

Minutes of Meeting #570, June 24, 2019 – Stony Brook Regional Sewerage Authority

LOCATION: Conference Room, River Road Plant, Princeton, NJ

MEMBERS PRESENT: Downey, Goldfarb, Morehouse, Patel, Vilaro-Munet

MEMBERS ABSENT: Switlik

CONSULTANTS: Alexander

STAFF PRESENT: Bixby, Christiano, Doelling, Hess, Ireland, Irizarry, Kunert, Pchola, Pizarro, Roga, Sears, Stewart, Thomas, Walker

570.01 Chairman Downey opened the regularly scheduled meeting at 7:32 pm. Chairman Downey indicated that pursuant to Section 13 of the Open Public Meetings Act, adequate notice of the time and place of this meeting was given by filing with the Authority's official newspapers, each Clerk of each municipality and by being posted on the Princeton Bulletin Board and on the Authority's website.

570.02 Approval of Minutes

Chairman Downey asked for comments/questions on the May 20, 2019 Board meeting minutes. Ms. Pchola noted that there are two changes to the minutes. Ms. Pchola indicated that on page 8, paragraph 2, reads "we experienced a break the underground ..." should be changed to read "we experienced a break in the underground ...". Ms. Pchola also noted that on page 13, paragraph 3, reads "one other members ..." should be read "one other member ...". The amended minutes were approved as presented on a motion by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by a vote of 5 to 0.

570.03 Board Related Activities

Consultant List

The consultant list was provided for information. Ms. Pchola stated that there are three contracts pending award tonight. The first one is in the Board Related Activities which is the recommendation of the labor attorney, Adams Gutierrez & Lattiboudere, LLC, for SBRSA union negotiations. In the memo presented to the Board, staff requested proposals from two law firms, and both proposals were received and reviewed. Upon the review, both firms are equally qualified. Therefore, staff recommends approval of resolution 2019-45, Authorizing the Award of a "No Political Contributions Allowed" Contract for Legal Counsel for Labor Negotiations to Adams Guitierrez & Lattiboudere, LLC. Ms. Pchola stated that the attorney assigned for this task as outlined in the proposal, conducted union

negotiations for two of SBRSA’s contract terms when he worked for a different law firm. SBRSA was pleased with his performance. Resolution 2019-45 was moved by Mr. Goldfarb and seconded by Mr. Vilaro-Munet.

Mr. Goldfarb requested the Board be presented with future legal proposals.

Resolution 2019-45 was passed by a roll call vote of 5 to 0. Resolution 2019-45 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for Legal Counsel for Labor Negotiations to Adams Gutierrez & Lattiboudere, LLC**

**Resolution No. 2019-45**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (SBRSA) has a need for legal counsel for labor negotiations of our collective bargaining agreement (CBA) with Construction and General Labors’ Union Local 172 of South Jersey; and

**WHEREAS**, the current CBA will expire on December 31, 2019; and

**WHEREAS**, SBRSA had requested and received proposals from the Weiner Law Group LLP and Adams Gutierrez & Lattiboudere LLC to provide legal counsel for labor negotiations of our collective bargaining agreement with Construction and General Labors’ Union Local of South Jersey which will expire on December 31, 2019, and

**WHEREAS**, SBRSA has reviewed the proposals and provided a recommendation to award the contract to Adams Gutierrez & Lattiboudere, LLC for legal counsel services for labor negotiations as indicated in the Memorandum to the SBRSA Board Members dated June 20, 2019; and

**WHEREAS**, the qualified purchasing agent has determined and certified in writing that the value of the work may exceed \$17,500; and,

**WHEREAS**, it is anticipated term of this contract will not exceed one-year but may be extended as necessary as approved by the Stony Brook Regional Sewerage Authority; and

**WHEREAS**, the proposal submitted by Adams Gutierrez & Lattiboudere, LLC dated June 12, 2019 indicated they will provide labor negotiations services in connection with the above-mentioned collective bargaining agreement based on the following fee structure:

Partners and Counsel	\$170/hour
Paralegals and Law Clerks	\$95/hour

**WHEREAS**, Adams Gutierrez & Lattiboudere, LLC has completed and submitted a Business Entity Disclosure Certification which certifies that Adams Gutierrez & Lattiboudere, LLC has not made any reportable contributions to a municipal political party committee of a governing body that appoints members to the Stony Brook Regional Sewerage Authority including Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township and Pennington Borough in the previous one year, and that the contract will prohibit Adams Gutierrez & Lattiboudere, LLC from making any reportable contributions through the term of the contract, and

**WHEREAS**, the CFO has certified funds are available in the 2019 Budget Legal Non-Retainer line account 1000-4001.

**NOW THEREFORE, BE IT RESOLVED** that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Adams Gutierrez & Lattiboudere, LLC as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

Recorded Vote:

	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

570.04 Planning and Administration

Ms. Pchola reported that the most current 12-month average daily flow at the River Road WWTP is 11,141,904 gpd with 1,317,245 gpd of available capacity. The current 12-month average daily flow at the Hopewell WWTP is 308,772 gpd and is over capacity by 9,072 gpd. The current 12-month average daily flow at the Pennington WWTP is 336,191 gpd and is over capacity by 60,576 gpd.

Mr. Goldfarb referenced the 12-Month Average Daily Flow charts included in the flow report. A discussion ensued regarding near record rainfall and resulting peak flows. The River Road chart indicates the effectiveness of South Brunswick Township and Princeton's I/I removal programs. The Upstream chart shows that the flows are higher than they have ever been.

Mr. Goldfarb stated that less money could be spent in Hopewell repairing some of the leaks versus increasing the plant capacity.

Ms. Pchola stated that the staff received information from Pennington, and they indicated that they have identified some areas of concern. Once clearly identified they will recommend repairs be included in their 2020 budget.

