



PRINCETON
DEPARTMENT OF INFRASTRUCTURE
AND OPERATIONS
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MINUTES OF THE MEETING
of the
PRINCETON SEWER OPERATING COMMITTEE

May 5, 2021

The Meeting of the Princeton Sewer Operating Committee (PSOC) was convened at 9:00 a.m. on Wednesday, May 5, 2021 via Virtual Meeting/Zoom Conference. D. Goldfarb opened the meeting in accordance with the New Jersey Open Public Meetings Act, Section 5, Chapter 231, P.L. 275. In conformance with the requirements of the Law, Notice was provided of the date, time and location of this regular meeting by posting a copy of the adopted Schedule of Regular Meetings in Monument Hall, and Witherspoon Building, by mailing copies to the Trenton Times, Princeton Packet, Town Topics and by filing a copy in the Office of Clerk of Princeton. Adequate notice was provided to the public and to all parties concerned.

PRESENT: David Goldfarb, Valerie Haynes, Eve Niedergang
ALSO PRESENT: Ian Baker, Construction Project Engineer; Andrew Filippi, Sewer Design Engineer; Dominick Itzi, Sewer Operations Manager; Deanna Stockton, Engineer; Janice Most, Secretary
ABSENT: Dan Van Mater, Public Works Director;
PUBLIC:

APPROVAL OF MINUTES

V. Haynes moved to approve the April 7, 2021 Minutes as amended.
V. Haynes seconded. The Motion passed unanimously.

AMENDMENTS TO THE AGENDA

Ops Manual

Introduction – Dominick Itzi, Sewer Operations Manager

Dominick Itzi, new Sewer Operations Manager gave a brief summary of his previous employment.

Discussion: D. Itzi will head SOC Operations; there is no existing Operations and Maintenance Manual, at the next meeting, he will present a draft of the Manual; he noted the elements of the Manual and required maintenance records; paper records will be kept in addition to digital records; there is catch up to do with annual maintenance; D. Goldfarb stated that there needs to be a long range plan as maintenance is essential and is the base for budget purposes; D. Stockton stated that the GIS Consultant has mapped the sewer components and is to give a draft proposal on

April 9, 2021 for the April 26, 2021 Mayor and Council Meeting; the Consultant will work with the new Administrator for GIS; E. Niedergang stated Council is eager to move along with GIS.

Review of Bioxide Odor Control System – Mercer Street/North Ridge/Pond View Pump Stations

D. Itzi stated that on his initial tour of pump stations, three are set up for Bioxide, a chemical liquid to oxygenate waste water; this can also degrade a system.

Discussion: there has been past issues at Mercer Street/North Ridge/Pond View Pump Stations; there are older proposals for new systems; to set up and install would be approximately \$100,000;

D. Itzi stated he received proposals for leasing e.g., \$3,000 up front fee for each station; \$635 per month plus chemical fees and a onetime mobilization fee of \$1,000 for a three year contract for a total of approximately \$80,000 for the three years; at the end of the lease the company will collect the equipment; leasing is good short term option and can give flexibility to seek alternatives like purchasing vs. long term leasing; leasing frees up staff time, can view tank levels remotely and includes upgrades needed in the three year contract; North Ridge pump station is older and outdated and not working properly, past management is not known; D. Goldfarb stated North Ridge is owned by Stony Brook Sewage Authority and the Municipality

operates the station; D. Itzi will have more data at the next meeting with review of staff time and odor complaints included.

Infiltration/Inflow (I/I Program)

Discussion: Mayor and Council request a realistic plan for maintenance that addresses operating and capital including a timeline; D. Itzi will work on the maintenance element; need capital plan before budget cycle is complete, this is needed by early fall for operating the sewer system responsibly;

A. Filippi and D. Itzi will coordinate and get a proposal together for this date; the Consultant has targeted I/I areas; focus on mini system 35 as this is a high I/I area; need to select another area, but for the time being hold off on another I/I project until after the GIS is up and running; flow metering's and assessment management plan and operations will not require a consultant.

Connection Fee Ordinance

A. Filippi presented An Ordinance by the Municipality of Princeton Concerning Sewer and Connection Fees and Amending Chapter 34 of the "Code of the Borough of Princeton, New Jersey, 1974." and stated: fees are established by State Statutes; considerations 1) annual flow three year trailing average; 2) actual flow from billing flows which takes all variability out; Legal is working on whole of Ordinance Chapter 34; past yearly charges: 2015-\$36.99/2017-\$48.50/2017-2019-\$38.00/currently \$48.00.

Discussion: three year average vs. actual flow; endorse fee and present to Mayor and Council; State Statutes do not take into account depreciation.

Motion made by E. Niedergang to recommend Mayor and Council adopt the Sewer Connection Fees Ordinance. Seconded by V. Haynes. The Motion passed unanimously.

Grease Trap Regulations

A. Filippi stated that establishments need to comply to grease trap regulations; a lot of staff time is being used cleaning downtown sewers.

Discussion: many establishments grease traps are in need of repair and are not functioning properly; institute a Grease Trap Permit with a small annual fee for inspection and maintenance; develop proposal for cleaning in coordination with Health Officer; inspections yearly to renew Permit; required licensure to show compliance of handling grease responsibly; during the pandemic Mayor and Council would resist imposing additional fees on businesses, this can be brought forward to Mayor and Council after restaurant capacities are up as restaurants need to recover due to pandemic.

D. Itzi will review the inspection component of the Ordinance and give a recommendation at the June 2021 regularly scheduled PSOC meeting; D. Itzi, A. Filippi, and Legal will work to delete the \$50.00 limitation of noncompliance in the Ordinance; stress the importance of education and compliance; licensure and permitting adds staff costs burden, this needs to be figured into inspection fees; A. Filippi will check with Health and Fire Departments on how they handle licensures.

Administrator

E. Niedergang stated Bernard Hvozdovic has been hired as the new Administrator.

Status of Hiring for DPW Department Head

E. Niedergang stated the hiring of the DPW Department Head will be a priority for the new Administrator.

Licensed Operator Succession Plan Recommendations

D. Itzi stated that on April 1 he sent a cover letter and DEP Notification Form to the State identifying Jeffrey Torres as the Licensed Operator in Charge with a C3 License; we have two C-1 Licensed Operators who are both eligible to sit for the C-2 when the State re-opens testing due to COVID;

D. Itzi will continue to get his C3 then assume the role of Licensed Operator in Charge and Point of Contact.

Staffing Discussion: currently have five staff; requesting three additional staff for a total of eight; this will give flexibility for jetting and TV inspections and reviewing systems for regular cleaning/maintenance; can move ahead immediately with hiring of one position then when budgeted hire two more.

The meeting adjourned at 10:25 a.m.

The next meeting is scheduled for Wednesday, May 5, 2021 at 9:00 a.m. via Virtual

Meeting/Zoom.

Respectfully Submitted,

Janice Most, Secretary
Princeton Sewer Operating Committee

Adopted: