at an open public meeting held on November 12, 2020 that the Annual Budget, including all related schedules, and the Capital Budget/Program of the Rahway Valley Sewerage Authority for the fiscal year beginning January 1, 2021 and ending December 31, 2021 is hereby approved; and

BE IT FURTHER RESOLVED, that the anticipated revenues as reflected in the Annual Budget are of sufficient amount to meet all proposed expenditures/expenses and all covenants, terms, and provisions as stipulated in the said Authority's outstanding debt obligations, capital lease arrangements, service contracts, and other pledged agreements; and

BE IT FURTHER RESOLVED, that the Commissioners of the Rahway Valley Sewerage Authority will consider the Annual Budget and Capital Budget/Program for adoption on December 17, 2020.

Mr. Rachlin offered three resolutions.

1. **Resolution #20-66** – Approving Salary Percentage Increases for 2021

Motion: Mr. Rachlin

Second: Mr. Furci

The motion was approved by those present.

**RESOLUTION #20-66**

WHEREAS, the Executive Director has conferred with the Personnel Committee and Board of Commissioners of the Rahway Valley Sewerage Authority ("Authority") regarding the 2021 salaries of the Authority staff; and

WHEREAS, the Executive Director has recommended a 2.5% salary increase for all Executive, Administrative, and Supervisory Staff ("Salaried Staff"), excluding the Executive Director; and

WHEREAS, said salary increase shall be effective the first pay of 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that the aforementioned salary increase, as discussed with the Commissioners and recommended by the Personnel Committee, be and is hereby approved; and

BE IT FURTHER RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that said salary increases shall be effective the first pay of 2021 (period beginning 12/20/2020).

2. **Resolution #20-67** – Approving Promotions and Salary Adjustments for 2021

Motion: Mr. Rachlin

Second: Mr. Lambe

The motion was approved by those present.

**RESOLUTION #20-67**

WHEREAS, the Executive Director has conferred with the Personnel Committee and Board of Commissioners of the Rahway Valley Sewerage Authority (“Authority”) regarding the 2021 salaries of the Authority staff; and

WHEREAS, the Executive Director has recommended salary adjustments for five members of the Executive, Administrative, and Supervisory Staff (“Salaried Staff”) and one newly assigned vehicle, as follows:

Name	Title	Salary Increase
Kaitlyn Safchinsky	Accounts Payable Coordinator	\$5,000
Jeffrey Schoner	Human Resource Administrator	\$3,000
Kevin Wiater	Health & Safety Coordinator	\$5,000
John Buonocore	Chief Engineer/Asst. Superintendent	\$5,000
Melissa Madail	Laboratory Manager (eff. 03/01/2021)	\$11,502
Douglas Reno	Operations Manager	Vehicle assigned for use

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that the aforementioned changes as discussed with the Commissioners and recommended by the Personnel Committee be and are hereby approved; and

BE IT FURTHER RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that these changes shall be effective the first pay of 2021 (period beginning 12/20/2020), except for where noted above.

3. **Resolution #20-68** – Establishing a Pool for 2021 Merit Increases

Motion: Mr. Rachlin

Second: Mr. Tomaine

Discussion: Mr. Mazzarella stated that he is not in favor of this resolution. He explained that he feels the staff should receive either percentage increases or merit increases, not both, and since many people are hurting this year due to COVID-19 it may be insulting to them to provide both. Therefore, he feels we should be more sensitive and conservative with monetary increases and cannot vote affirmative on this in good conscience.

Municipality	Ayes	Nays	Abstain	Absent
Clark		x		
Cranford	x			
Garwood	x			
Kenilworth	x			
Mountainside	x			
Rahway	x			
Roselle Park	x			
Scotch Plains	x			
Springfield	x			
Westfield	x			
Woodbridge	x			
<b>Total</b>	<b>10</b>	<b>1</b>	<b>-</b>	<b>-</b>

Mr. Gelin stated that Woodbridge has a large deficit due to COVID-19; and asked Mr. Meehan why he feels merit increases are still necessary this year. Mr. Meehan replied that this is a very forward-moving Authority that runs as thin as possible. He explained that typically a facility of this size would need approximately 70 employees, but we maintain with only 57-58 employees. He stated that he has a high-performing, loyal staff that gives 100%, and feels that merit increases go a long way in keeping positive attitudes. He also stated that he does not want to lose employees to the higher-paying Authorities in the area. He stated that \$18,000 is not a large sum of money to spread over 20-25

employees to reward them for their hard work, regardless of whether it was a good or bad year.

