

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, April 28, 2020 at 12:07 P.M. in the office of the Linden Roselle Sewerage Authority.

Chairman Strano 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 12/26/19 and 1/13/20 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: Ralph Strano, Chairman;

Via-Phone: Jamel Holley, Vice-Chairman; Edward Mikołajczyk, Treasurer; Mayor Armstead, Secretary; Reginald Atkins, Alternate Member; James Moore, Alternate Member;

Attending: Jeffrey A. Williams, Acting Executive Director; Gautam Patwardhan, Authority's Engineer; **Via-Phone:** Sean McGowan, Authority's Attorney;

All Attendees Salute to the Flag.

Recognition of Visitors – No visitors in attendance.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Holley, the Board unanimously approved the Agenda set forth below.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikołajczyk – Yes; Mr. Holley – Yes;

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano, the Board approved the minutes of the March 24, 2020 Regular Monthly Meeting.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikołajczyk – Yes; Mr. Holley – Abstain;

MOTION: Upon motion of Mr. Mikołajczyk, seconded by Mr. Holley, the Board unanimously accepted Treasury Report as read.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikołajczyk – Yes; Mr. Holley – Yes;

STAFF MONTHLY REPORT

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

ENGINEERS REPORT

Engineer presented to the Board his monthly report (see attached report). No questions of the Engineer's report.

BUSINESS AGENDA

Resolution #32-20

Adoption of 2020 Proposed Sewer Rates

The Acting Executive Director stated that at the October 2019 Board meeting budget was presented and it was determined that \$486,300 of surplus has to be used in order to keep the sewer rates flat. Upon review with Authority's Engineer and Finance Manager it was determined that the Authority has to use surplus of \$473,426 to maintain a flat rate with no increase for residential users. The Acting Executive Director said that both he and LRSA Staff are recommending that the Board adopts the rates as proposed \$3.56 per one hundred cubic feet of water consumption with \$486,300 surplus applied to maintain no rate increase for the residential users and small industrial properties. Further it is estimated that an amount of \$4,880,528 for 2019 is to be collected from Residential Users and Small Industrial Properties with June 30, 2020 and September 30, 2020 as the dates for payment by all users in the City of Linden with an interest charge of one and a half percent (1.5%) per month for unpaid balances remaining after 30 days. An estimated amount of \$493,450 for 2020 will be collected from Major Industrial Users Class A, also an estimated amount of \$1,293,004 for 2020 will be collected from Major Industrial Users Class B. The Acting Executive Director concluded that it is estimated the charges to the Borough of Roselle for 2020 payable quarterly are in the amount of \$2,914,033 in accordance with the Municipal Agreement.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano the Board unanimously approved Resolution #32-20 as read and presented. (Resolution #32-20 attached)

Mayor commented that he would like to see in the future no rate increases for Major Industrial Users as well.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Resolution #33-20

Adopting an Industrial Discharge Permit Renewal to Paramount Metal Finishing Company

The Acting Executive Director stated that Paramount Metal Finishing Company has applied for an Industrial Discharge Permit renewal. They are located at 1515 West Elizabeth Ave., Linden. The draft permit was subject to public comment and no comments were received. Therefore, the Staff is recommending adoption of the permit renewal effective May 1, 2020.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #33-20 as read and presented. (Resolution #33-20 attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Resolution #34-20

Approving Resolution #34-20 of the Dock Use Agreement with Brayco Inc.

Attorney stated that on August 28, 2019 by Resolution #74-19 the Board approved the Dock Use Agreement with Brayco, Inc. Subsequent to the approval Brayco asked for additional changes mainly related to the fact that NuStar is looking to use the dock as well. Therefore, the negotiation went on between the Authority, NuStar and Brayco. Those three way negotiations are continued, basically allowing NuStar to begin using the dock once they get back to the Authority to negotiate the Agreement. In a meantime Brayco wanted to go forward with it, so

Resolution #34-20 (continued)

Approving Resolution #34-20 of the Dock Use Agreement with Brayco Inc.

they sent to the Authority signed copy of the Agreement for Board consideration today to approve the Agreement. Attorney further stated that there are no significant changes to the Agreement. When Agreement is fully executed by both parties, then Brayco can start working on the dock repairs they agreed to provide and monthly compensation for the use of the dock.

The Acting Executive Director added that due to the COVID-19 Spectraserv was not able to fix the damage dock after the accident, therefore the Authority extended additional time to Brayco for the repair of the dock.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolution #34-20 as read and presented. (Resolution #34-20 attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

BIDS & PURCHASES

Resolution #35-20

Authorizing contract amendment for Legal Services with Carlin & Ward, P.C. in the matter involving Accordia Realty Ventures, LLC

Attorney stated that by Resolution #45-19 Board awarded a contract to Carlin & Ward, P.C. to serve as Conflict Counsel to the Authority for the matter involving Accordia Realty Ventures, LLC, and the tie in of a private sewer connection to the Authority's Main Interceptor Sewer. The contract was awarded for an amount not to exceed \$4,000, however due to additional work necessary that was not foreseen, Carlin & Ward, P.C. has requested a contract increase in the amount of \$4,000 to complete these legal services. Therefore, it will bring the contract to a total not to exceed amount of \$8,000.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Holley the Board unanimously approved Resolutions #35-20 as read and presented. (Resolution #35-20 attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Resolution #36-20

