

**RAHWAY VALLEY SEWERAGE AUTHORITY**  
**Summary of Minutes – Regular Meeting held December 18, 2025**

- Communications  
None
- Approval of Minutes  
November 13, 2025 Regular Meeting Minutes
- Treasurer's Report  
Reports for October & November 2025
- 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 Engineering, Finance, and Personnel Committees.
- Unfinished Business  
None
- Consent Agenda / New Business

The following actions were taken: 2026 Designation of Banks; 2026 Authorization for Secretary-Treasurer to Invest; 2026 Authorization for NJ State Contract & Cooperative Purchases; 2026 PACO Appointment; Appointment of Temporary Purchasing Agent; 2026 Connection Fee Adjustment; Award Contract #2628 – NJHDG Technical Advisory Services to Great Lakes Environmental Commission; Amend Contract #2206 – Furnish & Deliver Emulsion Polymer with Polydyne, Inc.; Authorize endorsement of a Sewer Connection Application for Angelo's Restaurant in Kenilworth; Authorize Salary Increases for the Administrative Staff; and Revision of Handbook Policies.

- Bills & Claims			
OPERATING FUND	01	\$2,312,209.60	
BUILDING & EQUIPMENT FUND	02	<u>\$434,737.94</u>	
<b>TOTAL OF ALL FUNDS:</b>			<b>\$2,746,947.54</b>

**RAHWAY VALLEY SEWERAGE AUTHORITY**  
**Regular Meeting Minutes – December 18, 2025**

Edward Gottko, Chairman, called the meeting to order at 5:30 p.m., and asked that the recorder be turned on.

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 was forwarded to the Star Ledger, the Home News Tribune, and the Clerk of each of the eleven member municipalities on February 24, 2025.

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.

Mr. Gottko requested a salute to the flag and a moment of silence.

**Roll Call**

The following members were present:

Frank G. Mazzarella	for the Township of Clark
Chris Kolibas	for the Township of Cranford
Craig McCarrick	for the Borough of Garwood
Robert M. Beiner	for the Borough of Kenilworth
Robert Rachlin	for the City of Rahway
Loren Harms	for the Borough of Roselle Park
Raymond Szpond	for the Township of Scotch Plains
Michael Furci	for the Township of Springfield
Edward Gottko	for the Town of Westfield
Michael J. Gelin	for the Township of Woodbridge

The following member was absent:

John J. Tomaine	for the Borough of Mountainside
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The following were also present:

John Buonocore	Executive Director
Andrea DeCarlo	Purchasing Agent/Board Secretary
Karen Musialowicz	Secretary-Treasurer
Doug Reno	Assistant Director/Superintendent
Janet Thevenin	Manager of Regulatory Compliance
Diane Alexander	General Counsel – Maraziti Falcon
Howard Matteson	Consulting Engineer – CDM Smith

Mr. Gottko requested that Resolutions #25-92 and #25-93 be held until after the closed session.

**Communications**

None.

### **Approval of Minutes**

Mr. Rachlin made a motion to approve the minutes of the Regular Meeting held on November 13, 2025. The motion was second by Mr. Harms and approved by those present.

### **Report of Treasurer**

Reports for October & November were forwarded to the Commissioners.

### **Report of Executive Director**

The following Sewer Treatment Endorsements were processed since the last meeting. A copy of the log sheet with additional information regarding these applications has been distributed for your reference.

<b>Sewer Treatment Endorsement Permits 0-1999 gpd</b>			
<b>RVSA Number</b>	<b>Date</b>	<b>Applicant's Name</b>	<b>Municipality</b>
25-SE-RW-2944	11/13/25	Francine Silver/SOS Work Services	Rahway
25-SE-KW-2945	11/13/25	Pombal Builders, LLC	Kenilworth
25-SE-WF-2946	11/21/25	Prominent Properties	Westfield
25-SE-WF-2947	12/05/25	Rodak Homes Inc.	Westfield
25-SE-WF-2948	12/05/25	Rodak Homes Inc.	Westfield
25-SE-SP-2949	12/08/25	Little Bear Builders LLC	Scotch Plains
25-SE-WF-2951	12/09/25	DRM Homes / Daniel Maus	Westfield

Mr. Buonocore requested that, if amenable, he would like to present a resolution next month that authorizes him, or potentially the new chief engineer, to approve sewer endorsements and TWA applications. This change would eliminate the need for individual board approval, thus preventing delays in issuing work permits. He also stated that detailed reports of all applications would still be presented at monthly meetings. The Commissioners concurred.

Mr. Gelin inquired about the status of increasing application fees for sewer connections. Mr. Buonocore responded that we are currently working on a comparison of our fees with those of other authorities. He recommended scheduling an engineering committee meeting in early January, prior to the next board meeting, to further discuss this matter.

### **Plant O&M Update**

Mr. Buonocore reported that the HVAC project is ongoing, with a 52-week lead time for the main air handlers. Parts for the primary settling tank are expected to arrive for repair soon. RAS pump #2 has been placed back into service, while pump #1 is currently out for repairs; and pump #3 will be addressed next.

He also mentioned that the installation of additional cameras at the plant is in progress. Half of the cameras have been installed and are operational; the plan is to add 17 new cameras to the existing 30.

For Cogen, Mr. Buonocore explained that the dryer is experiencing challenges with balancing the heat. Although it is currently operational, it struggles to maintain temperature with higher feed rates. There are several potential factors affecting its performance, and efforts are being made to identify the cause. We are maximizing the drying process, but we are still sending out some wet sludge.

### Collection System O&M Update

Mr. Buonocore mentioned that this is currently on hold. We are continuing our regular sampling for various industries, but the cold weather is preventing us from conducting sewer inspections.

### Amendment to Contract #173 – Feedstock Enterprise Contract with WM

Mr. Buonocore shared the good news that we have submitted our EJIS application to the state for review. We are working to expedite this process, although regulatory timelines may cause some delays. We hope to have preliminary budget estimates ready by the January meeting.

