

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, December 22, 2020 at 12:00 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; Edward Mikolajczyk, Treasurer;
Virtual: Derek Armstead, Secretary; James Moore, Alternate Member;
Absent: Jamel Holley, Vice-Chairman; Reginald Atkins, Alternate Member;
Attending: Jeffrey A. Williams, Acting Executive Director; Gautam Patwardhan, Authority's Engineer; and **Virtual:** Sean McGowan, Authority's Attorney;

All Attendees Salute to the Flag.

Recognition of Visitors – virtual Denise Garner from Grand Engineering;

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, the Board unanimously appointed Mr. Moore as a voting Member for this meeting.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

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

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

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

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano, the Board unanimously approved the minutes of the November 24, 2020 Executive Session.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

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

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

ACTING EXECUTIVE DIRECTOR'S MONTHLY REPORT

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

Director added to his report that Authority's Attorney will be working on policy in regards a new State Law to legalize recreational marijuana with a zero tolerance on the job. All Board Members agree to have a policy in place with a zero tolerance on the job.

ENGINEERS REPORT

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

BUSINESS AGENDA

Resolution #74-20

Adoption of the 2021 Authority Budget

Chairman read Resolution #74-20 adoption of the 2021 Authority Budget.

Chairman stated that he does see overall 1% or \$90,000 increase in the budget and asked for an explanation why such a big increase and from where the Authority will get the money. Chairman added that he is not ready to vote on this budget, he expected a flat budget for this year.

Mayor stated that the City has a reputation for reducing City's budget for the past 4 years, in fact the City is reducing taxes. Mayor stated that this is not acceptable and what can be done to reduce the budget.

Executive Director stated that the Authority is in the process of changing sludge production, next year we will be switching over to Aries, which will increase our sludge production and our cost, while we are shutting down the units that is when Authority will start to save money. However, at this time we do not know when Authority will be switching to Aries, therefore we do not know when we are shutting down our process.

Furthermore, Director said that there will be NO sewer rate increase for 2021 bills. The Authority will use money to offset from reserve account to cover the increase.

Chairman concluded that with above explanation and as long as there is no increase for sewer rates next year, he feels comfortable to vote on this budget, along with Mayor and the Board.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved Resolution #74-20 as read and presented (Resolution attached).

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

Resolution #75-20

Appointment of Affirmative Action Officer

Chairman presented Resolution #75-20 appointment of Affirmative Action Officer, which is Mary Richers to this position for 2021.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved Resolution #75-20 as read (Resolution attached).

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

Resolution #76-20

Approving Settlement of Worker' Comp Litigation with Anthony Rotola

Chairman presented Resolution #76-20 authorizing approval settlement of Worker's Comp Litigation. Attorney added that this resolution is a memorialization of what was approved at last month Board Meeting during the Executive Session.

Resolution #76-20 (continued)

Approving Settlement of Worker' Comp Litigation with Anthony Rotola

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano the Board unanimously approved Resolution #76-20 as read (Resolution attached).

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

Approval of 2021 Board Meeting and Personnel Committee Meeting Dates

The proposed monthly Board Meeting dates for 2021 to be held at 12:00 Noon were presented and approved; also proposed monthly Personnel Committee Meeting dates to be held at 9:30 AM were presented and approved as well.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead the Board unanimously approved the 2021 Board Meeting and Personnel Committee Dates.

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

BIDS & PURCHASES

Resolution #77-20

Awarding Payroll Services

Chairman presented Resolution #77-20 awarding a contract to ADP, Inc. to provide Payroll Services for the sum of not to exceed \$15,659.60 for two-year period.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolution #77-20 as presented (Resolution attached).

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

Resolution #78-20

Authorizing award of a Contract to Upgrade the Authority's SCADA System

Chairman presented Resolution #78-20 awarding a Non-Fair and Open contract to upgrade Authority's SCADA System to Pumping Services, Inc. for the not to exceed amount of \$19,300.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #78-20 as read (Resolution attached).

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

Resolution #79-20

Awarding a Contract to GLEC for New Jersey Harbor Discharge Group

Chairman presented Resolution #79-20 awarding a contract to GLEC for Technical Advisory Services to the New Jersey Harbor Discharge Group for the total amount of \$91,000, of which the LRSA share is \$6,115.20.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Moore the Board unanimously approved Resolution #79-20 as presented (Resolution attached).

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

*LINDEN ROSELLE SEWERAGE AUTHORITY
MEETING MINUTES
December 22, 2020*

PUBLIC COMMENT – No comment from the public.

Virtual visitor Denise Garner left the meeting due to Executive Session.

Engineer left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Armstead, 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 12:48 P.M., Resolution #08E-20 attached)

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Executive Session was closed 1:04 P.M. and the regular meeting resumed.

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

Meeting open to the public. No public in attendance.

