

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, November 21, 2017 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority.

Chairman Vircik announced that the Public Notice of time and date of the Public Meeting has been duly executed in accordance with the Open Public Meeting Act, P.L., 1975, Ch. 231, notification being mailed 12/29/16 to the Local Source, Star Ledger, Home News Tribune, and to the municipal clerks of Linden and Roselle for posting in a public place.

Present: George Vircik, Chairman; Robert Sadowski, Vice-Chairman; Emerito Ruiz, Alternate Member;

Absent: Edward Mikolajczyk, Treasurer; Reginald Atkins, Alternate Member;

Late: Jamel Holley, Member;

Attending: Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Thomas Schettle, CDM Smith Co.; Judy Spadone, Authority Environmental Compliance Manager;

Chairman appointed Mr. Ruiz as a voting Member for this meeting.

Chairman appointed Mr. Sadowski as a Treasurer for this meeting.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously approved the Agenda set forth below.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously approved the minutes of the October 25, 2017 Executive Session.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously approved the minutes of the October 25, 2017 Regular Board Monthly Meeting.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously approved the minutes of the November 1, 2017 Special Meeting.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the board unanimously approved the minutes of the November 1, 2017 Executive Session.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously accepted Treasury Report as read.

BUSINESS AGENDA

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report).
No questions of the Executive Report.

BIDS AND PURCHASES

Resolution Award Annual Payroll Services

After a solicitation of quotes, a contract to provide payroll processing services for 2017 calendar year was awarded to ADP, Inc. at the November 2016 Board Meeting for an amount of not to exceed \$10,500. As the New Jersey Local Public contracts Law permits the award of a contract for these services for a two year period, ADP, Inc. agreed to provide the same services to the Authority in 2018 at the same terms and conditions. The Authority has been satisfied with the

BIDS AND PURCHASES (continued)

Resolution Award Annual Payroll Services (continued)

level of service they have provided. Therefore the Executive Director and Staff are recommending that the annual contract for payroll processing services be awarded to ADP for an amount not to exceed \$10,500 to allow for additional cost that may be incurred with the addition of new and/or temporary employees to the Authority's Staff.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved a Resolution awarding a contract for Third Party Payroll Processing Services in 2018 to ADP for the sum of not to exceed \$10,500.
(Resolution #46-17 attached)

Awarding of Insurance Brokerage and Consultant Services

At the Board Meeting of November 22, 2016, Acrisure, LLC was awarded a contract to provide Insurance Brokerage and Consultant Services. The contract was awarded under a fair and open process for a one year period, with option to extend for two additional one year periods as permitted by New Jersey Public contracts Law. The Authority was satisfied with the services provided by Acrisure with regard to soliciting proposals for insurance coverage from various carriers for the April 1, 2017 - March 31, 2018 policy period and they were also found to be responsive to requests for information regarding all insurance related matters that arose during the year. Therefore the Executive Director and Staff are recommending that a contract to provide Insurance Brokerage and Consultant Services be awarded to Acrisure, LLC for a one year period, with the option to extend for one additional year at the discretion of the Authority. The compensation for the services of the Insurance Broker will not be paid by the Authority. It is standard industry practice for the broker to be paid through a commission structure negotiated with the insurance carrier and/or Joint Insurance Fund.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved Resolution awarding a contract with Acrisure, LCC for a one year period, with the option to extend for additional a one year period, at the discretion of the Authority, for a maximum contract term of three years. The compensation to Acrisure, LLC will be done through the insurance carriers for any insurance policies on behalf of the Authority. (Resolution #47-17 attached)

Awarding a Contact for Maintenance/Warranty Services for Three Neuros Blowers

Neuros blowers were installed at the Authority approximately 5 years ago as part of the Liquid End Update Project. Since that time the Board were updated regularly on the continuous problems that have occurred with the reliability of this equipment. The manufacturer has been very responsive and all work to date has been covered under the warranty which expires in April 2018. Therefore, as was previously recommended that upon the expiration of this warranty, it would be in the best interest of the Authority to continue coverage for this equipment as the blowers are crucial to the proper treatment of the Authority's wastewater and ensuring compliance with LRSA operating permit. A request for proposal was issued to obtain Maintenance and Extended Warranty Support Services for APG-Neuros Blowers for a one year period with the option for the Authority to extend the contract for no more than two additional one year periods. One proposal was received from APG-Neuros with a proposal cost of \$55,000 for Year. The cost for optional Years 2 and 3 was also \$55,000 a year. The proposal includes an annual preventative maintenance service visit and remote technical support. Therefore, the Executive Director and Staff are recommending award a contract to APG-Neuros in the amount of \$55,000 for a one year period commencing April 8, 2018, with the option to extend for two one year periods at the discretion of the Authority, for a maximum contract term of three years.