### Annual Resolutions for 2026

The following resolutions are on the agenda under New Business:

- Designation of the Authority's banks,
- Authorization for the Secretary-Treasurer to make investments,
- Authorization to purchase through NJ State Contract & cooperative vendors, and
- Appointment of Public Agency Compliance Officer (PACO) and Temporary QPA.

### Contract #2628 – NJHDG Technical Advisory Services

The Authority is a member of the New Jersey Harbor Dischargers Group (NJHDG), which engages various consultants to perform work on the NY Harbor Estuary. PVSC, the lead agency for this work, received a proposal from Great Lakes Environmental Commission (GLEC) for Technical Advisory work related to the Estuary. The total contract amount for a one-year period is \$80,897, of which the RVSA's share is 8.3% or \$6,714.45. Janet Thevenin recommends continuing participation in the Group; and award of Contract #2628 is on the agenda.

### Amendment to Contract #2206 – Furnish & Deliver Emulsion Polymer

It has been determined that there is a need to amend Contract #2206 with Polydyne Inc. for additional monies. The requested amendment, in the amount of \$80,000, would bring the total contract amount to \$2,611,128; and action approving same is on the agenda.

### Plant Tour

The Authority hosted a plant tour on December 1<sup>st</sup> for 17 AP Environmental Science students from Jonathan Dayton High School in Springfield. Mr. Buonocore reported that the tour went well, and the students asked great questions. They were a very sharp group.

### Sewer Connection

The Authority received a Sewer Connection Application from Angelo Gencarelli for Angelo's Restaurant & Steakhouse located at 104 N. 10<sup>th</sup> Street in Kenilworth. The application is to increase the number of seating from 75 to 125 seats, with a proposed flow of approximately 1,750 gpd (0.00175 mgd). The application was reviewed and found to be in order; and action authorizing its endorsement is on the agenda.

### Monthly Reports

The Monthly Operations, Flow Rights, User Charge, and IPP Reports were forwarded to the Commissioners for review.

**Report of Consulting Engineer**

Howard Matteson, Consulting Engineer from the firm CDM Smith, submitted the following report for work activities for the month of November 2025 and through the date of this report.

**A. Retainer Services**

During the period, CDM Smith prepared the monthly report for November 2025 and attended the November Board Meeting.

**B. Miscellaneous Engineering Services**

During the period, CDM Smith assisted RVSA with the following:

- RNG Facility Electrical – continued coordinating with staff on preliminary concepts for the electrical feed for the new RNG facility.
- Paving – began preparation of a drawing and technical specifications related to various paving repairs located throughout the facility.
- Pump and Blower Building Layout – coordinated with RVSA staff as part of preliminary revised layout for Pump and Blower Building Control Room and Electrical Shop.

**C. Influent Bar Screen Replacement**

During the period, the CDM Smith assisted RVSA with the following:

- Coordinated final training with plant staff.

The training is tentatively scheduled for the beginning of January 2026.

**D. Electrical Maintenance and Testing Assistance**

No change. Work on the project has been delayed further due to operational constraints. Testing in island mode remains for:

- 13.2 kV Utility Intertie / Cogen 480V / Control Generator SWGR
- Switchgear and Protective Relays – 2 remain for testing

Tentatively scheduled the remaining testing for early January 2026. A report should be completed by January as well.

**Report of General Counsel**

Diane Alexander, General Counsel from the firm Maraziti Falcon, submitted the following report for the period through December 16, 2025.

**1. Siphon – Rahway – Union County Park**

Kevin Campbell, Esq, Assistant County Counsel, Union County Counsel's Office has requested a Certificate of Insurance, which has been provided. Our office will continue to follow up until this issue is resolved. Ms. Alexander reported that we have received the executed agreement.

2. Proposed Judicial Consent Order Approving Settlement with 3M Company and Dupont

As discussed, RVSA received notices of proposed settlements with 3M Company and DuPont in the matter of *NJDEP, et al., v. E.I. Du Pont De Nemours and Company, et al.* As discussed at past meetings, the proposed settlement eliminates any recourse related to PFAS liability incurred by public entities (including the RVSA).

Previously, our office assisted RVSA in the preparation of a request for an extension of the deadline for the submission of comments with regard to 3M Company, which was denied, and assisted in the preparation of comments opposing the 3M Settlement. RVSA also prepared and submitted comments opposing the DuPont Settlement, again requesting that RVSA be carved out of the release and covenant not to sue related provisions. This request was also denied. NJDEP has responded to comments submitted and has filed a brief requesting that the Court approve the JCO/Settlement. We have been authorized by the Association of Environmental Authorities to file an opposition brief and have received the Court's permission to do so and to speak at oral argument. Our brief was submitted on December 12, 2025. The hearing is scheduled for January 7, 2026, Ms. Alexander is expected to hear back on our comments by December 22, 2025. Mr. Buonocore stated that he plans on attending the hearing on the 7<sup>th</sup>, and asked if any of the Commissioners are interested in attending.

3. Miscellaneous issues

We are currently working with John to prepare a Shared Services Agreement with Rahway for RVSA's use of salt from Rahway's salt storage facility located adjacent to RVSA property and we are currently reviewing proposed revisions to the RVSA Contractor Safety Program.

### **Committee Reports**

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

<b>Committee</b>	<b>Chairman</b>	<b>02/2025 – 02/2026 Committee Members</b>		
Engineering	Michael Gelin	Michael Furci	Frank Mazzarella	Raymond Szpond
Finance	Loren Harms	Robert Beiner	Robert Rachlin	John Tomaine
Legal	Frank Mazzarella	Michael Gelin	Loren Harms	Craig McCarrick
Personnel	Raymond Szpond	Michael Furci	Chris Kolibas	Robert Rachlin
Nominating	Chris Kolibas	Robert Beiner	Craig McCarrick	John Tomaine

#### Engineering Committee (Michael Gelin, Committee Chairman)

A public hearing took place last month regarding the proposed 2026 Connection Fee; and a resolution adopting the revised fee has been placed on tonight's agenda.