Mr. Mazzarella stated that he would agree with Mr. Meehan's rationale if the percentage increases were lower than 2.5%, as the same could probably be said about the staff in all communities.

Mr. Harms shared that he thinks about it differently, because the Authority's system is very important to public health and people could be hurt if these jobs are not done correctly. He stated that the public could face a lot of hardship if we did not have the staff that we have to keep the Authority running.

Mr. Gelin stated that the staff did an exceptional job during the pandemic, but merit increases during this time could be seen in the wrong way.

Mr. Greet stated that he agrees with Mr. Harms in that these are exceptional times, and this is a critical area that could cause environmental issues if we do not have the manpower needed to run the plant and stay in compliance. He stated that \$18,000 is not a large sum of money, and a 2.5% increase is not an exorbitant amount. He also added that the merit increases would provide positive reinforcement for what the staff has already gone through and likely will go through again.

Mr. Furci asked what the 2.5% increases add up to, and Mrs. Musialowicz stated it equals roughly \$60,000. Mr. Furci stated that the \$18,000 is not a big deal in the overall picture. Mrs. Musialowicz added that it would not have a big impact on the 1.38% increase.

Mr. Gelin agreed that it is not a big deal compared to the overall budget; and asked why some employees are excluded from this resolution. Mrs. Musialowicz stated that the employees listed are already getting salary adjustments and that is why they are excluded from additional merit increases.

The Chairman requested a Roll Call vote. As the vote was 10-1, the motion was approved.

### **RESOLUTION #20-68**

WHEREAS, the Executive Director has conferred with the Personnel Committee and Board of Commissioners of the Rahway Valley Sewerage Authority ("Authority") regarding the 2021 salaries of the Authority staff; and

WHEREAS, the Executive Director has requested a pool of funds for salary merit increases for 2021 in the amount of \$18,000.00; and

WHEREAS, the pool of funds shall be allocated by the Executive Director to the Executive, Administrative, and Supervisory Staff ("Salaried Staff"), in increments between \$0.00 and \$2,000.00 based on performance evaluations and salary ranges, excluding the following employees: the Executive Director, Kaitlyn Safchinsky, Jeffery

Schoner, Kevin Wiater, John Buonocore, and Melissa Madail, who with the exception of the Executive Director were addressed in Resolution #21-67; and

WHEREAS, said merit increases shall be effective the first pay of 2021.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that the aforementioned merit pool, as discussed with the Commissioners and recommended by the Personnel Committee, be and is hereby approved; and

BE IT FURTHER RESOLVED, by the Commissioners of the Rahway Valley Sewerage Authority that these changes shall be effective the first pay of 2021 (period beginning 12/20/2020).

Mr. Furci offered two resolutions.

1. **Resolution #20-69** – Award of Contract #2111 – Seepex Pump Replacement Parts to Reiner Pump Systems, Inc.

Motion: Mr. Furci

Second: Mr. Mazzarella

The motion was approved by those present.

**RESOLUTION #20-69**

WHEREAS, the Rahway Valley Sewerage Authority (“Authority”) solicited bids for Contract #2111 – Seepex Pump Replacement Parts, and received bids on November 10, 2020; and

WHEREAS, the Authority received one bid which was reviewed by the Purchasing Agent and found to be responsive and responsible; and

WHEREAS, the sole bid was received from Reiner Pump Systems, Inc. of Stanhope, NJ for a total cost of \$71,425.90; and

WHEREAS, the Operations Manager and Purchasing Agent recommend the award of this contract to Reiner Pump Systems, Inc.; and

WHEREAS, the Secretary-Treasurer of the Authority, who is the Chief Financial Officer, hereby certifies that the necessary funds for said contract will be available in the 2021 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby authorize the award of Contract #2111 – Seepex Pump Replacement Parts to Reiner Pump Systems, Inc. for a term of two years and an amount of \$71,425.90; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute said contract.



2. **Resolution #20-70** – Award of Contract #2112 – Nash Compressor Replacement Parts to NES Company Inc.

Motion: Mr. Furci  
 Second: Mr. Mazzarella

The motion was approved by those present.

**RESOLUTION #20-70**

WHEREAS, the Rahway Valley Sewerage Authority (“Authority”) solicited bids for Contract #2112 – Nash Compressor Replacement Parts, and received bids on November 10, 2020; and

WHEREAS, the Authority received two bids which were reviewed by the Purchasing Agent; and

WHEREAS, the lowest bid, which was found to be responsive and responsible, was received from NES Company Inc. of West Caldwell, NJ, for a total cost of \$53,213.50; and

WHEREAS, the Plant Superintendent and Purchasing Agent recommend the award of this contract to NES Company Inc.; and

WHEREAS, the Secretary-Treasurer of the Authority, who is the Chief Financial Officer, hereby certifies that the necessary funds for said contract will be available in the 2021 Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby authorize the award of Contract #2112 – Nash Compressor Replacement Parts to NES Company Inc. for a term of two years and an amount of \$53,213.50; and

BE IT FURTHER RESOLVED that the Executive Director is hereby authorized to execute said contract.

**Bills and Claims**

Mr. Gelin offered one motion.

Motion that the following bills and claims previously reviewed by the Finance Committee be ordered paid.

Motion: Mr. Gelin  
 Second: Mr. Greet

The motion was approved by those present.

**BILLS AND CLAIMS LISTING**

BUILDING & EQUIPMENT FUND

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
3281	11/12/20	ADVANCE SCALE COMPANY, INC	140.3	52,959.75
3282	11/12/20	CDM SMITH, INC.	140.2	32,809.50
3283	11/12/20	GREENBAUM, ROWE, SMITH & DAVIS	140.2	135.00

Total Building & Equipment Fund Checks: 3  
 Total Void Checks: 0  
 Total Void Check Amount: \$0.00  
 Total Building & Equipment Fund Checks Paid: \$85,904.25

## OPERATING FUND - MANUAL

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
345	10/21/20	RAHWAY VALLEY S.A. - PAYROLL	01/02	217,578.08
346	10/28/20	RAHWAY VALLEY S.A. - PAYROLL	01/02	213,746.81

Total Operating Fund Manual Checks: 2  
 Total Void Checks: 0  
 Total Void Check Amount: \$0.00  
 Total Operating Fund Manual Checks Paid: \$431,324.89

