

**AGENDA**  
**LONG BRANCH SEWERAGE AUTHORITY**  
**SPECIAL MEETING**  
**April 1, 2020**

I. Opening of meeting at \_\_\_\_\_ p.m. by \_\_\_\_\_

II. Notation of attendance

<b>Name</b>	<b>Position</b>	<b>In</b>	<b>Out</b>
Thomas George	Chairman		
Michael Booth	Vice-Chairman		
Donald S. Riley	Secretary		
David Brown	Treasurer		
Bryan I. Larco	Asst. Secretary/ Treas.		
Thomas Roguski	Executive Director		
David Kaplan	Auditor		
John L. Bonello	Counsel		
John Van Dorpe	Engineer		
Sue Brasefield	Engineer		
Liz Vieira	Secretary		

III. Announcement by presiding officer, pursuant to New Jersey Open Public Meetings Act and to Public Law 2020, C.11, that

Adequate Notice of this Special Meeting has been provided electronically by posting thereof on the official website of the Long Branch Sewerage Authority pursuant to Public Law 2020, C.11.

IV. Public Participation

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that this item of the Agenda be closed.

George	Booth	Brown	Larco	Riley
AYES	NAYS	ABSTAIN	ABSENT	

V. Novel Coronavirus (COVID-19)

**RESOLUTION**

\_\_\_\_\_ offered the following Resolution and moved its adoption; seconded by \_\_\_\_\_

**WHEREAS**, the Long Branch Sewerage Authority (herein after "the Authority") approved and ratified Resolution R4.3-2020, dated March 18, 2020, at the Authority's March 18, 2020 meeting, which remains valid and in full force, and

**WHEREAS**, Resolution R1.4(a)-2020 herein serves as a continuance of and is supplemental to Resolution R4.3-2020, dated March 18, 2020, and

**WHEREAS**, the World Health Organization (WHO) characterized the Novel Coronavirus (COVID-19) virus a global pandemic on March 11, 2020, and

**WHEREAS**, the spread of COVID-19 may result in staffing shortages, equipment/chemical shortages and otherwise disrupt operations at the Authority, and

**WHEREAS**, the United States and State of New Jersey have implemented unprecedented social distancing measures including, but not limited to, non-essential business limitations, school and childcare closures, quarantines, business and restaurant closures, mandated government intervention, etc. that will inevitably affect the Authority and employees both personally and professionally, and

**WHEREAS**, the Authority recognizes the impact of these measures and the COVID-19 crisis on the Authority, Authority Staff and resources and anticipates that the COVID-19 crisis, and the Authority's response, will be required to be sustained through at least the Summer of 2020, and

**WHEREAS**, protecting the health and safety of employees and ensuring the continuity of the Authority are of the highest priorities and the Authority recognizes that emergency measures shall be required to address the fluid COVID-19 situation and unprecedented social disruption in a manner that requires decisive action by the Chairman, Executive Director and/or managerial/supervisory personnel in a timely fashion independent of the Authority's typical monthly meeting schedule, and

**WHEREAS**, the Authority's Coronavirus (COVID-19) Plan, "Working Copy," Dated March 16, 2020, Last Updated March 30, 2020, is attached hereto and made a part hereof, with all items, declarations, provisions and conditions therein, and

**NOW, THEREFORE BE IT RESOLVED**, by the Long Branch Sewerage Authority, that a STATE OF EMERGENCY exists at the Authority due to the Novel Coronavirus (COVID-19) crisis, and that extraordinary action may be required by the Authority without formal Board approval that would otherwise require formal action by the Board, and

**BE IT FURTHER RESOLVED** that the Chairman, Executive Director and/or managerial/supervisory personnel are hereby authorized to take emergency measures throughout the duration of the COVID-19 crisis, which includes, but is not limited to the following:

1. Relaxation of policies as deemed necessary, and
2. Public meeting alternatives (telephone conference platform or unofficial signed ballots, all actions of which will be ratified at a later date), and
3. Blanket authorization to make bill list payments and that the appropriate Authority officials are hereby authorized to pay all necessary and proper bills and claims which may be incurred by the Authority if public meetings are precluded, and
4. Blanket authorization for the Chairman, Executive Director and/or Comptroller to transfer funds as necessary among Authority accounts if public meetings are precluded, and
5. Invoke the emergency procurement sections of the local public contracts law in N.J.S.A. 40A:11-6, and
6. Blanket authorizations for shared service agreements with other local entities, authorities and utilities as they pertain to emergency measures to address the COVID-19 crisis; and
7. Any and all additional unforeseen measures that may emerge as the COVID-19 crisis unfolds.