#### Finance Committee (Loren Harms, Committee Chairman)

The Finance Committee met earlier this evening to review the Bills & Claims, and action to approve is on the agenda.

**Personnel Committee (Bob Rachlin, Committee Member)**

The Personnel Committee met earlier this month to discuss several personnel-related matters, including employee compensation, handbook updates, and the Executive Director's review. Discussion will take place in closed session.

**Unfinished Business**

None.

**Consent Agenda**

Mr. Harms made a motion, second by Mr. Beiner, that the following items listed in the Consent Agenda be approved. The motion was approved by those present.

**1. Resolution #25-83 – 2026 Designation of Banks****RESOLUTION #25-83**

WHEREAS, the State of New Jersey Statutes provide that a Resolution be adopted by Public Bodies each year designating depositories for funds.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that the following banks and any other qualified bank hereafter named is designated as the depository of funds of the said organization for the year 2026:

Northfield Bank  
Edison, NJ

NJ Cash Management Fund  
Trenton, NJ

BNY Mellon  
Woodland Park, NJ

U.S. Bank  
Marvin, NC

**2. Resolution #25-84 – 2026 Authorization for Secretary-Treasurer to Invest****RESOLUTION #25-84**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority") is a corporate public body created pursuant to N.J.S.A. 40:14A-1 et seq.; and

WHEREAS, the Local Fiscal Affairs Law, N.J.S.A. 40A:5-1 et seq., permits public entities including sewerage authorities to invest monies in their possession by the purchase of certain types of securities as described in N.J.S.A. 40A:5-15.1; and

WHEREAS, N.J.S.A. 40A:5-15.1 requires that no securities be purchased unless authorized by the Authority; and

WHEREAS, the Authority seeks to empower its Secretary-Treasurer with the power to make such purchases, i.e. investments that are in the best interest of the Authority and are permitted by New Jersey law.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that it hereby authorizes the Secretary-Treasurer of the Authority to make investments on behalf of the Authority by only purchasing securities permitted to be purchased under N.J.S.A. 40A:5-15.1, Sections 105, 508, and utilizing monies that are in the possession of the Authority and available for such purpose of the applicable items; and

BE IT FURTHER RESOLVED that this resolution shall be for the period January 1, 2026 through December 31, 2026.

3. **Resolution #25-85 – 2026 Authorization for NJ State Contract & Cooperative Purchases**

**RESOLUTION #25-85**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority") has a need to purchase goods and services in a timely manner, and in accordance with N.J.S.A. 40A:11-12, may, without advertising for bids, purchase goods or services through contracts authorized by the State of New Jersey and/or Cooperative Purchasing Programs; and

WHEREAS, the below listing represents vendors who have been awarded State and Cooperative contracts that may be of use to the Authority and therefore, the Authority desires to enter into contracts with the listed vendors on an as-needed basis which is consistent with a Fair and Open Process.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby authorize the use of the below-listed vendors during calendar year 2026 by way of executing purchase orders, which shall be subject to the conditions applicable to the respective contracts.

Vendor	Commodity/Service	Contract
A&M Industrial Supply	Instrumentation Equipment, Parts & Supplies	NJWCPS-B471-8
A&M Industrial Supply	Pipe, Fittings, Valves, etc.	NJWCPS-B442-3
AC Schultes, Inc.	Repair and Replace Pumps & Motors	NJWCPS-B454-17
Atlantic Communications	Radio Communications Equipment & Accessories	83917
Canon USA	Copiers, Maintenance & Supplies	40462
CDW Government LLC	Computer Equipment, Peripherals & Related Svcs.	24-TELE-72087
CDW Government LLC	Software Licensing & Related Services	20-TELE-01511
Corrosion Products & Equip.	Repair and Replace Pumps & Motors	NJWCPS-B454-5
DavEd Fire Systems, Inc	Fire Alarm Services	UCNJ #45-2022
Dave Heiner Associates	Repair and Replace Pumps & Motors	NJWCPS-B454-4
Dave Heiner Associates	Instrumentation Equipment, Parts & Supplies	NJWCPS-B471-6
Dave Heiner Associates	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-18
David Weber Oil Company	Automotive Lubricants (Engine oils, Greases)	20-FLEET-01343
Dell Marketing LLP	Computer Equipment, Peripherals & Related Svcs	24-TELE-71883
Dell Marketing LLP	Software Licensing & Related Services	20-TELE-01510
Docutrend Inc.	Canon Copiers & Managed Print Services	24-FOOD-52427
Door Works, Inc.	Overhead Doors Repair & Replacement	HCESC #25-04-R2
Elevator Maintenance Corp.	Elevator Maintenance and Repair Services	UCCP #8-2025
Envirocon, LLC	HVAC Services	ESCNJ-23/24-23
Envirolutions, LLC	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-7
Envirolutions, LLC	Repair and Replace Pumps & Motors	NJWCPS-B454-11
Env. Systems Research Inst.	ESRI GIS Software and Services	25-TELE-82239
Fastenal Company	Industrial/MRO Supplies & Equipment	25-COMG-97666
Fleet Pump & Service Group	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-1
Fleet Pump & Service Group	Repair and Replace Pumps & Motors	NJWCPS-B454-19
Garden State Laboratories	Wastewater & Sludge Analysis Services	HCESC-Ser-25-09