## OPERATING FUND

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
52608	10/21/20	ELIZABETHTOWN GAS	22	22,236.28
52609	10/21/20	STATE OF NEW JERSEY	31	257.00
52610	10/21/20	VERIZON WIRELESS	11	1,319.26
52611	11/02/20	DELTA DENTAL OF NEW JERSEY INC	03	7,113.63
52612	11/02/20	ELIZABETHTOWN GAS	22	1,070.00
52613	11/02/20	NJ MOTOR VEHICLE COMMISSION	35	71.50
52614	11/02/20	PURCHASE POWER	48	592.66
52615	11/02/20	UNUM LIFE INSURANCE COMPANY	03	2,347.00
52616	11/02/20	VISION SERVICE PLAN	03	1,430.13
52617	11/12/20	A TOUCH OF ITALY	49	357.99
52618	11/12/20	ACCREDITED ANALYTICAL RESOURCE	40	189.00
52619	11/12/20	ACME INDUSTRIAL, INC.	32	12,670.00
52620	11/12/20	ADP SCREENING & SELECTION SVC.	08	53.81
52621	11/12/20	ADS LLC	30	13,286.00
52622	11/12/20	ALL AMERICAN SEWER SERVICE INC	32	3,200.00
52623	11/12/20	ALLIED OIL	24	1,836.72
52624	11/12/20	ALLIED FILTER COMPANY	32	3,229.83
52625	11/12/20	AMERICAN WEAR	32	1,354.97
52626	11/12/20	AQUA PRO-TECH LABORATORIES	41	3,331.00
52627	11/12/20	ARCHITECTURAL BUILDERS SUPPLY	32	264.40
52628	11/12/20	ASSOCIATION OF ENVIRONMENTAL A	31	224.00
52629	11/12/20	ATLANTIC ANALYTICAL LABORATORY	41	9,035.00
52630	11/12/20	BANK OF AMERICA	27	554.01
52631	11/12/20	B & B DISPOSAL	32	1,350.00
52632	11/12/20	BIOBOT ANALYTICS, INC	32	2,040.00
52633	11/12/20	BOWCO LABORATORIES, INC.	32	63.00
52634	11/12/20	BRIDGESTONE HOSEPOWER, LLC	32	548.48
52635	11/12/20	BUYWISE AUTO PARTS	35	417.44
52636	11/12/20	CDM SMITH, INC.	05/06	20,543.17
52637	11/12/20	CANON FINANCIAL SERVICES, INC.	16	738.14
52638	11/12/20	CDW GOVERNMENT, INC.	27	1,801.29
52639	11/12/20	CENTRISYS CORPORATION	32	163.56
52640	11/12/20	CITY OF RAHWAY - UNITED WATER	33	19,698.00
52641	11/12/20	C&M DOOR CONTROLS, INC	32	234.00
52642	11/12/20	CONCENTRA HEALTH SERVICES, INC	50	250.00
52643	11/12/20	CONFIRE FIRE PROTECTION	31	3,660.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
52644	11/12/20	DFFLM, LLC	35	4,077.12
52645	11/12/20	ELECTRONIC MEASUREMENTS LAB	31	6,532.50
52646	11/12/20	ELIZABETHTOWN GAS	22	399.13
52647	11/12/20	ENVIRONMENTAL COMPLIANCE	41	1,455.00
52648	11/12/20	ENVIRONMENTAL RESOURCE ASSOC.	40	339.46
52649	11/12/20	EVOQUA WATER TECHNOLOGIES, LLC	32/40	1,314.20
52650	11/12/20	FOLEY, INCORPORATED	28	12,677.30
52651	11/12/20	FREEHOLD WELDING, INC	32	1,980.00
52652	11/12/20	COYNE CHEMICAL	32	2,390.00
52653	11/12/20	GRAINGER	31/32	6,466.59
52654	11/12/20	GREAT LAKES ENVIRONMENTAL	41	560.38
52655	11/12/20	GREEN DREAM INTERNATIONAL LLC	31	4,490.00
52656	11/12/20	GREENBAUM, ROWE, SMITH & DAVIS	07	2,450.00
52657	11/12/20	HACH COMPANY	40	1,780.58
52658	11/12/20	HATFIELD SCHWARTZ LAW GROUP	08	3,434.00
52659	11/12/20	HAWKINS, DELAFIELD & WOOD LLP	08	9,083.00
52660	11/12/20	HAYES PUMP INC.	32	1,358.00
52661	11/12/20	HOME DEPOT CREDIT SERVICES	32	1,368.48
52662	11/12/20	INDEPENDENT OVERHEAD DOOR CO.	32	2,529.20
52663	11/12/20	INTELEPEER CLOUD COMMUNICATION	11	439.21
52664	11/12/20	XYLEM WATER SOLUTIONS USA, INC	32	1,245.60