Mr. Morehouse stated that he has addressed the Hopewell Borough committee and told them that SBRSA is a regional sewerage authority and that I/I should be addressed upstream.

Mr. Patel stated that South Brunswick Township has appropriated money for fixing I/I problems.

Mr. Morehouse stated that Hopewell Borough is also addressing its I/I problems.

Dr. Downey stated that Hopewell Township is conducting a study as to what to do with the Princeton Farm's system. The Princeton Farm system is not easy to solve.

Mr. Morehouse asked what capacity percentage requires SBRSA to submit a Capacity Assurance Report.

Ms. Alexander stated the Capacity Assurance Report is 80% of capacity for planning but for the Capacity Assurance Program it is 95% of capacity.

Ms. Pchola stated that staff has submitted the quarterly report.

#### Monthly Flow Transmittal

Ms. Pchola noted the monthly meter certifications were conducted by W.G. Malden on May 31, 2019. All meters were within plus or minus of 5%.

Staff re-verified Meter Chamber No. 7 on May 2 and May 8, 2019 as part of its instrument maintenance and monitoring standard operating procedure. The meter was verified to be reading 1.04% high during the May 2, 2019 re-verification and was found to be reading 6.00% high during the May 8, 2019 re-verification. The monthly reported flows for May 3 through May 8, 2019 were adjusted downwards by 3.52%, the average measured drift in the calibration between the May 2 and the May 8, 2019 meter re-verifications.

Ms. Pchola stated that they are still trialing the new Pulsar DUET ultrasonic flow meter. This data has been found to be accurate and the data is being used for reporting purposes. Staff continues evaluating whether SBRSA will be moving to this meter.

## 570.05 Approval Requests and Actions

### TWA-1 Approvals

Mr. Doelling reported that the staff received a treatment works application for Bear Brook Road, located in West Windsor Township. The project is for the construction of approximately 274 linear feet of 8-inch diameter sanitary sewer to service seven (7) single family homes and three (3) townhouses.

The project has received approval from the West Windsor Township Planning Board (PB16-12) and approval from the West Windsor Township Engineer. Staff is working to determine whether this project would require a waiver from an EPA Environmentally Sensitive Area (ESA) Grant Condition for the River Road facility. The property is currently included in the Sewer Service Area (SSA) and has wetlands on the site. The wetlands are not being encroached upon. Depending upon how the original grant reads, we may need to request a waiver from the grant condition. We are waiting to hear from the EPA person who can potentially provide us with an answer and the actual grant language.

Staff recommends approval of this application for a flow rate of 2,925 gpd contingent upon not needing an EPA ESA Grant Condition Waiver.

Staff indicated that at this time we do not have the information from the applicant to submit an ESA waiver request to the EPA. Thus, if needed, we could also provide a Resolution for the submission of a request for an ESA waiver to the grant condition, once provided by the applicant. A discussion took place regarding not having the information for the waiver request.

Dr. Downey stated that the Board would table proposed Resolution 2019-38, Authorizing Endorsement of Application for Treatment Works Approval Statement of Consent for Bear Brook Road, Block 9, Lots 55 & 56 in West Windsor Township until staff finds out if an ESA waiver is required.

### Extension of Time Request

None.

### Water Quality Management Plan Amendments/Information

Nothing to report.

### Capacity Assurance

Mr. Doelling reported at the May 20, 2019 Board meeting that the Hopewell Wastewater Treatment Plant Capacity Analysis Report (CAR) was submitted on May 20, 2019, a copy of this report was provided.

## Allocated Flow Update

Nothing to report.

## Miscellaneous

US EPA: Environmentally Sensitive Area (ESA) Grant Condition Waiver Requests

Hopewell Township, Block 46, Lot 15.02

Mr. Doelling reported that the staff received a response from the EPA regarding SBRSA's February 5, 2019 request for a waiver from the ESA special grant condition placed on the SBRSA construction grant projects (C-34-704) for the Daniel Popkin residence. A copy of the letter was included.

Heritage at Pennington – Phase 2, Borough of Pennington, Block 102, Lot 1

Mr. Doelling reported that on June 18, 2019, the staff received a request from American Properties Realty, Inc. for SBRSA to submit an ESA Grant Condition Waiver Request for Phase 2 of the Heritage at Pennington project. The developer is looking to fast track the NJDEP Treatment Works Approval process while construction at the Pennington Wastewater Treatment Plant is in progress. Although there were no disturbances to wetlands on-site, the waiver request submission requirements apply if wetlands are on-site, regardless of whether there is any encroachment upon the wetland areas. Documents necessary for the waiver request application were received June 19, 2019. The project total from Phase 1 and Phase 2 is 22,800 gpd. Phase 1 was for a flow of 12,600 gpd. Phase 2 is for a flow of 10,200 gpd. Staff recommends approval of Resolution 2019-43 Authorizing Endorsement of Request for Grant Condition Waiver for Sanitary Sewer Extension of Heritage at Pennington - Phase 2, Block 102, Lot 1, Borough of Pennington, Mercer County. Resolution 2019-43 was moved by Mr. Goldfarb and seconded by Mr. Vilaro-Munet.

Mr. Goldfarb stated that we are passing this resolution even though we do not have capacity but to move the process along.

Ms. Pchola stated that SBRSA is not endorsing the project.

Ms. Alexander explained the EPA has a relationship with SBRSA because they gave SBRSA grant funds. SBRSA must request and submit the waiver. It is up to the EPA to review and approve the waiver request, because they originally issued the grant under the promise that the ESAs would not be touched.

Following the discussion, Resolution 2019-43 was passed by roll call vote 5 to 0. Resolution 2019-43 follows.