GenServe Inc.	Generator Maintenance & Repair	MCCPC-46
Global Industrial	Material Handling/Production Supplies	R-211402
GMH Associates of America	Repair and Replace Pumps & Motors	NJWCPS-B454-9
GovConnection Inc.	Computer Equipment, Peripherals & Related Svcs	25-TELE-91044
GovConnection Inc.	Technology Supplies & Equipment	HCESC #25-06-R
GP Jager	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-10
Grainger, Inc.	Industrial/MRO Supplies & Equipment	25-FLEET-96861
Hach Company	Environmental Testing Instruments, Equip., Suppl.	21-FOOD-01684
Home Depot	Walk-in Building Supplies	18-FLEET-00234
In-Line Air Conditioning, Inc.	HVAC Services	ESCNJ-23/24-23
Ironbound Supply, Inc.	Pipe, Fittings, Valves, etc.	NJWCPS-B442-1
Johnston GP Inc	Electronic Network Equipment, Security, Cabling	UCCP #20-2025
KC Sign Company	Indoor/Outdoor Signs & Graphics	HCESC #25-08-R
Kuehne Chemical Co.	Chemicals (Sodium Hydroxide)	NJWCPS-B452-3
Laboratory Sales & Service	Scientific Equipment, Supplies & Maintenance	17-FLEET-01057
Liberty Mechanical Contr.	Boiler Maintenance, Repair & Replacement	ESCNJ-23/24-12
Linde Gas & Equipment Inc.	Gases: Specialty & Industrial, Cylinders & Equip.	83290
Longo Electrical-Mechanical	Repair and Replace Pumps & Motors	NJWCPS-B454-6
Lowe's	Walk-in Building Supplies	23-FLEET-22885
Maffey's Security Group	Security Systems Service, Installation, and Repairs	UCCP #35-2022
Main Pool & Chemical Co.	Water Treatment Chemicals	MCCPC-17
McCloskey Mechanical	HVAC, Plumbing & Boiler Services	HCESC-SER-24-16
Miller Energy Inc.	Environmental Testing Instruments, Equip., Suppl.	22-FOOD-09931
Morton Salt Company	Rock Salt/Treated Salt	20-FLEET-01519
Motion Industries	Facility MRO Products & Services	S-121218-MII
Municipal Maintenance Co.	Repair and Replace Pumps & Motors	NJWCPS-B454-21
Northeast Electrical Services	Electrical Services	HCESC #24-17
Northeast Plumbing Services	Boiler Maintenance, Repair & Replacement	ESCNJ-23/24-12
Office Concepts Group, Inc.	Office Supplies	MCCPC-16
PCS Pump & Process, Inc.	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445A3
PCS Pump & Process, Inc.	Instrumentation Equipment, Parts & Supplies	NJWCPS-B471-12
Pitney Bowes, Inc.	Mailroom Equipment	41258
Pumping Services	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-19
Pumping Services	Repair and Replace Pumps & Motors	NJWCPS-B454-8
Quality Controls, LLC	Pipe, Fittings, Valves, etc.	NJWCPS-B442-4
Rapid Pump & Meter Service	Instrumentation Equipment, Parts & Supplies	NJWCPS-B471-11
Rapid Pump & Meter Service	Repair and Replace Pumps & Motors	NJWCPS-B454-24
Raritan Group Inc.	Pipe, Fittings, Valves, etc.	NJWCPS-B442-A
Reiner Pump Systems	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-12
Scientific Water Cond.	Water Treatment & Maintenance	22-GNSV1-39215
Storr Tractor Company	Facility Grounds Equipment	HCESC #23-06
Sunbelt Rentals	Equipment Rentals	19-GNSV2-00852
Supor Crane & Rigging LLC	Rental of Mobile Crane w/ Operators	NJWCPS-B419
Taylor Oil Company, Inc.	Automotive Lubricants	20-FLEET-01342
Taylor Oil Company, Inc.	Ultra-Low Sulfur Diesel Fuel	19-FOOD-01097
Thermo Environmental Inst.	Environmental Testing Instruments, Equip., Suppl.	21-FOOD-01690
Thomas Scientific LLC	Scientific Equipment, Supplies & Maintenance	17-FLEET-01033
Timothy Bryan Electric Co	Electric Vehicle Charging Stations	ESCNJ 22/23-35
Turtle & Hughes, Inc.	Instrumentation Equipment, Parts & Supplies	NJWCPS-B471-9
Turtle & Hughes, Inc.	Furnish and Deliver Manufacturers Parts & Equip.	NJWCPS-B445-2
U.S. Bank	Purchasing Card Services	25-GNSV2-86532
UniFirst Corporation	Uniform Service	C-040920
United Rentals	Equipment Rentals	19-GNSV2-00853
Univar USA, Inc.	Chemicals (Sodium Hydroxide)	NJWCPS-B452-2
Universal Electric Motor, Inc.	Repair and Replace Pumps & Motors	NJWCPS-B454-18
Veckridge Chemical Co.	Chemicals (Sodium Hydroxide, Sodium Hypo)	NJWCPS-B452-1
Verizon Wireless	Wireless Voice, Data, Accessories	22-TELE-05441
Weatherproofing Tech.	Roofing Repair & Maintenance	ESCNJ 23/24-30
WB Mason Company, Inc.	Office Supplies	T0052-0000003

4. **Resolution #25-86 – 2026 PACO Appointment**

**RESOLUTION #25-86**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority") is required by the State of New Jersey, Department of the Treasury, Division of Contract Compliance and Equal Employment Opportunity Public Contracts, to annually appoint a Public Agency Compliance Officer (P.A.C.O.); and

WHEREAS, said Officer shall be the official liaison with the Department of the Treasury, Division of Contract Compliance for matters concerning Public Law 1975, c. 127 (N.J.A.C. 17:27) and shall have the authority to recommend the appropriate procedural corrections to the Authority; and

WHEREAS, Andrea DeCarlo, Qualified Purchasing Agent ("QPA"), currently serves the Authority as its Public Agency Compliance Officer (P.A.C.O.) and is familiar with the regulation of P.L. 1975, c. 127; and

WHEREAS, the Authority's QPA is taking a leave of absence commencing January 12, 2026 ("Vacancy Date"); and

WHEREAS, the Authority has determined to appoint as P.A.C.O. the Temporary Purchasing Agent during the time that Ms. DeCarlo is on family leave.

NOW, THEREFORE, BE IT RESOLVED that Amanda Hoff, Temporary Purchasing Agent, shall serve as the Authority's P.A.C.O. commencing on the Vacancy Date and concluding upon the return of Ms. DeCarlo, and that said appointment shall be confirmed to the State of New Jersey, Department of the Treasury, as required by law.