BIDS AND PURCHASES (continued)

Awarding a Contract for Maintenance/Warranty Services for Three Neuros Blowers (continued)

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved contract award to APG-Neuros for maintenance and warranty services for three (3) Neuros Blowers in the amount of \$55,000 for a one year period commencing April 8, 2018 with the option to extend for two one year periods at the discretion of the Authority, for a maximum contract term of three years.
(Resolution #48-17 attached)

Mr. Holley arrived at 12:25 P.M. and became voting Member.

Authorization Disposal of Surplus Property

The Authority is the owner of certain surplus property which is no longer needed for public use. Selling of the surplus property in an "as is" condition without express or implied warranties. This sale of surplus property shall be conducted through GovDeal pursuant to State Contract in accordance with the terms and conditions of the State Contract. The sale will be done online and is being conducted pursuant to Local Finance Notice 2008-9. The Executive Director and Staff are recommending the Board authorize to dispose surplus of Authority's equipment.

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved Resolution authorizing Disposal of Surplus Property conducted through GovDeal pursuant to State Contract in accordance with the terms and conditions of the same. Selling of the surplus property in an "as is" condition without express or implied warranties. (Resolution #49-17 attached)

Resolution Authorizing Change Order No. 1 on the Main Street Pump Station Project

A contract was awarded to Coppola Services, Inc., by Resolution #30-17 for Construction Services for the Main Street Pumping Station Improvements Project in the amount of \$680,392. The Executive Director reviewed the Change Orders and concurred with the engineer recommendation. These Change Orders consists of a cost increase for replacement fencing, installation of a removable handrail for safety purposes and piping modifications due to unforeseen conditions at the work site. There are sufficient funds available in the FEMA Hazard Mitigation Grant. Therefore, the Executive Director is recommending the Change Order No. 1 in the amount of \$32,025.50 bringing the total Contract amount to \$712,417.50.

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved a Resolution authorizing Change Order No. 1 to Coppola Services, Inc. for the Main Street Pumping Station improvements Project in the amount of \$32,025.50 bringing the total Contract amount to \$712,417.50. (Resolution #50-17 attached)

ENGINEERS REPORT

There were no questions of the engineer.

PUBLIC COMMENT

There were no public in attendance.

BILLS AND CLAIMS

Certification and recommendation received from the Executive Director, Purchasing/Contract Manager, and Financial Manager.

Operating Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved payment of the Operating Bills in the amount of \$576,841.91 (Resolution attached).

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$18,560.00 (Resolution attached).

Tom Laustsen left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski the Board unanimously approved the Resolution to hold an Executive Session to discuss "Personnel Matters" and any other matters as may come before the Members.
(At 12:31 P.M., Resolution #20E-17 attached).

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Executive Session was closed 12:48 P.M. and the regular business meeting resumed.

Tom Laustsen joined the meeting.

The following actions has to be taken by Motion and Resolution:

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved a Resolution Appointing David G. Brown II to the position of Assistant Director commencing December 4, 2017 to December 31, 2017 and Appointing David G. Brown II to the position of Executive Director commencing January 1, 2018 to December 31, 2018 with a salary of \$130,000. (Resolution #44-17 attached)

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved a Resolution Appointing Jeffrey A. Williams to the position of Plant Superintendent commencing December 18, 2017 to December 17, 2018 with a salary of \$125,000. (Resolution #45-17 attached)

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Executive Director and Personnel Committee to hire a Robyn Nellessen as the Laboratory Technician with a salary of \$49,503.

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Executive Director and Personnel Committee to promote Cathy Principato as a Finance Manager with a salary of \$75,000.

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Executive Director and Personnel Committee to consolidate the bookkeeper duties within the Purchasing Manager duties, Mary Richers with a salary of \$88,000.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved recommendation of the Executive Director and Personnel Committee to hire next person from the Operators List, which is Gregory Davison as the Shift Operator with a salary of \$42,319.

MOTION: Upon motion of Mr. Ruiz, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Executive Director to keep the List of Operators active until March 1, 2018.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved recommendation of the Environmental Compliance Manager and Personnel Committee a salary adjustment for Laboratory Supervisor, Kaitlyn Fare from \$67,000 to \$72,000 as of January 1, 2018.

ADJOURNMENT

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the meeting was adjourned at 12:58 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, **December 19, 2017 at 12:00 P.M.** in the office of the Authority.