Authorizing contract amendment for Annual Engineering Services with CDM

The Acting Executive Director stated that additional services were necessary from CDM Smith to ensure the successful transition to the engineering firm of Remington Vernick, who were appointed at the Authority's 2020 Annual Organizational Meeting to serve as the Authority's Annual Engineer 2020-2021. The Acting Executive Director and Staff are recommending the awarded contract with CDM Smith in the sum of \$113,310 be amended in the amount of \$4,000, increasing the contract to a total not to exceed amount of \$117,310.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead the Board unanimously approved Resolutions #36-20 as read and presented. Resolution #36-20 attached.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

LINDEN ROSELLE SEWERAGE AUTHORITY

MEETING MINUTES

April 28, 2020

Resolution #37-20

Authorizing contract amendment for Professional Engineering Services with T&M Associates

The Acting Executive Director stated that T&M Associates submitted a request for a contract amendment due to additional tasks that were not anticipated in the original scope of work. The additional tasks such: as e-builder training, e-builder submittals, air curtain, fan replacement and concrete pad will require a contract amendment in the amount of \$9,209.00. This will bring the contract total to not to exceed amount of \$183,609.00.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved Resolutions #37-20 as read and presented. (Resolution #37-20 attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Resolution #38-20

Authorizing contract amendment for Professional Engineering Services with Remington & Vernick Engineers

The Acting Executive Director stated that Remington & Vernick Engineers has submitted a request for a contract amendment in the amount of \$11,830.00 due to additional tasks that were not anticipated in the original scope of work. This change reflects actual and anticipated efforts on the additional work attributed to the access road redesign as a result of changes to the Arles gasification project. Therefore the contract total not to exceed amount will be \$157,105.00.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolutions #38-20 as read and presented. Resolution #38-20 attached.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

PUBLIC COMMENT - No Public In attendance.

BILLS AND CLAIMS

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

Operating Fund

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Operating Bills in the amount of \$942,421.69 (Resolution attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of \$354,665.44 (Resolution attached).

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

LINDEN ROSELLE SEWERAGE AUTHORITY

MEETING MINUTES

April 28, 2020

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Holley 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 12:48 P.M., Resolution #02E-20 attached)

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:55 P.M. and the regular business meeting resumed.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Meeting open to the public.

Following action has to be taken due to Executive Session.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead, the Board unanimously approved salary increase to Jeffrey A. Williams, as an Acting Executive Director for the amount of \$140,940 effective 3/21/2020.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

ADJOURNMENT

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the meeting was adjourned at 12:57 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, May 26, 2020 at 12:00 P.M. in the office of the Authority and/or via phone conference call.

RECORDED VOTE: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Holley - Yes;

Submitted by: Urszula Luzny

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

March 1, 2020 - March 31, 2020

REVENUE FUND

Non-Major User

City of Linden \$ 88,118.21

Total Non-Major User \$ 88,118.21

Municipality

\$ -

Total Municipality \$ -

Major Industry Users

PSE&G (2019 Capacity Fee) \$ 230,254.68

Cogen (2019 Capacity Fee) \$ 68,615.55

NE Linen (2019 4th Qtr.) \$ 38,589.39

Greek Development (2019 Capacity Fee) \$ 31,317.00

Paramount Plating (2019 Capacity Fee) \$ 5,496.13

Safety Kleen (2019 Capacity Fee) \$ 4,822.82

Total Major Industry Users \$ 379,096.57

Miscellaneous

PSE&G (Mo. Effluent February 2020) \$ 21,170.00

Aries - Use & Occupancy Agreement (Mar. 2020) \$ 10,847.42

City of Linden Shared Services (1st Qtr. 2020) \$ 3,000.00

General Magnaplate (Fine for Rules Violation) \$ 1,000.00

Total Miscellaneous \$ 36,017.42

Total Revenue Fund \$ 503,231.20

OPERATING FUND

Northfield Transfer \$ 700,000.00

Aries Clean Energy (Reimbursement) \$ 8,473.12

Total Operating Fund \$ 708,473.12

ESCROW ACCOUNT

Greek Development (formerly LPH) \$ 65,011.03

JVM Sales \$ 16,384.63

IMTT Pipeline \$ 15,000.00

EWA Linden 4050 LLC (formerly Accordia) \$ 9,253.43

Linden Renewable Energy \$ 10,000.00

Geosyntec NuStar \$ 5,000.00

Aries Clean Energy \$ -

Escrow Bal. as of 3/31/20 \$ 120,649.09

Report to the Board

April 2020

Highlighting Departments

Administrative

We are working the staff at reduced levels due to the virus those that can are working part of the time in the office and then from home Lab, operations and maintenance are working at 50% levels working one week on one week off.