5. **Resolution #25-87 – Appointing Amanda Hoff, Accounts Payable Coordinator, as Temporary Purchasing Agent**

**RESOLUTION #25-87**

WHEREAS, Andrea DeCarlo currently serves as the Qualified Purchasing Agent ("QPA") for the Rahway Valley Sewerage Authority; and

WHEREAS, Ms. DeCarlo will be taking a leave of absence from her position as QPA commencing January 12, 2026 ("Vacancy Date"); and

WHEREAS, there is a need to appoint a temporary QPA during the time that Ms. DeCarlo is on leave from her current position; and

WHEREAS, New Jersey law provides that if the office of the QPA becomes vacant, a local contracting unit may appoint a person who does not hold a QPA Certification as Temporary Purchasing Agent for a period of up to one year from the date of the vacancy.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Rahway Valley Sewerage Authority that Amanda Hoff, currently A/P Coordinator, is appointed as the Temporary Purchasing Agent for a period of up to one year from the Vacancy Date or upon the return of Ms. DeCarlo, whichever occurs first; and

BE IT FURTHER RESOLVED that the Authority's bid threshold shall remain at the maximum amount allowed during the term of the Temporary Purchasing Agent.

6. **Resolution #25-88 – 2026 Connection Fee Adjustment**

**RESOLUTION #25-88**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority", "RVSA") is authorized under N.J.S.A. 40:14A-8 to establish and adjust Connection Fees in order to recover debt service costs previously paid by ratepayers for capital improvements; and

WHEREAS, the Commissioners have previously adopted the Tenth Revision to the Rules and Regulations concerning discharges into the RVSA Wastewater Collection and Treatment System ("Rules and Regulations") to provide for connection fees to the Authority's System by owners of properties located in the Member Municipalities; and

WHEREAS, in accordance with N.J.S.A. 40:14A-8, new connection fees are calculated based on the total debt service paid by the Authority as of the end of the preceding fiscal year, divided by the "total number of service units" currently served by the Authority; and

WHEREAS, the Authority has proposed an adjustment to its Connection Fee to take effect January 1, 2026; and

WHEREAS, a public hearing to discuss the proposed adjustment to the Connection Fee was held on November 13, 2025, at which John Buonocore, Executive Director, presented supporting evidence and testified to the necessity of the proposed adjustment; and

WHEREAS, notice of this hearing was published in two newspapers in general circulation to the areas serviced by the Authority and sent to the Clerk of each Member Municipality, providing the public the opportunity to cross-examine Mr. Buonocore on the necessity and reasonableness of the adjustment; and

WHEREAS, the Commissioners have reviewed all evidence and testimony provided at the hearing and have determined that the proposed adjustment to the Connection Fee is necessary, reasonable, and consistent with the statutory requirements set forth in N.J.S.A. 40:14A-8.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby adopt the Revised Connection Fee of \$1,590 per Service Unit, which shall take effect January 1, 2026; and

BE IT FURTHER RESOLVED that notice of the new Connection Fee will be provided to the Member Municipalities, and the public hearing transcript will be available in the Authority's Administrative Office for public inspection.

7. **Resolution #25-89 – Award Contract #2628 – NJHDG Technical Advisory Services to Great Lakes Environmental Commission**

**RESOLUTION #25-89**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority") previously engaged Great Lakes Environmental Commission ("GLEC"), Traverse City, MI, in conjunction with the New Jersey Harbor Dischargers Group ("NJHDG"), which the Authority is a member of, for work related to the NY Harbor Estuary; and

WHEREAS, Professional Services of this nature have been determined to be exempt from public bidding under Title 40A; and

WHEREAS, the Passaic Valley Sewerage Commission has solicited and received a proposal under the New Jersey Local Public Contracts Law Non-Fair and Open Process from GLEC in the amount of \$80,897.00 to serve as the Technical Advisor for the period December 1, 2025 through November 30, 2026; and

WHEREAS, the Authority's portion of the \$80,897.00 is 8.3%, or \$6,714.45; and

WHEREAS, the Secretary-Treasurer of the Authority hereby certifies that the necessary funds for said contract have been budgeted for in the Annual Budget.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby award Contract #2628 – NJHDG Technical Advisory Services to Great Lakes Environmental Commission of Traverse City, MI to perform the services described herein at a cost not to exceed \$6,714.45; and

BE IT FURTHER RESOLVED that a Contract for the services described herein be entered into and approved by the NJHDG and the Authority; and

BE IT FURTHER RESOLVED that notice of this action will be published in accordance with law.

8. **Resolution #25-90** – Amend Contract #2206 – Furnish & Deliver Emulsion Polymer with Polydyne, Inc.

**RESOLUTION #25-90**

WHEREAS, the Rahway Valley Sewerage Authority ("Authority") had previously entered into a contract for Emulsion Polymer with Polydyne, Inc.; and

WHEREAS, Contract #2206 was originally awarded in an amount of \$1,140,564.00 and was subsequently extended for two years and an additional amount of \$1,140,564.00; and

WHEREAS, the Authority previously amended Contract #2206 for an additional amount of \$250,000.00, resulting in a total amended contract amount of \$2,531,128.00; and

WHEREAS, the Authority has determined that there is a need to further amend Contract #2206 for an additional amount of \$80,000.00 in order to obtain sufficient material through the end of the calendar year; and

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

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that the previously-amended contract with Polydyne, Inc. in an amount of \$2,531,128.00 be and is hereby further amended for an additional amount of \$80,000.00, for a new total amended contract amount of \$2,611,128.00; and

BE IT FURTHER RESOLVED that the Executive Director, staff and consultants are authorized and directed to take all actions reasonable and necessary in the

implementation of the amendment awarded herein, and this Resolution shall take effect immediately.

