

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, August 22, 2018 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority.

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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 12/29/17 to the Local Source, Star Ledger, Home News Tribune, and to the municipal clerks of Linden and Roselle for posting in a public place.

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Chairman stated that Vice-Chairman Robert Sadowski resigned as of yesterday and Linden City Council appointed Mayor Derek Armstead as a Member of the Linden Roselle Sewerage Authority.

**Present:** George Vircik, Chairman; Edward Mikolajczyk, Treasurer; Jamel Holley, Member; Reginald Atkins, Alternate Member; Derek Armstead, Member;

**Late:** Ralph Strano, Alternate Member;

**Attending:** David G. Brown, Executive Director; Jeffrey A. Williams, Superintendent; Richard Rudin, Weiner Law Group; Tom Laustsen, CDM Smith Co.;

**Visitor:** Chris Kidd, Aries Company;

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Holley the Board unanimously approved to appoint Mr. Holley as an acting Secretary for this meeting.

**MOTION:** Upon motion of Mr. Holley, and seconded by Mr. Armstead the Board unanimously approved to appoint Mr. Mikolajczyk as an acting Vice-Chairman for this meeting.

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

**MOTION:** Upon motion of Mr. Holley, and seconded by Mr. Vircik, the Board approved the minutes of the July 25, 2018 Regular Board Monthly Meeting Minutes. Mr. Armstead abstained from the vote.

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Vircik, 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).

Mr. Rudin asked in regards to the Grasselli Bridge construction if the Authority engineer is monitoring that construction project. Tom Laustsen stated that he is involved and attending construction meetings for this project. Mr. Rudin asked in regard to professional fees for this project. The Executive Director stated that the Authority has monies in the escrow account for this project. Chairman ask question in regard to Blue Apron. The Executive Director reported that the Authority had a hearing with Blue Apron. The Superintendent served as the Hearing Officer and Edward Majeski represented Authority and they all concurred that there will be a \$1,000 fine for their violation due to exceedances of Oil and Grease. The Superintendent added that as of yesterday Blue Apron's pretreatment unit came online.

No other questions of the Executive Director's report.

**SUPERINTENDENT'S REPORT**

Superintendent presented to the Board his monthly report (see attached report).

Superintendent added to his report that next Tuesday the Authority is scheduled for a collection system inspection by the EPA.

No other questions of the Superintendent's report.

**BIDS AND PURCHASES**

**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 is 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 disposal of Authority's surplus equipment.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, 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 #47-18 attached)

Mr. Strano arrived at 12:17 PM

**Award of Contract to T&M Associates for Design and Bid Engineering Services for Phase V Buildings Improvement Project**

The Authority had previously awarded a contract by Resolution #26-18 to T&M Associates, who had been qualified under a fair and open process to provide general engineering services, to provide a Study/Planning Document for the Phase V Buildings Improvements Project. The Authority determined that numerous structural improvements needed to be made to multiple structures and buildings that were leaking and/or exhibiting signs of deterioration on their exterior façade. The need for these improvements had been identified in the Annual Plant Inspection. T&M Associates has submitted a comprehensive proposal for these services in the amount of \$135,500. Therefore, the Executive Director and Staff are recommending that the Board award a contract to T&M Associates for Design and Bid Engineering Services for Phase V Buildings Improvement Project in the amount of \$135,500.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Holley, the Board unanimously approved Resolution awarding a contract to T&M Associates for Design and Bid Engineering Services for Phase V Buildings Improvement Project in the amount of not to exceed \$135,500. (Resolution #48-18 attached)

**ENGINEERS REPORT**

Tom Laustsen added to his written report that Exxon/Mobil proposed capping/remediation at the Exxon refinery property. CDM Smith has contracted with National Water Main Cleaning Company to televise the portion of the line that crosses under the cap. Several conference calls were held to coordinate the televising. Tom stated that the work was completed.

Tom stated that in regards to the JVM Property, CDM Smith reviewed the geotechnical report from the borings that were performed adjacent to the Main Interceptor. A memorandum was prepared summarizing the findings and recommendations that should be implemented as part of the design of the building foundation and also construction procedures that should be followed during construction. Tom had a conversation last week with JVM engineer and gave some clarification on the foundation design. There were no questions of the engineer.

**PUBLIC COMMENT**

No comment from the public.

**BILLS AND CLAIMS**

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

**Operating Fund**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved payment of the Operating Bills in the amount of \$645,615.08 (Resolution attached).

**Renewal and Replacement Fund**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Holley the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$16,889.70 (Resolution attached).

Tom Laustsen and Chris Kidd left the meeting due to Executive Session.

**EXECUTIVE SESSION**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk 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 12:30 P.M., Resolution #06E-18 attached).

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:37 P.M. and the regular business meeting resumed.

Meeting open to the public. Tom Laustsen joined the meeting.

