

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, August 23, 2017 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 12/29/16 to the Local Source, Star Ledger, Home News Tribune, and to the municipal clerks of Linden and Roselle for posting in a public place.

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**Present:** George Vircik, Chairman; Robert Sadowski, Vice-Chairman; Edward Mikolajczyk, Treasurer; Emerito Ruiz, Alternate Member and Reginald Atkins Alternate Member-via conference call;

**Late:** Jamel Holley, Member;

**Attending:** Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Margaret Miller, Labor Attorney; Thomas Laustsen, CDM Smith, Co.

Chairman nominated Mr. Ruiz as a Secretary of the Linden Roselle Sewerage Authority; Mr. Ruiz accepted.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board unanimously appointed Mr. Ruiz permanently as a Secretary and Voting Member for this meeting.

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

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the July 26, 2017 Executive Session.

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the July 26, 2017 Regular Board Monthly Meeting.

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

Tom Laustsen left the meeting due to Executive Session.

### EXECUTIVE SESSION

**MOTION:** Upon motion of Mr. Mikolajczyk, 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 12:05 P.M., Resolution #09E-17 attached).

Mr. Holley arrived at 12:22 P.M. and became a voting Member.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Executive Session was closed 12:50 P.M. and the regular business meeting resumed.

The following actions has to be taken by Motion:

**MOTION:** Upon motion of Mr. Holley, and seconded by Mr. Mikolajczyk, the Board unanimously approved revision of the Hiring Policy in regards to discontinuing requirements of the S-1 New Jersey Wastewater Operators License for Shift Operators. However, candidate(s) applying for Shift Operator must obtain the S-1 NJ Wastewater Operator License through assigned courses: Wastewater Part I and Part II, then take State Exam within a 2 year period. Candidate(s) currently possessing an S-1 NJ Wastewater License will have a preference in hiring process. Candidate(s) for Shift Operator will be given a contract to obtain the S-1 License, if requirements not obtained within a 2 year period there will be an automatic discharge.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board unanimously approved the interviews for Superintendent and the Executive Director on August 30 and 31, 2017 and September 12 and 14, 2017. Interview Panel will consist of the Executive Director and all the Board Members.

## **BUSINESS AGENDA**

### **EXECUTIVE DIRECTOR'S REPORT**

The Executive Director presented to the Board his monthly report (see attached report). In addition the Executive Director stated, that Rich Rudin, Authority's Attorney is already discussing some legal conditions with Spectraserv attorney to protect Authority from a third party law suit. Mr. Rudin added that he had a conversation with the Insurance Broker on this issue and the insurance policy will state that the Authority will be covered in that event. Further, Mr. Rudin said that the Authority will request a Certification Statement to confirm coverage.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board unanimously approved Amending a Contract for Sludge Disposal with Spectraserv starting immediately to transport Authority's sludge disposal to Passaic Valley Sewerage Authority.

## **BIDS AND PURCHASES**

### **Recommendation to Award 2017 Auditor's Contract**

Sealed proposals to provide Audit Services were solicited through a fair and open process and were publicly opened on July 27, 2017. Only one submission was received from Suplee, Clooney & Company. The proposal was reviewed by Authority's Staff and it was determined that the submission was complete and the proposer was deemed qualified in accordance with the submission requirements in Authority's Request for Qualifications. Suplee, Clooney & Company most recently performed these services for the 2015 and 2016 fiscal years and the Authority was very satisfied with their services. Therefore, the Executive Director and Staff are recommending, as it is in the best interest of the Authority, that the Board award a contract to Suplee, Clooney & Company to provide Audit Services to the Authority for 2016-2017 in the amount of not to exceed \$28,300.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution recommending to award of a contract to Suplee, Clooney & Company to provide Audit Services to the Authority for 2017 fiscal year in the amount of not to exceed \$28,300, as it is in the best interest of the Authority. (Resolution #38-17 attached)

**Adoption of an Industrial Discharge Permit Modification to Merck Sharp & Dohme Corporation**

The Merck Sharp & Dohme Corp. applied for an industrial discharge permit modification in accordance with the requirements of the Authority's Rules and Regulations. A written request was received June 28, 2017 to increase their flow limit from 0.50 million gallons per day (MGD) to 0.75 MGD. Merck is in the process of installing a new cooling system for their powerhouse. During the interim, which is expected to last 9 months, Merck is seeking a temporary increase to their present flow limit. The start-up date is expected to coincide with the adoption of the permit modification scheduled for August 23, 2017. This increase is reasonable, as there remains 3.72 MGD in reserve flow capacity for the LRSA POTW. The draft permit modification was subject to 30-day public comment. One comment was received from Merck in order to update their Authorized representative information. That comment has been addressed. Therefore the Executive Director and Staff are recommending that the Board adopts Discharge Permit Modification to Merck Sharp & Dohme Corporation effective September 1, 2017.

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikołajczyk, the Board unanimously approved Resolution authorizing Adoption of an Industrial Discharge Permit Modification effective September 1, 2017 to Merck Sharp & Dohme Corp. (Resolution #39-17 attached).

**ENGINEERS REPORT**

There were no questions of the engineer.

**PUBLIC COMMENT**

There were no public in attendance.

Mr. Sadowski asked if the Authority has in place an emergency evacuation plan. The Executive Director stated that the Authority has an evacuation plan, however it is not exactly a perfect one, like we would like to have it. This is due to Public Service and Exxon Mobil extremely tied up security system.

**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. Sadowski, the Board unanimously approved payment of the Operating Bills in the amount of \$449,625.47 (Resolution attached).

**Renewal and Replacement Fund**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Sadowski the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$154,053.29 (Resolution attached).

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikołajczyk, the meeting was adjourned at 1:15 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **September 27, 2017 at 12:00 P.M.** in the office of the Authority.