9. **Resolution #25-91** – Authorizing endorsement of a Sewer Connection Application for Angelo's Restaurant in Kenilworth

**RESOLUTION #25-91**

WHEREAS, the Authority has received a Treatment Works Sewer Connection Construction and Discharge Permit on behalf of Angelo Gencarelli for Angelo's Restaurant & Steakhouse located at 104 N. 10th Street in Kenilworth, State of New Jersey; and

WHEREAS, this Application is to increase the number of seating from 75 to 125 seats, with a proposed flow of approximately 1,750 gpd (0.00175 mgd); and

WHEREAS, the flow from the foregoing connection will not cause the Rahway Valley Sewerage Authority to exceed its permitted flow of 40 mgd; and

WHEREAS, the application has been reviewed by John Buonocore, Executive Director, and was found to be in order.

NOW, THEREFORE, BE IT RESOLVED by the Rahway Valley Sewerage Authority that it hereby accepts and approves endorsement on the aforesaid application.

**New Business**

Commissioner Gottko announced that New Business will be held after closed session.

**Bills and Claims**

Mr. Harms offered one motion.

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

Motion: Mr. Harms  
Second: Mr. Rachlin

The motion was approved by those present.

**BILLS AND CLAIMS LISTING**

**BUILDING & EQUIPMENT FUND**

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
1170	12/18/25	CMS CONSTRUCTION INC.	140.2	235,288.20
1171	12/18/25	FOLEY, INCORPORATED	140.3	144,148.02
1172	12/18/25	GP JAGER LLC	140.3	5,510.99
1173	12/18/25	GRAINGER	140.3	2,158.12
1174	12/18/25	PAULUS, SOKOLOWSKI & SARTOR	140.2	26,499.50
1175	12/18/25	ENVIROCON LLC	140.2	21,133.11

Total Building & Equipment Fund Checks: 6

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Building & Equipment Fund Checks Paid: \$434,737.94

## OPERATING FUND – MANUAL

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
585	11/21/25	RAHWAY VALLEY S.A. - PAYROLL	01/02	252,735.49
586	12/03/25	RAHWAY VALLEY S.A. - PAYROLL	01/02	403,919.47
587	12/08/25	NJ STATE HEALTH BENEFITS	03/04	177,476.84
588	12/10/25	TREASURER - STATE OF NEW JERSEY	37	7,101.00
589	12/16/25	RAHWAY VALLEY S.A. - PAYROLL	01/02	238,258.77

Total Operating Fund Manual Checks: 5

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Operating Fund Manual Checks Paid: \$1,079,491.57