**BE IT FURTHER RESOLVED** that the Authority's Coronavirus (COVID-19) Plan, "Working Copy," Dated March 16, 2020, Last Updated March 30, 2020, attached hereto and made a part hereof, is hereby approved with all items, declarations, provisions and conditions therein, and

**BE IT FURTHER RESOLVED** that any and all emergency measures taken by the Chairman, Executive Director and/or managerial/supervisory personnel will require formal ratification by the Board once the crisis has ended and the exact scope of measures can be quantified, and

**BE IT FURTHER RESOLVED** that the Authority's Resolution R4.3-2020, dated March 18, 2020, remains valid and in full force, and that Resolution R1.4(a)-2020 herein serves as a continuance of and is supplemental to Resolution R4.3-2020, dated March 18, 2020, and

**BE IT FURTHER RESOLVED** that the Chairman, Executive Director and/or managerial/supervisory personnel are authorized to sign any documents needed to effectuate this resolution.

ROLL CALL:

Mr. George            -  
Mr. Booth            -  
Mr. Riley             -  
Mr. Brown            -  
Mr. Larco             -

Date: April 1, 2020  
R1.4(a)-2020  
Exhibit A

VI.    Miscellaneous Suggestions for Good of Authority

VII.   Adjournment at \_\_\_\_\_ o'clock p.m.

Motion by \_\_\_\_\_, seconded by \_\_\_\_\_ that the meeting be adjourned.

George	Booth	Brown	Larco	Riley
AYES	NAYS	ABSTAIN	ABSENT	

# Long Branch Sewerage Authority

Thomas J. George  
Chairman

Michael Booth  
Vice-Chairman

Donald S. Riley  
Secretary

David G. Brown  
Treasurer

Bryan Larco  
Asst. Sec. Treas.

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P.O. Box 720  
Long Branch, NJ 07740-0702  
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(732) 222-0500  
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Thomas Roguski  
Executive Director

Wiss & Co., LLP  
Accountants

Maser Consulting, P.A.  
Consulting Engineers

John L. Bonello  
Counsel

## LONG BRANCH SEWERAGE AUTHORITY CORONAVIRUS (COVID-19) PLAN WORKING COPY DATED MARCH 16, 2020 LAST UPDATED MARCH 30, 2020

The Authority is implementing this Coronavirus (COVID-19) Plan, hereinafter referred to as "Plan," to address the unprecedented health concerns and social disruption associated with the COVID-19 pandemic effective Monday, March 16, 2020.

All employees are advised that this is a fluid situation and the Authority reserves the right to amend or suspend this Plan as deemed necessary by the Chairman, Executive Director and/or managerial/supervisory personnel.

It is the purpose of this Plan to maintain a full level of service for the Authority's Wastewater Treatment Plant, Collection/Pumping System and Administrative Offices. Further, it is the purpose of this Plan to document many of the changes, provisions, guidelines, etc. verbally and collaboratively implemented since March 16, 2020. **It should be noted that not all changes, provisions, guidelines, etc. are included herein and this Plan is not an all-inclusive, exhaustive document. This Plan is a "working copy" to be modified as the COVID-19 crisis unfolds.**

The Authority authorized the Chairman, Executive Director and/or managerial/supervisory personnel to utilize emergency measures and/or make adjustments/changes to the COVID-19 Plan and/or implement additional measures to quickly and effectively address new situations as they arise (Resolution R4.3-2020, dated March 18, 2020). Therefore, the Plan herein may be modified/changed at any time as deemed necessary by the Chairman, Executive Director and/or managerial/supervisory personnel to address the COVID-19 crisis and situation.

## **1. ORGANIZATION AND FUNCTION**

In an effort to reduce exposure and risk of quarantine for the entire Authority, all staff are separated into split teams and shifts as detailed below:

### **A. WASTEWATER TREATMENT PLANT**

Team A and B in five (5) day rotation including two operators, one utility and one mechanic per day shift. All members of differing Teams must completely isolate from separate Teams. Team members shall NOT ride in the same vehicle. Shifts are as follows: (1) onsite shift; and (2) offsite, work at home, on call shift.