**Resolution Authorizing Endorsement of Request for Grant Condition Waiver for  
A Sanitary Sewer Extension of Heritage at Pennington - Phase 2 Block 102, Lot 1  
Borough of Pennington, Mercer County**

**Resolution No. 2019-43**

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority, as follows:

1. In furtherance of the condition imposed by the United States Environmental Protection Agency (USEPA) upon the grant for the construction of the SBRSA wastewater treatment plant (Construction Grant # C-34-704), the SBRSA hereby endorses and approves a Grant Condition Waiver request for a sanitary sewer extension located at Heritage at Pennington - Phase 2, Borough of Pennington. This approval shall not constitute a representation by the SBRSA that capacity is, or shall be, available or shall be reserved for this project at the time of issuance of a grant condition waiver by the USEPA.
  
2. This endorsement is not to be construed as any future approval, nor any commitment for future approval and shall not supersede the requirement to obtain other approvals from the SBRSA, and other governmental entities having jurisdiction, before the premises are connected to the SBRSA system including, but not limited to, the approval of a Water Quality Management Plan (WQMP) Amendment and TWA-1 sewer extension application if applicable.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

**570.06 Regulatory Report**

**Discharge Monitoring Report (DMR)/Residual Discharge Monitoring Report (RD MR)**

Mr. Doelling reported that the following reports are being prepared, reviewed or have been submitted to the NJDEP during this reporting period:

- The Discharge Monitoring Reports for the months of April and May 2019 were submitted with no violations.

- Semi-annual and annual Effluent Surface Water Discharge Waste Characterization Report for River Road were submitted.
- The quarterly bioassay for River Road and semi-annual bioassay for Hopewell and Pennington facilities were conducted in the week of June 17, 2019.
- NJDEP Modernized Monitoring Report Form (MRF) Submission Service is set to go live online on June 28, 2019.
- The March and April 2019 RDMRs were submitted. All River Road parameters were compliant with the Air Permit requirements.
- The semi-annual RDMRs for Hopewell and Pennington were submitted. The results were within the expected ranges for these facilities.

### Air Reporting

Mr. Doelling reported that the Quarterly Certified Gas Audit (CGA) for both incinerators was conducted.

The 2018 Annual Emission Statement was submitted.

Mr. Doelling reported that one affirmative defense was submitted to NJDEP for an event on May 10, 2019. The cause of the event was a malfunction on the scrubber pump skid which triggered safety interlocks.

### Laboratory

Mr. Doelling reported that the results for Fecal Coliform for the NJDEP 2019 Proficiency Testing (PT) study for the River Road facility was not accepted due to reporting the wrong version of the standard method while entering the data on the ERA (PT provider) web portal.

The PT study is rescheduled for September 2019. As required, a corrective action has been put into place to prevent future similar errors. The test method version being used for reporting will be independently triple checked by staff.

### Miscellaneous

Mr. Doelling reported that on June 4, 2019 NJDEP was onsite for the annual sampling of the River Road Effluent. Ammonia, Chlorine, Nitrate, pH and Phosphorus analysis were performed on-site using test strips.

SBRSA received Platinum Peak Performance Awards for all three facilities.

The River Road facility received a Platinum19 award and Hopewell and Pennington facilities each received a Platinum11 award. A copy of the letter was provided.



#### 570.07 Safety

Mr. Irizarry reported that there were zero “Lost time” and “No Lost Time” Accidents/injuries this period. As of June 18, 2019, SBRSA has gone 1075 consecutive days without a “Lost Time Accident.”

On June 12, 2019, CNA, our insurance carrier, conducted thermal imaging tests on several electrical control panels. Staff is waiting for the report.

Mr. Irizarry provided the 2018 Kleinfelder Priority 1 list which was reviewed and updated as of June 18, 2019.

On June 17, 2019, the Princeton Bureau of Fire Safety conducted its annual inspection of the River Road Operations Building and the gasoline tank. No issues were cited.

Mr. Irizarry stated that there were three training session during the month of June 2019.

Mr. Goldfarb referenced the quarterly summary from the Kleinfelder report which recommended replacing the existing skylight anchor bolts with stainless-steel bolts and asked if this was being addressed with the roof replacement project. Staff indicated that this work was not included in the roofing contract. Mr. Goldfarb also expressed his other issue of concern relative to the junction boxes; he feels this would not take a very long time to fix.

Mr. Vilaro-Munet asked if staff treated the grounds for ticks since there is large deer population in the area. Ms. Pchola stated that we do not spray for ticks.

#### 570.08 Litigation

Ms. Alexander reported that SBRSA received a “stay” for the River Road facility of the Bromodichloromethane (BDCM) and Chlorodibromomethane (CDBM) on the strength that SBRSA is moving to UV Disinfection which will eliminate the production of these byproducts, and that SBRSA does not need to meet those combination parameters for July 1, 2019.

#### 570.09 Operations Report

##### River Road Facility

Mr. Kunert reported that the River Road Facility operated well during this reporting period.

Mr. Kunert reported that on May 13, 2019, SBRSA received 100 cubic yards of sludge cake from Somerset Raritan Valley Sewerage Authority due to their Incinerator being down for repairs.

On May 19, 2019, the River Road facility experienced a break in the underground 2-inch Effluent Flushing Water pipe close to a hydrant that is next to our Headworks Biofilter. The 2-inch copper line is fed from the existing 4-inch line that runs throughout the facility. This pipe installation was part of the Headworks construction project. Staff received three (3) quotes for the repair. The lowest quotes received was from Speidel & Sons Contracting, Inc. for \$2,400 per day. This repair is estimated to take two (2) days. The contractor will most likely have to remove a portion of curb.

