

WANAQUE VALLEY REGIONAL SEWERAGE AUTHORITY

June 24, 2020

Regular Public Meeting

VIA – Video Conference – Zoom

ANNOUNCEMENT – 6:03pm

Chairman Covelli, read the following announcement:

Chairman Covelli stated per the New Jersey Governor's office regarding pandemic order's that this meeting is being held via video conference thru Zoom, in which all information was provided to the public for those who wanted to attend Wanaque Valley Regional Sewerage Authority, Wednesday, May 27, 2020, public meeting, via Zoom, pursuant to the Open Public Meetings Act, Chapter 231, P.L. 1975 adequate notice as defined by Section 3D of Chapter 231, P.L. 1975, and has been posted on the WVRSA website. Copy of said notice will be filed with the minutes of this meeting.

SALUTE TO THE FLAG

Chairman Covelli stated that for this meeting the Authority will suspend the salute to the flag due to video conference nature of meeting.

Chairman Covelli asked for a roll call.

ROLL CALL

Commissioners Present: Herb Allen, Matthew Conlon, Michael Gerst, Michael Levine, Frank Covelli,

Commissioner Absent: Ted Taukus,

Also Present: John Eskilson – Interim Executive Director – WVRSA  
Steve Wilson – Superintendent of Operations  
Elizabeth Parrinello – Recording Secretary  
Giselle Diaz, P.E. – Boswell Engineering  
Michael Roder – Chapman Environmental Services  
Robert Farrell – Chapman Environmental Services  
Kristi Sorrentino – Chapman Environmental Services

Chairman Covelli welcomed Mr. Gerst from the Township of West Milford to the Authority and thanked him for volunteering to serve as a Commissioner on the Authority's Board.

CORRESPONDENCE:

Chairman Covelli asked Mr. Eskilson if there were any correspondence, Mr. Eskilson replied that the only correspondence was the letters of termination of contract which was sent to the four private plants.

REVIEW / APPROVAL OF MINUTES

May 27, 2020 – Regular Meeting Minutes

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Chairman Covelli stated that the Commissioners were emailed copies of the May 27, 2020, minutes for tonight's meeting and asked if they all have had time to review them. Chairman Covelli asked for a motion.

The following motion was made:

**MOTION** Moved by Mr. Conlon, 2nd by Mr. Levine to approve and accept the meeting minutes of May 27, 2020 Regular Minutes, Chairman Covelli asked if there were any discussion, additions, deletions on the minutes of May 27, 2020, seeing and hearing none Chairman Covelli asked for all those in favor is signify so by stating Aye.

Commissioners: Allen, Conlon, Levine and Covelli all stated Aye.  
Commissioner – Taukus Absent  
Commissioner – Gerst - Abstain

**MOTION CARRIED**

**REPORTS**

**INTERIM EXECUTIVE DIRECTOR REPORT**– Copy attached

Mr. Eskilson prepared a written report which was emailed to Commissioners and Professionals for this evenings meeting.

Mr. Eskilson reported on the calendar time frame for the remainder of FY2020. Stating the following:

That he would like to schedule a Personnel Committee meeting regard FY2021 salary within the next few weeks.

Also, would like to set up a Finance committee meeting regarding FY2021 Budget and FY21 Capital Plan and more importantly the long-range Capital Plan (which Giselle will be reporting on).

August: Introduction of FY2021 budget

September: Adoption of FY2021 budget

Mr. Eskilson stated that Capacity Analysis Report (CAR) needs to be completed for NDEP, but still working on looking to reduce I/I to the treatment plant for the CAR.report.

A Budget Committee meeting was set for June 30, 2020, at 830am via Zoom with Mr. Levine, Mr. Conlon, and Mr. Covelli.

Mr. Eskilson gave an update on the private plant contracts stating termination notices were sent to each of the four private plants served by the Authority. We have received notice from Ringwood Stop and Shop that they would leave our current contractual agreement as at 06/30/2020.

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Mr. Eskilson reported to reduce our costs from Chapman ES, we have arranged for WVRSA staff to be inserted into daily workloads, including weekend coverage. We are continuing to work with the Borough of Ringwood with the contract renewal costs at their James Drive STP.

Mr. Eskilson stated the staff returned to an 8-hour shift on June 14, all Covid-19 polices remain in effect.

LICENSED OPERATOR/CHAPMAN ENVIRONMENTAL SERVICES-Chapman Environmental Svcs

Mr. Roder stated that two things jump out, one is the change in responsibility between the Chapman staff and WVRSA staff, we have been working on getting a better balance on what Chapman does and the responsibility of what each have to take on. Mr. Roder stated now that the Authority has gone back to an 8-hour shift schedule, with more staffing available we can afford to have some of the Authority's staff go to the remote plants. By using the Authority's staff Mr. Roder stated that he expects Chapman's fee to decrease. (Discussion continued)

Secondly, Mr. Roder reported on solid production knowing that this is an issue, we looked at the facility closely to see the rate of solid generation and what percentage of solid were actually in the system. Mr. Roder said we know the over system has more solids in it today then we would typically like to be operating at. Mr. Roder explained that we need to focus on the Total Suspended Solids (TSS) in the aeration basin, we need to reduce that between 25-35%, which allows the plant to operate more efficiently. (Discussion continued)

Mr. Farrell from Chapman ES stated now that we are back to 8-hour shifts, he is in the process of reviewing and training the WVRSA operators on the new procedures with regard to lab requirements, sampling for both WVRSA and the remote plants.