TEAM A: Joe Nunez, Dave Shaw Anthony Newland, Emil Karagunov (night) and Dave Martone  
TEAM B: Art Washington, Terrance Daniels, Mike Sheridan (night) and Jorge Figueroa  
TEAM C: Rob Mincieli (keep separate from Teams A & B)

Key operational changes, include, but are not limited to, the following:

- (1) Postpone all non-essential work, maintenance, etc., however all permit requirements must be met.
- (2) Coordinate additional sludge hauling trucks to maintain low inventory in treatment plant.
- (3) Add Sodium Hypochlorite into sewer manhole prior to new Headworks Building.
- (4) Coordinate additional deliveries to keep all chemicals, fuels, materials, etc. stocked up and full.

### **B. COLLECTION/PUMPING SYSTEM**

Team A and B in every other day rotation. All members of differing Teams must completely isolate from separate Teams. Team members shall NOT ride in the same vehicle. Shifts are as follows: (1) onsite shift; and (2) offsite, work at home, on call shift.

TEAM A Tom Rogers and Joseph Vassallie  
TEAM B Melvin Morris and Mark Caldwell

Key operational changes, include, but are not limited to, the following:

- (1) Postpone all non-essential work, maintenance, etc., however all permit requirements must be met. Regular recurring maintenance on high frequency cleaning list shall proceed.

### C. LABORATORY

Reduced monitoring/sampling is in place per “Reduced Monitoring Frequency for Sanitary Wastewater Dischargers,” dated March 24, 2020, issued by the New Jersey Department of Environmental Protection.

LAB: Josh Pelcher

Josh Pelcher may work from home upon completion of monitoring/sampling requirements in any particular week/month/period.

TASK ITEM: Continue to work with other Monmouth County Authorities to establish laboratory shared services during weekly call-in.

Contract Laboratories (if needed)

Garden State Laboratories, Inc.

[REDACTED]

Lyons Environnemental Services

[REDACTED]

### D. FRONT OFFICE

The Front Offices & Drive Through are closed to the public to protect residents and employees and to help stop the spread of the coronavirus (COVID-19). Staff will be available to assist customers by phone or email. Staff must be available at home to assist Authority customers via telephone and email. Shifts are as follows: (1) onsite shift; and (2) offsite, work at home, on call shift.

One staff member (rotate Marion Uyeyama, Liz Vieira, Nicole Woods & Susan Mazzei) shall come in Monday, and/or another day as needed, to coordinate office work, open/handle mail, etc. All daytime (8:30am to 4:30pm) calls shall be forwarded to one staff member for an entire week. Staff member on phone duty shall log into Comcast daily to forward daytime calls to their number at 8:30am and then shall log in again to switch back to plant “operator” nighttime forwarding at 4:30pm. All calls shall be referred to the correct individual to address. In office days may be added from time to time as needed. Every effort should be made to handle tasks that cannot be addressed from home (bill processing, invoice/check printing, etc.) on the single “in office” day. Front office staff shall coordinate with Thomas Roguski, Glenn Grieb, Josh Pelcher, and each other to avoid being in the office areas at the same time.

Mail shall be opened/handled once a week. Utilize Center for Disease Control (CDC) recommendation while opening/handling mail (sanitize hands, do not touch face, etc.).

Markout requests shall be left on the rear foyer table to Collection System Crew pickup.

## E. ADMINISTRATION

Thomas Roguski (Executive Director)

Glenn Grieb (Superintendent, Wastewater Treatment Plant Leader)

Marion Uyeyama (Comptroller, Front Office Leader)

Josh Pelcher (Process Control & Compliance Officer, Laboratory Leader)

Thomas Rogers (Collection System Supervisor, Collection/Pumping System Leader)

Leader designations may be modified as needed. Administration staff shall communicate regularly and as required throughout the COVID-19 crisis to maintain the proper operations of the Authority. Administration shall separate from other staff and from themselves to the extent possible. Use of electronic communications (cell phones, emails, text messaging and other means of non-contact communications) shall be utilized to the greatest extent possible.

## F. ALL STAFF

All staff shall be available and ready to come in if needed during the “offsite, work at home, on call shift.” All staff shall communicate regularly and as required throughout the COVID-19 crisis. All “offsite, work at home, on call” employees shall be available during normal working hours should activities or situations arise that require additional manpower.