During the installation of the new motor operated valves which are located on the top level of the incinerator area, sludge cake was inadvertently pumped to the off-line Incinerator. The installation of these valves is part of the Schwing pump project. Staff rabled this sludge out of the bottom of Incinerator No. 1 and conveyed it to the sludge receiving bin via wheelbarrows and our front loader. Staff brought the Incinerator up to temperature and fed sludge to it for one day before burning out and cooling it down.

Mr. Kunert stated that SBRSA received the inspection report for Incinerator No. 1 that was prepared by Chavond-Barry. Staff is in the process of reviewing this report.

Mr. Kunert reported that on June 13, 2019, staff went to the Princeton Pumping Station to collect the rags removed by the mechanical bar screen. Staff reported that they removed thirteen (13) buckets of grease from the contained collection platform. Mr. Kunert placed a call to the Princeton Sewer Operating Committee (PSOC) regarding this issue. They reported that their vac-truck had not been out for several days. However, PSOC will report back to the staff if they find the cause of this incident. Mr. Kunert seems to think the cause could have been from a violator.

Mr. Kunert reported that on June 14, 2019 the River Road facility, Princeton Pumping Station, and the South Brunswick Pumping Station experienced a 20-minute commercial power outage. The emergency generators ran at all facilities without incident. According to PSE&G the outage occurred due to a problem with transfer switch at one of their sub-stations.

### Upstream Facilities

Mr. Kunert reported that the Upstream facilities operated well during this reporting period.

### Odor Report

Mr. Kunert reported that staff received no odor complaints from our surrounding area during the month of May and for the partial month of June 2019.

### Customer Septage and Sludge Deliveries

Mr. Kunert reported that for the month of May 2019 the quantity of liquid sludge was 9% below the budgeted amount, sludge cake was 16% above the budgeted amount, and gray water was 8% below the budgeted amount.

#### 570.10 Maintenance

Mr. Ireland reported that on May 22, 2019 the Effluent Flushing Water (EFW) Pumps were taken offline to replace a failed three-inch service valve and two-inch valve downstream of the larger valve that supplies water to the Sludge Cake Building. After installation and testing of the valves, the EFW system was placed back in service.

On May 29, 2019, Scott Testing made electrical repairs on Panel Board C-2 that was found to be reading voltage on the neutral wire which was discovered while installing a new motor on the roof exhaust fan. A shutdown of all equipment on Panel Board C-2 was required to make the necessary repairs. The neutral terminal located in the panel was found to have a corroded mounting clamp. The clamp was removed and replaced with a new one then placed back in service.

Mr. Ireland reported that on June 11, 2019, in the Septage Building Oil Room, a new exhaust fan with a timer relay was installed that allows the fan to automatically cycle. This was a recommendation in the 2018 Kleinfelder Report.

Mr. Ireland reported the current monthly open work requests stand at twenty-eight (28). The preventive maintenance graphs show that staff is currently averaging three (3) days overdue and the number of overdue units is approximately five (5).

#### 570.11 Construction Report

##### Upstream Facilities Process Evaluation/Planning Study

Mr. Doelling reported that Engineering and Operations staff met with Kleinfelder on June 12, 2019 to review the draft Hopewell STP Process Evaluation/Planning Study. Kleinfelder is working to address SBRSA's concerns and incorporate our comments.

##### Phosphorous Impact Modeling Study

Mr. Doelling indicated that there has been no change to the status of this project.

##### NJPDES Permits

Mr. Doelling indicated that there has been no change to the status of these permits.

##### Odor Sampling and Evaluation

Mr. Doelling reported that, at the request of the staff, TRC has submitted a proposal to conduct a two (2) day odor sampling and evaluation study at the River Road Wastewater Treatment Facility and two (2) off site locations: Brookline Court and Chestnut Court in the Montgomery Woods development. TRC has provided this service for several years. This data is used as a historical benchmark for the levels of odors around the facility site. The sampling will be scheduled in August of 2019, pending Board approval. The cost of the 2019 study is \$18,980. The proposal form TRC dated June 11, 2019 was provided. The cost of the 2018 study was \$18,530. TRC has provided the required Pay-to-Play and insurance forms. Staff recommends approval of Resolution 2019-36, Authorizing the Award of a “No Political Contributions Allowed” Contract to TRC for Odor Sampling and Analysis at the River Road WWTP. Resolution 2019-36 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by roll call of 5 to 0. Resolution 2019-36 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract to TRC for Odor Sampling and Analysis at the River Road WWTP**

**Resolution No. 2019-36**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (SBRSA) has a need for the continuation of odor sampling in the summer of 2019 at River Road Wastewater Treatment Plant (WWTP) and two (2) off-site locations; and

**WHEREAS**, the analysis will be used as a comparison to the analysis that was conducted in 2009 through 2018 to determine the odor characteristics at the River Road WWTP; and

**WHEREAS**, TRC has conducted this sampling and analysis in 2009 through 2018 and for continuity and consistency of the data TRC should conduct the sampling and analysis in 2019; and

**WHEREAS**, the term of this contract will take place during SBRSA’s FY 2019; and,

**WHEREAS**, the Chief Finance Officer has determined and certified in writing that the value of the work for this contract will exceed \$17,500; and

**WHEREAS**, TRC has submitted a proposal dated June 11, 2019 indicating they will provide the sampling and analysis on a time and materials basis not to exceed \$18,980 without prior written approval from SBRSA; and

**WHEREAS**, TRC has completed and submitted a Business Entity Disclosure Certification for FY 2019 which certifies that TRC has not made any reportable contributions to a municipal political party committee of a governing body that appoints members to the Stony Brook Regional Sewerage Authority including Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township and

Pennington Borough in the previous one year, and that the contract will prohibit Kleinfelder, from making any reportable contributions through the term of the contract, and

**WHEREAS**, the CFO has certified funds are available in the 2019 Budget Engineering-Non-Retainer line account 1000-4008.