ENGINEERING REPORT

Ms. Diaz stated that, myself and John from Boswell met Mr. Wilson, SOP, at the plant to form a categorized list for Capital Improvement Project (CIP).

Structural Repairs CIP - tertiary building – immediate concern (getting quotes from contractors)

Short-Term CIP – Mixers

Long-Term CIP - Micoscreens

Discussion continued, Ms. Diaz stated she would put together suggestion and a timeframe and have it ready for the Commissioners Finance Committee meeting.

SUPERINTENDENT OF OPERATIONS

Mr. Wilson reported that he and Ms. Diaz are working together on the CIP list, stating the mixers are immediate concern. (Discussion continued)

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Mr. Wilson stated that the gate entrance is operational and all personnel and haulers are accessing the plant via FOB or digitally via cell phone.

Mr. Wilson stated that the flow meters will be calibrated next month and we should have a been insight in regard to the I & I infiltration.

Mr. Wilson said that he is working with Mr. Farrell with the schedule of remote plant coverage.

LEGAL REPORT - None

**Resolution 20-49** – Authorizing Sale of Public Property Owned by The WVRSA and Designating On-On-line Service Through the NJ State Contract T-2581 (Municibid)

MOTION Moved by Mr. Conlon, 2nd by Mr. Gerst. - Authorizing Sale of Public Property Owned By The WVRSA and Designating On- On-line Service Through the NJ State Contract T-2581 (Municibid)

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners: Allen, Conlon, Gerst, Levine, and Covelli all stated Aye  
Commissioners Absent: Taukus

MOTION CARRIED

**Resolution 20-50** – Adopting Information Technology Practices Policy For WVRSA

MOTION Moved by Mr. Conlon, 2nd by Mr. Levine. - Adopting Information Technology Practices Policy For WVRSA

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners: Allen, Conlon, Gerst, Levine, and Covelli all stated Aye  
Commissioners Absent: Taukus

MOTION CARRIED

**Resolution 20-51** – Extending Contract with Raymond Nebiker Electric for Electrical Services and Repair for the Facilities of WVRSA

MOTION Moved by Mr. Levine, 2nd by Mr. Conlon- Extending Contract with Raymond Nebiker Electric for Electrical Services and Repair for the Facilities of WVRSA

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners: Allen, Conlon, Gerst, Levine, and Covelli all stated Aye  
Commissioners Absent: Taukus

MOTION CARRIED

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PAYMENT OF BILLS

Chairman Covelli asked if any of Commissioners had any questions on vouchers, Mr. Levine stated that he has reviewed, but there is a discrepancy in the totals. Discussion continued with Chairman Covelli stated that we move on the Bill List with further examination into the discrepancy and to approve an additional \$10,000.00 upon the approval of the Treasurer, Mr. Levine and Mr. Eskilson.

**Resolution 20-52** - Accepting and Authorizing Payment of Bills Resolution #20-52

MOTION Moved by Mr. Levine, 2nd by Mr. Conlon to approve and accept Resolution #20-52 in the amount of \$199,489.34 and the supplemental money not to exceed \$10,000.00.

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners, Allen, Conlon, Levine, and Covelli all stated Aye  
Commissioner – Taukus Absent

MOTION CARRIED

OLD BUSINESS - None

NEW BUSINESS

Mr. Eskilson stated that the Authority has upgraded to iCloud and Office 365 Windows which we are using, all Commissioners have a WVRSA's email address. Mr. Eskilson encourages that everyone uses the WVRSA's email address. Mr. Bailey explained why the Commissioners should utilize the WVRSA email address.

PUBLIC COMMENT – No one from the public joined the video conference meeting.

Motion was made to close the public portion.

MOTION Moved by Mr. Matt Conlon, 2nd by Mr. Gerst to adjourn the meeting.

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners, Allen, Conlon, Gerst, Levine, and Covelli all stated Aye  
Commissioner – Taukus Absent

MOTION CARRIED

ADJOURNMENT

Motion was made to adjourn the meeting.

MOTION Moved by Mr. Matt Conlon, 2nd by Mr. Gerst to adjourn the meeting.

Chairman Covelli asked for all those in favor to signify so by stating Aye.  
Commissioners, Allen, Conlon, Gerst, Levine, and Covelli all stated Aye

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Commissioner – Taukus Absent

MOTION CARRIED

The meeting was adjourned at 7:01PM

Minutes respectfully submitted by,

*Elizabeth Parrinello*

Elizabeth Parrinello, Recording Secretary

MOTION WAS MADE at the 07/22/2020 Public Meeting

Commissioner	Motion	Second	Ayes	Nays	Abstain	Absent
Allen						x
Conlon	x		x			
Gerst			x			
Levine		x	x			
Taukus						x
Covelli			x			