The shifts and arrangements detailed above may be modified at any time as deemed necessary by the Chairman, Executive Director and/or managerial/supervisory personnel and as needed per the status of workload, treatment/collection system emergencies, COVID-19 situational status, etc.

## G. SHELTER IN PLACE SCENARIO

If, in the unfortunate scenario, illnesses progress to a level that requires staff to be 24/7 onsite “shelter in place,” hazard pay of 2.0 times base rate may be offered as deemed necessary by the Chairman, Executive Director and/or managerial/supervisory personnel. Specifics regarding staffing, etc. regarding this scenario shall be determined at a later date depending on how the COVID-19 situation unfolds.

## **2. COLLABORATION & “SEPARATED” TEAM WORK**

Collaboration and communication throughout the crisis is critical. We are all in this together, and by working together, we will beat and stop COVID-19.

A. The Authority is requiring that all employees, including those employees in the same team, adhere to all suggested and mandated social distancing measures. The Center for Disease Control (CDC) recommends a **minimum** distance of six (6) feet. Use of electronic communications (cell phones, emails, text messaging and other means of non-contact communications) shall be utilized to the greatest extent possible. It is understood that this may not be feasible in select repair/emergency situations; use of masks and other personal protection equipment is required in those situations.



- B. If an employee has any specific technological need (cell phone, internet issues, etc.), please contact the Executive Director and/or managerial/supervisory personnel.

### **3. SANITATION AND HYGIENE**

- A. Authority employees shall continuously practice personal hygiene and adhere to Center for Disease Control personal hygiene practice recommendations, such as wash hands regularly, cover sneezes with shoulder, do not touch face (eyes, noses, mouth, etc.) etc.
- B. Personal protective equipment (PPE) shall be utilized as required by all employees in situations which call for PPE as per all applicable laws and training.
- C. Each team shall clean, wipe down and spray sanitize each workspace, building, touch points, doorknobs, punch-clocks, front gate key pad, bathrooms, tables, light switches, countertops, handles, desks, phones, keyboards, toilets, faucets, sinks, etc. upon arrival to work, mid-day and end of day. Spray bottles with sodium hypochlorite solutions have been provided and shall be utilized by all employees. This will allow a clean space for the next person coming in.
- D. Each team is responsible for their space and the buildings/facilities/areas in which they work.
- E. Vehicle cabins/exterior handles shall be sanitized upon arrival to work, mid-day and end of day. This will allow a clean space for the next person coming in. Employees are not permitted to ride together in any vehicle.
- F. If an employee was to be diagnosed with COVID-19, all employees are to vacate Authority Front Offices for a minimum of 24-hours, at which time a sanitation would be performed in accordance with CDC recommendations prior to any personnel returning to work.
- G. Employees shall advise the Chairman, Executive Director and/or managerial/supervisory personnel of any equipment, supplies, etc. that are running low or are needed to maintain sanitation and hygiene.

### **4. ILLNESS**

There is a possibility that an employee may become infected with COVID-19 outside of the Long Branch Sewerage Authority and potentially expose other employees to illness. Any illness of an employee or an immediate person that has interacted with an employee shall be taken very seriously.

- A. If an employee or immediate household family member falls ill, the employee shall notify the Chairman, Executive Director and/or managerial/supervisory personnel and not report to work.

- B. It is critical that employees realize that they shall not report to work sick. Such instances shall be reviewed on a case-by-case basis. Each sickness or leave will be viewed independently on a case-by-case basis and the employee shall be required to provide documentation as deemed appropriate by the Chairman, Executive Director and/or managerial/supervisory personnel.
- C. If a Team Member falls ill with COVID-19, a quarantine situation for other Team Members that were exposed may or may not be required. Such situations will be addressed at the advice of medical professionals and the Health Department on a case-by-case basis. The Authority notes that exposure of employees to COVID-19 will have serious implications to operations and will cause amendments to this Plan.
- D. If a family member of an employee becomes ill, that employee shall advise the Authority immediately. The affected employee may be mandated, or best practices may recommend, to self-quarantine. It's critically important that employees adhere to the advice of medical professionals and communicate with the Authority.
- E. The Authority reserves the right to restrict employees depending upon their personal situations. If the Chairman, Executive Director and/or managerial/supervisory personnel believe that an employee's personal situation may put them at a higher risk of contracting COVID-19, the difficult decision to keep said employee home may be made by the Chairman, Executive Director and/or managerial/supervisory personnel. The affected employee will be compensated at the employee's standard wage rate, and per the provisions of each respective union agreement, for the duration of the crisis.