**NOW THEREFORE, BE IT RESOLVED** that the Board of the SBRSA authorizes the Chairman to enter into a contract with TRC as described herein; and

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

River Road WWTP UV Disinfection/Filtration Design

Mr. Doelling reported that Kleinfelder continues to work on this project. Staff visited the Ewing-Lawrence Sewerage Authority (ELSA) on May 10, 2019 to look at their existing UV disinfection system installation of similar equipment. After the visit, staff provided additional comments to Kleinfeld for incorporation into the SBRSA design.

Mr. Doelling reported that steps 1 and 2 of the loan application process for funding through the New Jersey Water Bank (NJWB) have been completed and we were assigned an official Water Bank project number: S340400-11. Submission of the Letter of Intent, Application Step 3 – Environmental Planning Document, is currently in progress. Staff is requesting approval of Resolution 2019-46, Authorizing Application for a Loan from the New Jersey Water Bank, formerly the New Jersey Environmental Infrastructure Financing Program (NJEIFP). Resolution 2019-46 was moved by Mr. Morehouse, seconded by Mr. Vilaro-Munet and passed by roll call 5 to 0. Resolution 2019-46 follows.

**Stony Brook Regional Sewerage Authority Resolution Authorizing Application for a Loan from The New Jersey Water Bank**

**Resolution No. 2019-46  
Project No. S340400-11**

**WHEREAS**, the Stony Brook Regional Sewerage Authority intends to file an application with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust for Contract 19-2: River Road Wastewater Treatment Plant UV Disinfection and Effluent Filtration Project.

**NOW, THEREFORE BE IT RESOLVED**, that Antonia Pchola, Executive Director be authorized to act as the Authorized Representative to represent the Stony Brook Regional Sewerage Authority in all matters relating to the project undertaken pursuant to the above referenced New Jersey Environmental Infrastructure Loan to be executed with the New Jersey Department of Environmental Protection and the New Jersey Environmental Infrastructure Trust including signing of the loan application, the professional services affidavit and the professional services agreements. The Authorized Representative may be contacted at 290 River Road, Princeton, NJ 08540 and telephone number 609 924-8881 extension 207.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

Mr. Doelling reported that the staff met with the Princeton Planning Board on June 5, 2019 to discuss preliminary details of the project. On June 29, 2019 staff received an email from Princeton indicating that the Planning Board Officers determined that this project will require a “major site plan” application/submittal.

Mr. Goldfarb asked which attorney would be representing SBRSA with the application process.

Ms. Alexander stated that a planning board attorney from Maraziti Falcon would be representing SBRSA in this matter.

Mr. Goldfarb asked if SBRSA is exempt since it is a governmental agency.

Ms. Pchola stated the staff requested this several times. However, the Princeton agency does not exempt SBRSA.

Contract 14-1, SBRSA Emergency Generator Project

Mr. Doelling reported that the project is 99% complete. On May 23, 2019, Centrica was on-site and completed the repairs to the natural gas generator engine, successfully completed a load test of the new emergency generator system and returned the system to normal operation. Thomas Controls, Inc. is in the process of completing all open Punch List items and submitting the final documents required to close out the contract.

A discussion took place about the use of the emergency generator. The emergency generators allow the facility to operate normally, without commercial power. In a power outage, both generators come on and the incinerator shuts down during the time it takes the generators to

provide power. The emergency bypass stack opens due to safety interlocks caused by the temporary loss of power. Staff would need to file an affirmative defense letter with the NJDEP. Both generators would be needed to support incineration of sludge during prolonged power outages. However, during periods of high flows, we do not operate the incinerator(s).

#### Contract 16-1, Schwing Pump Replacement Project

Mr. Doelling stated that his project is 90% complete. During the past reporting period, MBE installed and completed a manufacturer's start-up of four (4) motor operated valves for Incinerator Nos. 1 and 2. Installation of the new valves and bypass piping for Schwing Pumps Nos. 3 and 4 have started today, June 24, 2019. Once the bypass piping and valves are installed, all work for this project will be complete.

#### Contract 17-1, Pennington WWTP Upgrade and Expansion

Mr. Doelling stated that as of Progress Payment No. 9, this project is approximately 51% complete. The construction progress this month was mostly concrete and piping work. A report was provided with more detail of work completed.

#### Contract 18-3, Millstone Pump Station Odor Abatement Design

Mr. Doelling reported that the submittals for the major, long lead-time items, have been submitted by the contractor, B.R. Welding. Several submittals were returned to the contractor with the comment "Amend and Resubmit," including the carbon absorber. B.R. Welding is currently working on the re-submittals.

#### Contract 18-5, Millstone Pump Station Parshall Flume Replacement Project

Mr. Doelling reported that the new Parshall flume has been delivered and is on site at the Millstone Pumping Station. The contractor has installed a temporary flow meter in the upstream manhole. Staff collected several days of data from this flow meter and is comparing this data to the existing flume data. The temporary meter will monitor flow while the existing Parshall flume is being replaced. Installation of the new flume is expected this week.

#### Contract 19-1, Nitrification Clarifier No. 2 Improvements Project

Mr. Doelling reported that the contractor, Iron Hills Construction continues to submit shop drawings for the equipment and materials. Sandblasting and painting of the clarifier components began on June 17, 2019. Staff just received and returned the submittals for the baffles and weirs.

#### River Road Wastewater Treatment Plant - Operations Building Roof Replacement Project

Mr. Doelling reported that staff has received two quotations for the Operations Building roof replacement using the Mercer County Cooperative purchasing agreement. The details of the quotation were clarified and confirmed on June 19, 2019.