## OPERATING FUND

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
7899	12/02/25	CITY OF RAHWAY - VEOLIA WATER	33	12,881.22
7900	12/02/25	CONSTELLATION NEWENERGY, INC	19	82,135.58
7901	12/02/25	DELTA DENTAL OF NEW JERSEY INC	03	7,686.61
7902	12/02/25	ELIZABETHTOWN GAS	22	15,839.91
7903	12/02/25	MIDDLESEX WATER COMPANY	33	2,039.91
7904	12/02/25	PURCHASE POWER	48	50.75
7905	12/02/25	UGI ENERGY SERVICES, LLC	22	17,646.41
7906	12/02/25	VERIZON WIRELESS	11	825.37
7907	12/02/25	VISION SERVICE PLAN	03	1,790.35
7908	12/03/25	PETTY CASH	14	222.98
7909	12/18/25	ROBERT BEINER	49	1,400.00
7910	12/18/25	MICHAEL FURCI	49	1,400.00
7911	12/18/25	MICHAEL J. GELIN	49	1,400.00
7912	12/18/25	EDWARD GOTTKO	49	875.00
7913	12/18/25	LOREN HARMS	49	1,400.00
7914	12/18/25	CHRISTOPHER KOLIBAS	49	1,400.00
7915	12/18/25	FRANK G. MAZZARELLA	49	1,400.00
7916	12/18/25	CRAIG McCARRICK	49	1,250.00
7917	12/18/25	ROBERT I. RACHLIN	49	1,400.00
7918	12/18/25	RAYMOND SZPOND	49	1,400.00
7919	12/18/25	JOHN TOMAINE	49	1,250.00
7920	12/18/25	KAREN A MUSIALOWICZ	15	229.51
7921	12/18/25	A TOUCH OF ITALY	49	434.33
7922	12/18/25	ADP SCREENING & SELECTION SVC.	08	460.00
7923	12/18/25	ALL AMERICAN SEWER SERVICE INC	28	12,375.00
7924	12/18/25	AMERICAN AQUATIC TESTING, INC	40	1,400.00
7925	12/18/25	APPLE CORING & SAWING LLC	32	2,450.00
7926	12/18/25	PACE ANALYTICAL SERVICES, LLC	41	5,793.20
7927	12/18/25	ATLANTIC ANALYTICAL LABORATORY	41	2,329.44
7928	12/18/25	B & B DISPOSAL	32	675.00
7929	12/18/25	BGIA, INC.	17	49,572.00
7930	12/18/25	CORTEL TECHNOLOGIES, LLC	11	1,999.69
7931	12/18/25	BOWCO LABORATORIES, INC.	32	134.00
7932	12/18/25	JOHN BUONOCORE	15	3,735.33
7933	12/18/25	CANON FINANCIAL SERVICES, INC.	16	783.18
7934	12/18/25	HECTOR L. CARTAGENA	04	555.00
7935	12/18/25	JAMES CASSELLA	04	555.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
7936	12/18/25	CITY OF RAHWAY - VEOLIA WATER	33	10,348.44
7937	12/18/25	COGENT COMMUNICATIONS, INC.	27	1,465.00
7938	12/18/25	COMCAST	27	1,724.86
7939	12/18/25	DONNA CORRIS DANIELS	04	555.00
7940	12/18/25	CORROSION PRODUCTS & EQUIPMENT	32	1,875.91
7941	12/18/25	CSL SERVICES, INC.	30	12,000.00
7942	12/18/25	GARY DEGROAT	04	989.40
7943	12/18/25	BARBARA DERKACK	04	1,110.00
7944	12/18/25	DOCUTREND INC	16	274.21
7945	12/18/25	EUROFINS ENVIRONMENT TESTING	41	210.00
7946	12/18/25	ELECTRONIC MEASUREMENTS LAB	31	2,746.44
7947	12/18/25	ELIZABETHTOWN GAS	22	15,185.62
7948	12/18/25	ENVIRONMENTAL COMPLIANCE	41	7,575.00
7949	12/18/25	ENVIROTECH SERVICES, INC	28	6,537.00
7950	12/18/25	GREGORY EVELYN	04	555.00
7951	12/18/25	EXAMINETICS, INC.	31	2,160.00
7952	12/18/25	EXCEL MICRO	27	3.80
7953	12/18/25	EDWARD FARYNA	04	1,110.00
7954	12/18/25	FACTORY DIRECT PIPELINE	32	3,878.49
7955	12/18/25	IEP TECHNOLOGIES, LLC	28	3,010.00
7956	12/18/25	FISHER SCIENTIFIC	40	866.10
7957	12/18/25	FOLEY, INCORPORATED	28	199,727.16
7958	12/18/25	FREDERICK T. GEARDINO	04	555.00
7959	12/18/25	ANTHONY GENCARELLI	04	575.60
7960	12/18/25	GEORGE S. COYNE CHEMICAL CO. INC	32	1,151.60
7961	12/18/25	GOVCONNECTION, INC.	27	8,621.11
7962	12/18/25	GP JAGER LLC	32	1,372.01
7963	12/18/25	GRAINGER	13/31/32	5,367.85
7964	12/18/25	JOANNE GRIMES	04	1,110.00
7965	12/18/25	HACH COMPANY	40	9,019.26
7966	12/18/25	HATFIELD SCHWARTZ LAW GROUP	08	1,040.00
7967	12/18/25	HAWKINS, DELAFIELD & WOOD LLP	08	13,912.50
7968	12/18/25	HAYES PUMP INC.	28	14,415.00
7969	12/18/25	MARGARET HERMAN	04	445.50
7970	12/18/25	HOME DEPOT CREDIT SERVICES	32	453.37
7971	12/18/25	HOSE HEAVEN INC.	32	1,299.55
7972	12/18/25	JOHN V. HRUSKA	04	1,110.00
7973	12/18/25	INTERNATIONAL TIRE & PARTS	35	563.58
7974	12/18/25	WALTER JORDAN	04	1,110.00
7975	12/18/25	KEMPTON FLAGS	31	413.11
7976	12/18/25	KIMBALL MIDWEST	32	268.08
7977	12/18/25	JOANNE KRUGELSTEIN	04	555.00
7978	12/18/25	THOMAS MACALUSO	04	185.00
7979	12/18/25	ALICIA MACKIN	04	1,110.00
7980	12/18/25	MAIN POOL & CHEMICAL INC	29	2,879.25
7981	12/18/25	JEAN MANIGOLD	04	1,110.00
7982	12/18/25	MARAZITI FALCON LLP	07	15,004.44
7983	12/18/25	ROBERT J. MATERNA	04	555.00
7984	12/18/25	MERCEDES ABREU	15	481.97
7985	12/18/25	MIDDLESEX WATER COMPANY	33	2,038.13
7986	12/18/25	MILLER ENERGY INC.	32	1,243.46
7987	12/18/25	MILLER MECHANICAL SERVICES	32	1,100.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
7988	12/18/25	MORTON SALT, INC.	32	1,607.37
7989	12/18/25	ROBERT MRASZ	04	1,110.00
7990	12/18/25	NAVITEND	27	297.50
7991	12/18/25	NAPA AUTO PARTS OF COLONIA	35	2,312.29
7992	12/18/25	NJ MANUFACTURERS INSURANCE CO.	17	14,121.00
7993	12/18/25	NJ STATE LEAGUE	12	210.00
7994	12/18/25	OCCUPATIONAL HEALTH CENTERS	50	1,249.00
7995	12/18/25	OFFICE CONCEPTS GROUP, INC.	32	197.00
7996	12/18/25	ONE CALL CONCEPTS, INC.	32	47.50
7997	12/18/25	ROBERT POLTZ	15	370.41
7998	12/18/25	POLYDYNE INC.	23	57,620.00
7999	12/18/25	LINDE GAS & EQUIPMENT INC	32	818.67
8000	12/18/25	PRECISION ELECTRIC MOTOR WORKS	32	940.15
8001	12/18/25	PRIMEPOINT, LLC	16	848.10
8002	12/18/25	PSE&G COMPANY	19	20,449.46
8003	12/18/25	RADWELL INTERNATIONAL, INC.	32	200.13
8004	12/18/25	RAPID PUMP & METER SERVICE	32	7,904.93
8005	12/18/25	MICHAEL ROGERS, SR.	04	494.70
8006	12/18/25	ROOTS BLOWERS	32	3,858.49
8007	12/18/25	RYAN HERCO FLOW CONTROL SYSTEM	32	601.53
8008	12/18/25	ROBERT SAFCHINSKY	04	1,110.00
8009	12/18/25	SAKER SHOPRITES, INC.	13/49	186.44
8010	12/18/25	SANDER MECHANICAL SERVICE LLC	40	4,050.00
8011	12/18/25	ANDREW SASSO	04	1,110.00
8012	12/18/25	SCIENTIFIC WATER CONDITIONING	32	622.65
8013	12/18/25	SHERWIN-WILLIAMS	32	1,458.00
8014	12/18/25	JOSEPH SOWA	04	838.80
8015	12/18/25	SPECTRASERV INC.	25/26	417,245.21
8016	12/18/25	STEWART & STEVENSON	28	1,150.00
8017	12/18/25	STANDARD INSURANCE COMPANY	03	13.75
8018	12/18/25	STANDARD INSURANCE COMPANY RD	03	1,942.77
8019	12/18/25	DONALD STUART	04	555.00
8020	12/18/25	SUNBELT RENTALS	32	1,540.42
8021	12/18/25	SUPOR CRANE & RIGGING LLC	32	6,050.00
8022	12/18/25	SUR-SEAL INC	32	11,594.00
8023	12/18/25	TAYLOR OIL CO., INC.	24	2,627.24
8024	12/18/25	THOMAS SCIENTIFIC	40	6,882.34
8025	12/18/25	RICHARD P. TOKARSKI	04	1,554.00
8026	12/18/25	TRINITY CONSULTANTS, INC.	41	7,717.94
8027	12/18/25	TURTLE & HUGHES INC.	32	257.37
8028	12/18/25	UGI ENERGY SERVICES, LLC	22	14,962.26
8029	12/18/25	UNIFIRST FIRST AID & SAFETY	31	226.18
8030	12/18/25	UNIFIRST CORPORATION	32	1,113.17
8031	12/18/25	UNITED STATES PLASTIC CORP.	40	218.55
8032	12/18/25	UNITED RENTALS	32	4,674.16
8033	12/18/25	UNIVERSAL ELECTRIC	28/32	12,680.32
8034	12/18/25	US BANK	12/15/27/35/48	1,010.64
8035	12/18/25	ROBERT VALENT	04	555.00
8036	12/18/25	VECKRIDGE CHEMICAL CO. INC.	29	4,767.00
8037	12/18/25	VERIZON WIRELESS	11	825.37
8038	12/18/25	W. A. BIRDSSL & CO.	32	165.98
8039	12/18/25	THOMAS WATTERS	04	402.00