52665	11/12/20	JERSEY ELEVATOR COMPANY INC.	32	378.15
52666	11/12/20	KOMLINE-SANDERSON	28	54,629.29
52667	11/12/20	THE LUBRIZOL CORPORATION	28	7,054.14
52668	11/12/20	MCMASTER-CARR SUPPLY CO.	32	310.44
52669	11/12/20	MEDICAL EXPRESS	31/32	6,273.10
52670	11/12/20	JAMES J. MEEHAN	15	95.15
52671	11/12/20	MIDDLESEX WATER COMPANY	33	2,255.74
52672	11/12/20	MIRACLE CHEMICAL COMPANY	29	2,011.10
52673	11/12/20	NAVITEND	27	35.00
52674	11/12/20	MUNICIPAL MAINTENANCE CO.	32	7,520.00
52675	11/12/20	COLOGIX	11	294.00
52676	11/12/20	NJ ADVANCE MEDIA	12	257.60
52677	11/12/20	NJ MANUFACTURERS INSURANCE CO.	17	10,998.00
52678	11/12/20	NJ STATE LEAGUE	31	325.00
52679	11/12/20	NORTHEAST JANITORIAL SUPPLY	32	2,333.32
52680	11/12/20	NORTHEAST INDUSTRIAL TECH, INC	32	1,509.06
52681	11/12/20	OFFICE CONCEPTS GROUP, INC.	31/32	2,080.09
52682	11/12/20	ONE CALL CONCEPTS, INC.	32	22.88
52683	11/12/20	ONE PACK, LLC	31	2,350.00
52684	11/12/20	PAULUS, SOKOLOWSKI & SARTOR	06	3,579.90
52685	11/12/20	POLYDYNE INC.	23	23,980.00
52686	11/12/20	PRAXAIR DISTRIBUTION, INC.	32	583.79
52687	11/12/20	PRIMEPOINT, LLC	16	6,879.75
52688	11/12/20	PSE&G COMPANY	19	57,609.84
52689	11/12/20	RARITAN SUPPLY	32	2,226.95
52690	11/12/20	ROZANO SIGNS	35	500.00
52691	11/12/20	RUTGERS - PURCHASING FORUM	31	944.00
52692	11/12/20	SCIENTIFIC WATER CONDITIONING	32	565.00
52693	11/12/20	SHALLCROSS BOLT & SPECIALTIES	32	35.00
52694	11/12/20	STAPLES ADVANTAGE	32	1,837.19
52695	11/12/20	SUBURBAN TESTING LABS	28	910.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
52696	11/12/20	SUNBELT RENTALS	32	560.56
52697	11/12/20	THE ANDERSONS	28	1,827.95
52698	11/12/20	THE BANK OF NEW YORK MELLON	09	6,600.00
52699	11/12/20	THOMAS SCIENTIFIC	40	1,066.44
52700	11/12/20	TRI-STATE BEARING - DIV OF	32	308.70
52701	11/12/20	UGI ENERGY SERVICES, LLC	22	306.94
52702	11/12/20	UNITED STATES PLASTIC CORP.	40	706.83
52703	11/12/20	USA BLUEBOOK	43	318.91
52704	11/12/20	VERIZON	27	1,730.82
52705	11/12/20	VERIZON	11	305.98
52706	11/12/20	W. A. BIRDSALL & CO.	32	2,281.03
52707	11/12/20	WASTE MANAGEMENT OF NEW JERSEY	25/26	24,866.40
52708	11/12/20	WATER ENVIRONMENT FEDERATION	31	234.00
52709	11/12/20	WB MASON COMPANY, INC.	13	881.95
52710	11/12/20	WINDSTREAM COMMUNICATIONS	11	1,546.12

Total Operating Fund Checks: 103  
 Total Void Checks: 0  
 Total Void Check Amount: \$0.00  
 Total Operating Fund Checks Paid: \$447,827.13

<b>OPERATING FUND</b>	<b>0-01</b>	<b>\$879,152.02</b>
<b>BUILDING &amp; EQUIPMENT FUND</b>	<b>0-02</b>	<b>\$85,904.25</b>
<b>TOTAL OF ALL FUNDS:</b>		<b>\$965,056.27</b>

**Mr. Harms opened the floor to the Public for questions or comments**

None.

**Adjournment**

As there was no further business, on motion of Mr. Tomaine, second by Mr. Rachlin, the meeting adjourned at 6:45 p.m. The motion was approved by those present.

\_\_\_\_\_  
 Chairman

*Andrea De Carlo*  
 \_\_\_\_\_  
 Andrea DeCarlo, Board Secretary

Attachments:  
 Treasurer’s Report 03/2020