**Quote Summary**

<i>Bidder</i>	<i>Quote Amount</i>
Mike’s Roofing, Inc. t/a VMG GROUP	\$187,568.30
Life Roofing, LLC	\$335,000.00

The quote from the lowest responsible contractor, VMG GROUP, was received and found to be complete. Staff recommends awarding the project to Mike’s Roofing, Inc. trading as VMG GROUP of Roselle, New Jersey in the amount of \$187,568.30. Staff recommends approval of Resolution 2019-44, Authorizing the Award of River Road WWTP Operations Building Roof Replacement Project. Resolution 2019-44 was moved by Mr. Morehouse, seconded by Mr. Goldfarb and passed by roll call of 5 to 0. Resolution 2019-44 follows.

**Resolution Authorizing the Award of River Road WWTP Operations Building Roof Replacement Project**

**Resolution No. 2019-44**

**WHEREAS**, on May 30, 2018 the Stony Brook Regional Sewerage Authority (Authority) passed Resolution 2018-30 establishing membership in the Mercer County Cooperative Pricing System CK09-MERCER; and

**WHEREAS**, the Authority solicited proposals in accordance with the requirements of the Mercer County Cooperative Contract Purchasing System, Bid No. CK09MERCER2018-06 COUNTWIDE ROOF REPAIRS FOR THE COUNTY OF MERCER AND THE MERCER COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM for the “River Road WWTP Operations Building Roof Replacement Project”; and

**WHEREAS**, two (2) proposals were received by the Authority on June 19, 2019, as more fully set forth as attached; and

**WHEREAS**, the two proposals were reviewed by Authority staff and an authorized representative of the roofing system manufacturer; and

**WHEREAS**, the proposal submitted by Mike’s Roofing, Inc. t/a VMG GROUP in the amount of \$187,568.30 was found to be the lowest proposal; and

**WHEREAS**, the proposal submitted by Mike’s Roofing, Inc. t/a VMG GROUP was found to meet all the requirements set forth in the proposal Scope of Work; and



**WHEREAS**, the Authority CFO has certified funds are available in the unrestricted fund balance.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority that it hereby accepts the proposal of Mike’s Roofing, Inc. t/a VMG GROUP in the amount of \$187,568.30; and

**BE IT FUTHER RESOLVED** that the Executive Director, staff and consultants are authorized to take all appropriate measures to ensure that all appropriate documents, are provided by the Contractor and to take all measures necessary to effectuate the terms of this Resolution and;

**BE IT FURTHER RESOLVED** that this Resolution shall take effect immediately. solution follows:

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

Process Control/SCADA

Mr. Doelling indicated that staff continues its evaluation of the Pulsar DUET ultrasonic flow metering device. The Pulsar DUET meter output is currently operating as the billing meter at Meter Station No. 7.

Plant Influent Flow Meter

Mr. Doelling provided a comparison summary of the sum of our billing meters versus the River Road facility influent meter. This month the meters were within 2.5%.

Information Technology

Mr. Thomas reported that the current virtualization provider, Xen, has removed several features necessary for maintaining smooth daily operations. Staff has started testing alternative platforms. A single test server has been setup with the new provider and so far, the performance has been excellent. SBRSA might be moving to this in the future.

Over the past month we had ‘delayed communication’ and ‘lost communication’ issues on the communications circuit for the pump stations. Usually communication is every six (6) seconds, but this month it began going several minutes with no communication following

operators sending commands and controls. Staff worked with Verizon, the circuit provider, and they repaired the circuit. Performance of the circuit was returned to normal.

Mr. Thomas reported that a primary domain controller hosting services vital to SBRSA operation partially failed during the week of May 10, 2019. Staff had a temporary replacement up that day and a new unit was ready to go the next day.

## 570.12 Finance

### Payment of Bills and Claims

Mr. Goldfarb moved for approval of Resolution 2019-37 for the payment of bills and claims in the amount of \$1,990,899.42 with two signatures instead of three. The motion was seconded by Mr. Morehouse.

Mr. Goldfarb stated that the audit firm recommended that the Executive Director (ED) review and approve the bill list before it is presented to the Board. This will begin next month. Mr. Sears stated that the bill list will be reviewed, not approved, by the ED, and that the bills are approved by the Board. Mr. Goldfarb clarified that a recommendation for the payment of bills and claims will come from the ED, for Board approval.

Resolution 2019-37 was then passed by a roll call vote of 5 to 0. Resolution 2019-37 follows.

### **Resolution Regarding Payment of Bills and Claims**

#### **Resolution No. 2019-37**

**WHEREAS**, the Stony Brook Regional Sewerage Authority received certain claims against it by way of voucher; and

**WHEREAS**, the staff and Authority members have reviewed said claims.

**NOW, THEREFORE, BE IT RESOLVED** by Stony Brook Regional Sewerage Authority that these claims in the total amount of \$1,990,899.42 be approved for payment with checks bearing two authorized signatures instead of three authorized signatures.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

Staff recommended approval of Resolution 2019-39, Rejecting Bid for the Supply of Schwing Pump Parts and Authorizing Re-Bid. The vendor, Schwing Bioset, Inc., sent their bid via email, however, a sealed bid was required. Resolution 2019-39 was moved by Mr. Goldfarb and seconded by Mr. Vilaro-Munet.

A brief decision took place about the bidding process.

Resolution 2019-39 was passed by roll call of 5 to 0. Resolution 2019-39 follows.

**Resolution Rejecting Bid for the Supply of Schwing Pump Parts and Authorizing Re-Bid**

**Resolution No. 2019-39**

**WHEREAS**, the Local Public Contracts Law N.J.S.A. 40:11-1 et. seq. requires that all public purchasing in excess of \$40,000.00 must be publicly advertised and bids awarded; and

**WHEREAS**, on May 28, 2019, the Stony Brook Regional Sewerage Authority (the “Authority”) published a Public Notice to Bidders seeking sealed competitive bids for the Supply Schwing Pump Parts procurement, which established June 12, 2019 at 11:30 am as the bid opening date and time; and

**WHEREAS**, the bid specifications required that bids be submitted in sealed envelopes, addressed to Stony Brook Regional Sewerage Authority; and

**WHEREAS**, on June 12, 2019 no sealed bids were received by the Authority; and

**WHEREAS**, on June 10, 2019 at 2:47 pm a bid was received via email from Schwing Bioset, Inc., 350 SMC Drive, Somerset, WI, 54025; and

**WHEREAS**, upon review of the bid submitted, it was determined that the bid submitted by Schwing Bioset, Inc., was non-responsive due to the submission of the bid electronically (via email) contrary to the requirements contained in the bid specifications requiring submission of sealed competitive bids; and

**WHEREAS**, submission of a bid that is not sealed in conformance with the bid specifications constitutes a material defect that cannot be waived or cured.

**NOW, THEREFORE, BE IT RESOLVED** by the Stony Brook Regional Sewerage Authority as follows:

- (1) The bid submission of Schwing Bioset, Inc., 350 SMC Drive, Somerset, WI, 54025, is determined to be non-responsive and is hereby rejected.
- (2) The Executive Director is authorized and directed to forward notice of rejection to the bidder and return the bid security of the bidder.

- (3) The Executive Director is authorized to re-advertise for sealed competitive bids for the Supply Schwing Pump Parts procurement.
- (4) The Executive Director, staff and consultants are authorized to take all other actions necessary or desirable to effectuate the terms and conditions of this Resolution.
- (5) This Resolution shall take effect immediately.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

Staff recommended approval for Resolution for 2019-41, Authorizing the Award of a “No Political Contributions Allowed” Contract for Bond Council Services Related to the New Jersey Infrastructure Financing Program Project No. S340400-11 (UV Disinfection and Effluent Filtration Project) to Hawkins Delafield & Wood, LLC in the lump sum fee of \$32,500 plus out of pocket expenses. Staff sent out two (2) request for proposals on June 4, 2019, both were received and reviewed. SBRSA engaged Hawkins Delafield & Wood, LLC as our bond counsel in 2016 for the Schwing Pump project. Their fees were the same for that project. Resolution 2019-41 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and passed by roll call of 5 to 0. Resolution 2019-41 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed” Contract for Bond Counsel Services Related to the New Jersey Infrastructure Financing Program Project No. S340400-11 (UV Disinfection and Effluent Filtration Project) to Hawkins Delafield & Wood, LLC**

**Resolution No. 2019-41**

**WHEREAS**, the Stony Brook Regional Sewerage Authority (SBRSA) has a need for bond counsel services related to the New Jersey Infrastructure Financing Program (NJ I-Bank) Project No. S340400-11 as a No Political Contributions Allowed contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 et seq.; and,

**WHEREAS**, the qualified purchasing agent has determined and certified in writing that the value of the work will exceed \$17,500; and,

**WHEREAS**, SBRSA requested proposals from Hawkins, Delafield and Wood LLP and McManimon, Scotland &Baumann, LLC on June 4<sup>th</sup>, 2019; and,

**WHEREAS**, the anticipated term of this contract is approximately one-year and may be extended as necessary as approved by the Stony Brook Regional Sewerage Authority; and

**WHEREAS**, Hawkins Delafield & Wood, LLP. has submitted a proposal dated June 11, 2019 indicating they will provide bond counsel services in regard to the NJ I Bank financing for a lump sum fee of \$32,500 plus out of pocket expenses.

**WHEREAS**, Hawkins Delafield & Wood, LLP has completed and submitted a Business Entity Disclosure Certification which certifies that Hawkins Delafield & Wood, LLP. has not made any reportable contributions to a municipal political party committee of a governing body that appoints members to the Stony Brook Regional Sewerage Authority including Princeton, South Brunswick Township, West Windsor Township, Hopewell Borough, Hopewell Township and Pennington Borough in the previous one year, and that the contract will prohibit Hawkins Delafield & Wood, LLP from making any reportable contributions through the term of the contract, and

**WHEREAS**, it is anticipated that this contract will be funded through the New Jersey Infrastructure Financing Program.

**NOW THEREFORE, BE IT RESOLVED** that the Board of the Stony Brook Regional Sewerage Authority authorizes the Secretary to enter into a contract with Hawkins Delafield & Wood, LLP. as described herein; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			
Pamela Switlik				X
Miguel Vilaro-Munet	X			

Mr. Sears suggested approval of Resolution 2019-42, Authorizing the Award of a “No Political Contributions Allowed” Contract(s) for Non-Professional Service Vendors. This is the Pay-to-Play provision for this vendor since we anticipate annual purchases to exceed \$17,500. Staff has all the appropriate documents for this vendor. Resolution 2019-42 was moved by Mr. Goldfarb, seconded by Mr. Vilaro-Munet and was passed by roll call of 5 to 0. Resolution 2019-42 follows.

**Resolution Authorizing the Award of a “No Political Contributions Allowed”  
Contract(s) for Non-Professional Service Vendors**

**Resolution No. 2019-42**

**WHEREAS**, the Stony Brook Regional Sewerage Authority has a need to acquire goods or services as a no political contribution contract pursuant to the provisions of N.J.S.A. 19:44A-20.4 or 20.5 as appropriate; and,

**WHEREAS**, the purchasing agent has determined and certified in writing that the value of each contract (by purchase orders) will likely exceed \$17,500; and,

**WHEREAS**, the anticipated term of this contract is for fiscal year 2019 (1 year) and may be extended as approved by this governing body; and,

**WHEREAS**, the attached list of vendors has completed and submitted a Business Entity Disclosure Certification which certifies that each vendor has not made any reportable contributions to a political or candidate committee served by the Stony Brook Regional Sewerage Authority in the previous one year, and that the contract will prohibit the (attached list of vendors) from making any reportable contributions through the term of the contract; and,

**WHEREAS**, the Authority has Funds available in its current budget.

**NOW THEREFORE, BE IT RESOLVED** that the Stony Brook Regional Sewerage Authority authorizes the attached list of vendors to enter into contracts by purchase order; and,

**BE IT FURTHER RESOLVED** that the Business Disclosure Entity Certification and the Determination of Value be placed on file with this resolution.