## **5. COMPENSATION**

- A. The Authority shall compensate employees of both shifts detailed above at each employee's standard wage rate, and per the provisions of each respective union agreement, for the duration of the crisis.
- B. Overtime will be paid as per existing policy and/or as deemed appropriate by the Chairman, Executive Director and/or managerial/supervisory personnel, depending upon how the crisis evolves. Overtime pay may be paid, but is not limited to, during hours worked by employees to cover shifts for sick and/or quarantined employees, among other reasons.
- C. Hazard pay, if required, will be 2.0 times base salary and shall be paid as deemed appropriate by the Chairman, Executive Director and/or managerial/supervisory personnel, depending upon how the crisis evolves. Hazard pay may be paid, but is not limited to, during a 24/7 shelter in place scenario, among other reasons.
- D. Personal leave policies shall be suspended for the duration of the crisis.
- E. Sick and/or quarantined employees shall be compensated per existing provisions of the Authority, per the provisions of each respective union agreement and per all applicable laws.

## **6. PROHIBITIONS**

- A. Employees are not to visit any establishments during working hours for food, drink, etc. or any other services. Meals may be ordered by local delivery services, however all deliveries are to be paid for and left at the front gate. The packages in which meals are delivered need to be disinfected. Delivery people are not to come across the Authority's front gate.
- B. The public is prohibited from entering any of the Authority's facilities, with the exception of public meetings.
- C. Contractors and vendors essential to the Authority's operations are permitted entry. These entries shall be discussed with the Executive Director and/or managerial/supervisory personnel if there are any questions as to their importance. Non-critical activities which can be delayed shall be delayed.

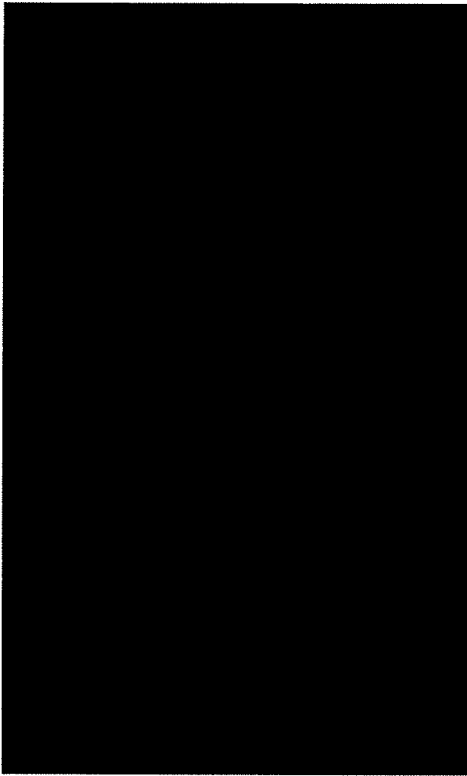
## **7. SPECIAL CONSIDERATIONS**

- A. All applicable resolutions, policies, rules & regulations not included in this document or its annex remain in full force and effect, except as modified above.
- B. The Authority authorized the Chairman, Executive Director and/or managerial/supervisory personnel to utilize emergency measures and/or make adjustments/changes to the Coronavirus (COVID-19) Plan and/or implement additional measures to quickly and effectively address new situations as they arise (Resolution R4.3-2020, dated March 18, 2020).
- C. The Authority acknowledged the Novel Coronavirus (COVID-19) situation may result in increased budgetary costs to the Authority, over and above what has been allocated for a typical year under the 2020 Budget, for additional manpower, equipment, chemicals, materials, etc. and all other incidentals, known and unknown, to mitigate the effect of Novel Coronavirus (COVID-19) on the Authority and its personnel/staff (Resolution R4.3-2020, dated March 18, 2020).
- D. See Resolution R4.3-2020, dated March 18, 2020, attached, for additional information.