The following actions has to be taken by Motion:

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Executive Director to promote Edward Majeski, IPP Coordinator effective November 1, 2018 to Acting Environmental Compliance Manager while also continuing to serve as the IPP Coordinator for a three (3) month evaluation period, receiving a 10% salary increase, which is \$89,912. Effective February 1, 2019, his salary would be \$116,419 as the permanent Environmental Compliance Manager and IPP Coordinator.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Executive Director and Superintendent to promote Athina Ramadani effective August 24, 2018 for the position of Laboratory Manager and Supervisor for a three (3) month evaluation period receiving a 10% salary increase, which is \$73,487. Effective November 24, 2018 her salary would be \$74,399.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Holley, the Board unanimously approved recommendation of the Executive Director and Superintendent to have a Special Board Meeting in regard to the Aries project on 9/5/2018 at 12 Noon.

Mr. Holley welcomed aboard Mayor Armstead as a Board Member to the Linden Roselle Sewerage Authority.

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Vircik, the meeting was adjourned at 12:44 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, **September 26, 2018 at 12:00 P.M.** in the office of the Authority.

**THE LINDEN ROSELLE SEWERAGE AUTHORITY**

**MONTHLY RECEIPTS**

*July 1, 2018 - July 31, 2018*

**REVENUE FUND**

**Non-Major User**

City of Linden 897,977.20

Safety Kleen (Clean Harbors) 15,659.73

**Municipality**

0.00

**Major Industry Users**

0.00

**Miscellaneous**

PSE&G (Mo. Effluent June-18) 20,481.50

**Total Revenue Fund \$934,118.43**

**OPERATING FUND**

Northfield Transfer 740,000.00

**Total Operating Fund \$740,000.00**

**Linden Property Holding Escrow Account**

Beginning Balance as of 07/01/18 78,140.71

LPH Negotiations & Agreement for Easements/Licenses 0.00

**Ending Balance as of 07/31/18 \$78,140.71**

**LINDEN ROSELLE SEWERAGE AUTHORITY  
EXECUTIVE DIRECTOR'S REPORT  
August 22, 2018**

**ADMINISTRATIVE ACTIVITIES**

**1. P-Card**

P-Card Training has begun and expected use of the cards in 30-60 days.

**DEPARTMENTS**

**A. Monitoring Department**

1. All EPA and NJDEP reports were completed and submitted on time.
2. On July 26, 2018, Blue Apron requested an additional change of the installation of their pretreatment system. The Authority approved the request and the new installation due date is December 15, 2018, with full operation by January 1, 2019.
3. PSEG Effluent Reuse is down from an average of 3.43 MG in 2017 to 2.71 MG in 2018.
4. The rainfall for July 2018 was 6.62". The rainfall for 2018 is up at 29.05" as compared to last year, 2017 at this time it was 25.72".
5. Meeting with Capital Food on August 8, 2018 to discuss issuing a wastewater discharge permit. The permit application is due on December 15, 2018.
6. Grasselli Bridge Pre-Construction meeting was held on August 1, 2018. Construction is scheduled to begin at the end of August 2018.
7. Tremley Point Trucking Terminal is seeking to hook a new private sanitary sewer line into the Authority's POTW.

**B. BUSINESS DEPARTMENT**

**1. Revenue**

Residential billing revenue in the amount of \$896,947.19 was received in July 2018 along with \$1,808.13 in interest payments and \$2,607.02 in prepayments.

**2. Expenses**

Currently O & M Expenses YTD as of July 31, 2018 is \$5,662,106.12 or approximately 60.02% of the total annual budget for O & M.

Respectfully submitted,

  
David G. Brown II  
Executive Director

# Superintendents Report to the Board

## August 22, 2018

### Highlighting Departments

#### Operations:

1. Plant performance - The plant operated well during July 2018 meeting all permits limits. See attached
2. We are still seeing higher than normal BOD influent readings both in concentration and loading.
3. Our flows averaged 12.4 MDG with a peak Max daily flow of 17.5 MGD
4. We Barged in July
5. Our grit is averaging 23 Ton/Month with is higher than normal of 20 tons/month

#### Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Removed worn C3 pump (primary) for over haul
3. Dropped primary tank 1 removed links of chain from each pass to remove slack from chain
4. Extensive grounds keeping at plant roselle meter and Main St PS.
5. Unclogged pump #2 at Allen st PS.
6. Main St PS inlet line jetted and TVed by linen DPW Found heavy grease build up DPW cleaned line.
- 7 .Serviced all 6 blower cores cabinets and harmonic filters. Changed all inlet filters including filter outside building

#### Laboratory:

1. We are experiencing a baseline drift with the AA. The unit was serviced we will keep an eye on the unit.
2. Mercury samples were sent to outside lab and the results came back as Non-detect.
3. All SOPs (except Fecal coliform) were reviewed and updated to reflect our procedures.
4. The QA/QC Manual has been updated to reflect reporting changes.
5. The monthly QA was completed and all of the second quarter QA for 2018 has been completed.
6. We are looking to dispose of all the expired chemicals and hexane waste this coming month. Cost is about \$1900.



Respectfully Submitted,  
Jeffrey A. Williams