<u>Recorded Vote:</u>	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel				
Pamela Switlik				X
Miguel Vilaro-Munet	X			

<b>Year 2019 No Political Contribution Contracts:</b>	
<b>Company Name</b>	<b>Service</b>
Motion Industries Inc.	Maintenance Supplies

### Treasurer's Report

Mr. Sears reported that the net income for six months of the 2019 fiscal year ending May 31, 2019, was \$754,956. The Authority has total cash and investments of \$18,421,033. The current construction projects balance is \$8,349,969. Mr. Sears noted there are sufficient funds for these projects. The outstanding bond principal balance is unchanged at \$17,577,119.

### Monthly Sludge Business Analysis

Mr. Sears reported that the monthly net income figure for the month of May is \$101,538 and the cumulative net income is \$634,725.

Mr. Sears provided the solar analysis report.

### Audit Review

Staff recommended Resolution 2019-40, Certifying Member Review for the 2018 Audit. Resolution 2019-40 was moved by Mr. Goldfarb and seconded by Mr. Patel.

Mr. Goldfarb stated that Ms. Pchola, Mr. Sears and he met with the auditors, and the audit is unmodified, nothing was found to be incorrect with the financials that were presented, and there were no general recommendations. A specific finding that was put in writing was that staff did not report on an employee's W2, the computed value of the group life insurance (GTL) in the excess of \$50,000, which is required by law. The only other comment was, that as a best practice, the Executive Director or designee, if she is not available, should review and recommend the bill list before being presented to the Board. Going forward, the Executive Director will initial the bill list.

Ms. Pchola stated that she will review and question any large dollar amounts associated with items being paid before initialing and dating the first page of the bill list.

Mr. Sears clarified that the GTL benefit that is taxable to the employee consist of the PERS life insurance, contributory life insurance, and the \$35,000 of life insurance paid by SBRSA.

Mr. Sears reported that there was also a "single audit," found on page 63 of the audit report. A single audit is required when receiving grants from the federal and state government. Funding from the EITs are considered as grants even though they are loans. This audit was also an unmodified opinion with no comments. This is a separate audit with a separate set of controls. Page 53 has the general comments and recommendations for the regular audit and page 63 is the single audit.

Mr. Goldfarb states that the single most important thing to take from this is that the auditors reviewed SBRSA financial statements and did not find anything inconsistent with the way the financials are presented to the Board. The Board can be confident that reports are an

accurate representation of what is going on financially at the Authority. The letter and financial statements are available to the public.

Resolution 2019-40 was passed by roll call of 5 to 0. Resolution 2019-40 follows.

**Resolution Certifying Member Review of the 2018 Audit**

**Resolution No. 2019-40**

**WHEREAS**, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made, and

**WHEREAS**, the annual report for the fiscal year ended **November 30, 2018** has been completed and will be filed with the State of New Jersey, Division of Local Government Services, Department of Community Affairs, Bureau of Authority Regulation, Local Finance Board pursuant to N.J.S.A. 40A:5A-15, and

**WHEREAS**, N.J.S.A. 40A:5A-17 requires that the governing body of each authority, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board in accordance with N.J.S.A. 40A:5A-17.

**NOW, THEREFORE, BE IT RESOLVED** that the governing body of the **Stony Brook Regional Sewerage Authority** hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended **November 30, 2018**, and specifically has reviewed the sections of the audit report entitled “General Comments” and “Recommendations” and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

**BE IT FURTHER RESOLVED** that the Secretary of the Authority is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this Resolution.

I HEREBY CERTIFY THAT THIS IS A TRUE AND ACCURATE COPY OF THE RESOLUTION PASSED AT THE MEETING OF THE STONY BROOK REGIONAL SEWERAGE AUTHORITY HELD ON JUNE 24, 2019.

Recorded Vote:	<u>AYE</u>	<u>NO</u>	<u>ABSTAIN</u>	<u>ABSENT</u>
Gale D. Downey	X			
David A. Goldfarb	X			
C. Schuyler Morehouse	X			
Bharat Patel	X			



Pamela Switlik  
Miguel Vilaro-Munet

X

X

570.13 Personnel Report

Ms. Pchola reported that Ms. Christiano has been promoted to Human Resources, Mr. Kitner has been promoted to Septage and Sludge Receiving Operator I and Ms. Carlino has retired.

570.14 Correspondence

None.

570.15 Old Business

There was nothing to report.

570.16 New Business

There was nothing to report.

570.17 Open to the Public

Chairman Downey opened the public portion of the meeting. As there was no one from the public present, the public portion of the meeting was closed.

570.18 And such other issues as may come before the Board

The Board unanimously decided to change the remaining Board meetings from a 7:30 p.m. start time to 7:00 p.m. start time. Ms. Alexander stated the she is also available for a 7:00 p.m. start time.

Dr. Downey stated that staff would re-notice the remaining meetings of 2019 with a start time of 7:00 p.m.

Mr. Morehouse stated that the construction meeting would then start at 6:30 p.m.

570-19 Adjournment

As there was no further business to come before the Board, the meeting was adjourned at 8:45 p.m. on a motion by Mr. Goldfarb, seconded Mr. Patel and passed by unanimous vote.

Respectfully Submitted,

Antonia Pchola  
Secretary

Recorded and Written by  
Angela Christiano  
July 10, 2019