Financial Disclosure Statements 2020 were distributed

Construction projects

- Project #1: Phase V Building Improvements (T&M Associates)
- Project #2: Flood Mitigation (Alaimo) Is in design phase
- Project #3: Thickening Facilities Is nearing design completion the project will require a modification of our air permit
- Project #4: Bar Screen Replacement (RVE) Near design completing Aries entrance way is holding up the final design

Project #5: UV Disinfection (CDM Smith) Just received the final version of the UV Disinfection System Design Criteria

- Project #6: Emergency Generator Switchgear
- Project #8: Aries Sludge Gasification (ARIES)
- Energy Curtailment we found out that we need to issue an RFP for this. We Would be too late for this year but we will issue for 2021.

Operations:

1. Plant performance – The plant operated well during March 2020 meeting all permit limits.
2. We did not barge in March
3. Flows were an average 10.6 bMGD with maximum daily flow of 20.4
4. MGD
5. We are working at reduced staff due to the virus protocols.

Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers
3. rebuilt C2 primary sludge pump and V11 pumps
4. checked gas meters
5. Heat exchanger #1 were reinspected it passed and was put back on line
6. Serviced flow meters
7. cleared roof drains
8. We are working our maintenance staff at 50% alternating weeks due to the Virus protocol.

Laboratory:

1. Mercury samples were sent to outside lab and the results came back as Non-Detect.
2. All monthly quality controls were completed
3. Quarterly checks and QC QA were completed
4. We are currently analyzing fewer than normal samples due to reduced monitoring frequencies covid 19 lab personnel plan. NJDEP has put out a reduced testing schedule for the facilities
5. Bioassay was performed in March and was good.

Monitoring

NJPDES permit renewal was submitted March 30,2020

Working on air permit language with NJDEP

RVE is working on our air statement

IPP

No annual IPP inspections of the major permitted industries were conducted due to precaution for the virus

General Magnaplate announced that they have shut down the Linden Location The final inspection was conducted.

Permit renewal applications sent to D'Angelo , B&B Electroplating

Received Paramount permit renewal for approval

Industrial flow contribution in Feb was 20.4 which is 12% less than in January.

Audit

The 2019 Audit is almost complete The auditors have been notified that we are ready for them to come back and finish up. Due to the Virus this has been delayed.

Sewer Rates

The Rate Setting is scheduled for the April Board meeting and billing is expected to be issued by the City of Linden on or about May 31.

Business Department

Expenditures

Currently O &M expenses YTD as of March 2020 are \$2,270,775 or approximately 24.54% of the the annually budgeted O&M.



Respectfully Submitted,
Jeffrey A. Williams Superintendent



**REMINGTON
& VERNICK
ENGINEERS**

RVE HQ:
232 Kings Highway East
Haddonfield, NJ 08033
O: (856) 795-9595
F: (856) 795-1882

April 21, 2020

Mr. Jeffrey A. Williams
Superintendent
Linden Roselle Sewerage Authority (LRSA)
P.O. Box 4118
5005 South Wood Avenue
Linden, NJ 07036

**Re: Linden Roselle Sewerage Authority
Engineer's Report for March 2020**

Dear Jeff:

Enclosed for review by the Board and Authority staff is our Engineer's Report covering activities and events that have transpired since our February report.

Should you have any questions, please do not hesitate to contact me.

Sincerely yours,

REMINGTON & VERNICK ENGINEERS

By

Gautam S. Patwardhan, PhD., P.E.
Project Manager

**LINDEN ROSELLE SEWERAGE AUTHORITY
MEETING DATE: April 28, 2020**

1. TRUST AGREEMENT SERVICES

No active projects at this time.

2. STUDY & REPORT SERVICES

Rate Calculation for Fiscal Year 2020

RVE reviewed the 2020 budget and industry projections in order to establish rates for the 2020 fiscal year. A report was submitted to the Authority via email on April 1, 2020.

NJPDES Permit Renewal Application Review

RVE reviewed a NJPDES Permit Renewal Application, prepared by LRSA, for accuracy and completeness. The review findings were submitted to the Authority via email on March 23, 2020.

2019 Annual Air Emission Statement

RVE is working on the Annual Air Emission Statement for LRSA. A final statement for review will be available before May 31, 2020.

Air Permit Modifications

RVE will submit a proposal to assist the Authority in modifying the existing air permit before the next Board meeting, scheduled for May 26, 2020. Prior to submitting the proposal, RVE will contact DEP to determine specific requirements, if any.

3. DESIGN/BID SERVICES

Bar Screen Replacement

RVE is updating the final design drawings and specifications. A change of scope request is being submitted for the Authority’s review and approval during the March 28, 2020 Board meeting. The change of scope is being requested to cover partial costs for the additional work attributed to the access road redesign as a result of changes to the Aries Energy Site Layout. RVE is currently working on the redesign and will absorb some of the costs associated with the redesign in the original proposal.

4. CONSTRUCTION SERVICES

No active construction services being provided at this time.

5. PROPOSALS

Change of Scope request submitted to the Authority for the Bar Screen Replacement & Screenings Conveyance Improvements at the March 28, 2020 Board meeting.