**LONG BRANCH SEWERAGE AUTHORITY  
CELL PHONE DIRECTORY**

**Authority Staff**

Office 732-222-0500



**Authority Board Members**



**Authority Consulting Engineers (Maser Consulting, P.A.)**



**LONG BRANCH SEWERAGE AUTHORITY  
CELL PHONE DIRECTORY  
(CONTINUED)**

**Authority Attorney (Manna & Bonello)**

[REDACTED]

**Authority Auditor (Wiss and Company LLP)**

[REDACTED]

**Authority IT (Safenet Solutions)**

[REDACTED]

**Authority SCADA Services (Advantech / JMP Solutions)**

[REDACTED]

**Authority Mechanical & Excavation Emergency Contractor (Mark Woszczak  
Mechanical Contractor)**

[REDACTED]

**Authority Electrical Emergency Contractor (Electro Maintenance, Inc.)**

[REDACTED]

**RESOLUTION**  
**R4.3-2020, Dated March 18, 2020**

Mr. Booth offered the following Resolution and moved its adoption; seconded by Mr. George.

**WHEREAS**, Governor Murphy issued Executive Order No. 103 on March 9, 2020, declaring a State of Emergency and a Public Health Emergency in the State of New Jersey, and

**WHEREAS**, the Long Branch Sewerage Authority (herein after "the Authority") has implemented its Coronavirus (COVID-19) Plan as of Monday, March 16, and

**WHEREAS**, staggered shifts have been employed to maximize "social distancing" of the staff. Staggered shifts are as follows: (1) onsite shift; and (2) offsite, work at home, on call shift, and

**WHEREAS**, the Authority desires to compensate employees of both shifts at each employee's standard wage rate, and per the provisions of each respective union agreement, and

**WHEREAS**, the Authority desires to close the Front Offices & Drive Through to the public to protect residents and employees and to help stop the spread of the coronavirus (COVID-19). Staff will be available to assist customers by phone or email. The Authority's services (blockage clearing, sewerage handling/treatment, etc.) are unchanged, and

**WHEREAS**, the Authority recognizes the Novel Coronavirus (COVID-19) situation is changing rapidly and that Coronavirus (COVID-19) Plan adjustments/changes and additional measures may be needed to address new situations as they arise, and

**WHEREAS**, the Chairman, Executive Director and/or managerial/supervisory personnel may be required to utilize emergency measures and/or make adjustments/changes to the Coronavirus (COVID-19) Plan and/or implement additional measures to quickly and effectively address new situations as they arise, and

**WHEREAS**, the Authority recognizes the Novel Coronavirus (COVID-19) situation may result in increased budgetary costs to the Authority, over and above what has been allocated for a typical year under the 2020 Budget, for additional manpower, equipment, chemicals, materials, etc. and all other incidentals, known and unknown, to mitigate the effect of Novel Coronavirus (COVID-19) on the Authority and its personnel/staff, and

**NOW, THEREFORE, BE IT RESOLVED** by the Long Branch Sewerage Authority that it is authorized to implement its Coronavirus (COVID-19) Plan, and staggered shifts are authorized to be employed to maximize "social distancing" of the staff, as detailed above, and

**BE IT FURTHER RESOLVED** the Authority shall compensate employees of both shifts, as detailed above, at each employee's standard wage rate, and per the provisions of each respective union agreement, and

**BE IT FURTHER RESOLVED** the Authority authorizes the closure of the Front Offices & Drive Through to the public to protect residents and employees and to help stop the spread of the coronavirus (COVID-19). Staff will be available to assist customers by phone or email. The Authority's services (blockage clearing, sewerage handling/treatment, etc.) are unchanged, and

**BE IT FURTHER RESOLVED** the Authority authorizes the Chairman, Executive Director and/or managerial/supervisory personnel to utilize emergency measures and/or make adjustments/changes to the Coronavirus (COVID-19) Plan and/or implement additional measures to quickly and effectively address new situations as they arise, and

**BE IT FURTHER RESOLVED** the Authority acknowledges the Novel Coronavirus (COVID-19) situation may result in increased budgetary costs to the Authority, over and above what has been allocated for a typical year under the 2020 Budget, for additional manpower, equipment, chemicals, materials, etc. and all other incidentals, known and unknown, to mitigate the effect of Novel Coronavirus (COVID-19) on the Authority and its personnel/staff, and

**BE IT FURTHER RESOLVED** that the Chairman, Executive Director and/or managerial/supervisory personnel are authorized to sign any documents needed to effectuate this resolution.

**ROLL CALL:**

Mr. George	- AYE
Mr. Booth	- AYE
Mr. Riley	- AYE
Mr. Brown	- AYE
Mr. Larco	- AYE

Date: March 18, 2020  
R4.3-2020