CHECK	DATE	VENDOR	LINE/ACCT	AMOUNT
8040	12/18/25	WB MASON COMPANY, INC.	13/32	1,136.77
8041	12/18/25	WOODBRIDGE PRINTING CENTER	13	351.00
8042	12/18/25	ARTHUR M. WRIGHT, JR	04	989.40
8043	12/18/25	Y-PERS INC	32	1,517.60
8044	12/18/25	ZOOM COMMUNICATIONS INC	27	879.90
8045	12/18/25	PETTY CASH	14	331.00

Total Operating Fund Checks: 147

Total Void Checks: 0

Total Void Check Amount: \$0.00

Total Operating Fund Checks Paid: \$1,232,718.03

OPERATING FUND	01	\$2,312,209.60
BUILDING & EQUIPMENT FUND	02	\$434,737.94
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<b>TOTAL OF ALL FUNDS:</b>	<b>\$2,746,947.54</b>	

### **Open the floor to the Public for questions or comments**

No members from the public were present.

### **Closed Session**

Mr. Mazzarella offered the following resolution.

**Resolution #25-94** – Authorizing Closed Session discussion on issues regarding Attorney-Client Privilege, specifically Personnel Matters

Motion: Mr. Mazzarella  
 Second: Mr. Rachlin  
 Time: 6:08 p.m.

The motion was approved by those present.

### **RESOLUTION #25-94**

BE IT RESOLVED by the Rahway Valley Sewerage Authority on this 18<sup>th</sup> day of December, 2025, as follows:

1. The Authority shall adjourn to executive session in accordance with N.J.S.A. 10:4-12(b)(7), being the Open Public Meetings Act, in order to discuss matters falling within the attorney-client privilege, specifically relating to Personnel Matters.
2. The minutes of the executive session relating to attorney client privilege will be released to the public as soon as the matters under discussion are fully resolved and are no longer of a confidential or sensitive nature and when they will not be detrimental to the public interest.
3. This Resolution shall take effect as provided by law.

Chairman: Do I hear a motion to return to the regular order of business?  
 Please turn the recorder back on.

**Return to Regular Order of Business**

Mr. Mazzarella made a motion to return to the regular order of business at 6:16 p.m. The motion was second by Mr. Rachlin and approved by those present.

Mr. Szpond offered two resolutions.

1. **Resolution #25-92** – Authorizing Salary Increases for the Administrative Staff

Motion: Mr. Szpond

Second: Mr. Beiner

The motion was approved by those present.

**RESOLUTION #25-92**

WHEREAS, the Executive Director is vested with the authority regarding appointments, promotions, and discharges of employees of the Rahway Valley Sewerage Authority ("Authority"); and

WHEREAS, the Executive Director has conferred with the Personnel Committee regarding a proposed salary increase for the Executive, Administrative, and Supervisory Staff ("Salaried Staff") of the Authority; and

WHEREAS, the Personnel Committee has recommended a 3.5% salary increase for the Salaried Staff.

NOW, THEREFORE, BE IT RESOLVED that the Commissioners of the Rahway Valley Sewerage Authority hereby approve a 3.5% salary increase for members of the Salaried Staff, including the Executive Director, as recommended by the Personnel Committee; and

BE IT FURTHER RESOLVED that said salary increases shall take effect with the first pay of 2026.

2. **Resolution #25-93** – Revising Paid Time Off Policy and Instituting a Longevity Policy

Motion: Mr. Szpond

Second: Mr. Furci

The motion was approved by those present.

**RESOLUTION #25-93**

WHEREAS, the Rahway Valley Sewerage Authority ("RVSA") provides paid time off for its non-unionized employees in the form of sick and personal leave; and

WHEREAS, the RVSA has implemented a change to paid time off for its unionized employees which it seeks to apply to its non-unionized employees; and

WHEREAS, the RVSA also negotiated a longevity benefit for its unionized employees that it now seeks to apply to its non-unionized employees.

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Rahway Valley Sewerage Authority that the Employee Handbook shall be modified as follows:

- A. Effective January 1, 2026, sick and personal time shall be combined to be Paid Time Off and the attached revised Article 19 and Article 20 of the Employee Handbook shall be implemented.

B. Effective and retroactive to January 1, 2025, there shall be implemented the attached Longevity Policy which shall be incorporated into Article 15 of the Employee Handbook. Eligible employees shall receive such longevity payment for 2025 with the last payroll of 2025.

**Adjournment**

As there was no further business, on motion of Mr. Furci, second by Mr. Rachlin, the meeting adjourned at 6:17 p.m. The motion was approved by those present.

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Chairman

Attachments:

Report of Treasurer 10/2025  
Report of Treasurer 11/2025  
Flow Rights Report 10/2025  
Flow Rights Report 11/2025  
User Charge Report 11/2025

*Andrea DeCarlo*

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Andrea DeCarlo, Board Secretary