The following action to be taken:

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead, the Board unanimously approved two requests 30-day Leave of Absence for Authority's employee Tyler Wiewiorski due to his personal illness without pay. The first (1st) LOA is from 11/30 to 12/29/2020 and the second (2nd) LOA is from 12/30/2020 to 1/29/2021.

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

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. Strano, seconded by Mr. Armstead the Board unanimously approved payment of the Operating Bills in the amount of \$407,836.99 (Resolution attached).

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of \$47,161.94 (Resolution attached).

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

ADJOURNMENT

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:08 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, January 26, 2021 at 12:00 P.M. in the office of the Authority and/or virtual / via phone conference call.

RECORDED VOTE: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Mikolajczyk – Yes; Mr. Moore – Yes;

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

November 1, 2020 - November 30, 2020

REVENUE FUND

City of Linden 144,058.31

Non-Major User

0.00

Municipality

0.00

Major Industry Users

0.00

Miscellaneous

PSE&G (Mo. Effluent October & November-20) 42,340.00

City of Linden Shared Services (4th Qtr. 2020) 3,000.00

Total Revenue Fund \$189,398.31

OPERATING FUND

Northfield Transfer 625,000.00

Aries Clean Energy (Reimbursement) 7,000.00

Total Operating Fund \$632,000.00

Escrow Account

Greek Development (formerly LPH) 63,986.55

JVM Sales 16,384.63

IMTT Pipeline 14,422.50

Linden Renewable Energy 9,120.26

Geosyntec NuStar 5,000.00

EWA Linden 4050 LLC (formerly Accordia) 2,548.95

Aries Clean Energy 0.00

Ending Balance as of 11/30/20 \$111,462.89

Report to the Board **December 22, 2020**

Highlighting Departments **Administrative**

Construction projects

- Project #1: Phase V Building Improvements (T&M Associates)
- Project #2: Flood Mitigation (Alaimo)
- Project #3: Thickening Facilities
- Project #4: Bar Screen Replacement (RVE)
- Project #5: UV Disinfection (CDM Smith)
- Project #6: Emergency Generator Switchgear
- Project #7: Aries Sludge Gasification (ARIES)

Operations:

1. Plant performance – The plant operated well during November 2020 meeting all permit.
2. Flows were an average 10.33 MGD with maximum daily flow of 19.0 MGD.
3. We are seeing some our best plant effluent with an average TSS of 4 mg/l and BOD of 4 mg/l both with a 98% removal rate.
4. This year has seen a reduction in electric usage, and chemical usage. Due both operational changes and the reduction of BOD coming into the facility.

Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers.
3. Ladder inspection reviewed that 4 ladders needed to be replaced.
4. Pump station inspections were done.
5. Fixed UV drain valve.
6. All flow meters were inspected and calibrated.

Laboratory:

1. The mercury samples were all non-detect.
2. The monthly and quarterly quality control were completed.
3. BOD incubator malfunction caused an invalidation of some samples.
4. Ammonia and Oil and Grease are continuing to be contracted out.

Monitoring

Permit:

RVE working to revise the Air Permit regarding the grit upgrades and other minor items.

RVE is researching the request for a Permit Modification for the Reuse Water, requested by Aries.

RVE is working to modify our existing Residuals Permit as it relates to Aries.

IPP

The TRNG Energy draft permit is in skeleton format and is awaiting an evaluation by Mott MacDonald.

A notice of violation was issued to PSE&G on December 9, 2020 for a COD exceedance that occurred in October. This exceedance was confirmed by the LRSA lab and confirmed the violation.

The Aries discharge permit is in draft form and has been published for public notice on December 3, 2020.

A notice of Violation was issued to Blue Apron for an Oil and Grease violation which occurred in September 2020.

A Notice of Violation was issued to Unitex for failure to monitor for Cyanide during their October 2020 reporting period.

Unitex requested an extension to their discharge permit renewal application, which was due November 30, 2020. The extension was granted to December 31, 2020.

Industrial flow contribution in September was 21.74% down from August at 25.4%
The July 2020 Industrial BOD Load contribution decreased from 7.6% to 7.1%.

Collection System:

The color and manhole checks in areas were conducted.

Health and Safety

Face coverings are mandatory at all time unless you are alone in your own office.

We continue to do training via the NJMEL online.

Lockouts / Tagout training was provided.

NuStar completed their monitoring to evaluate any spread of any contaminants. The results indicate no intrusion. The results did show other Volatile Organic Compounds. We have forwarded the report to our Safety Consultant for further assessment.


Business Department

Expenditures

Currently O &M expenses YTD as of November 30, 2020 were \$7,231,787 or approximately 78.14% of the annually budgeted 2020 O&M. This is 13.57% below the 91.67% expected at his point.

We received notification from the State Division of Local Government Services that our 2021 Budget was approved. It will be reviewed and adopted by the Board at the December Board Meeting.

A loan requisition package for the Phase V Building Improvements Project in the amount of \$1,264,960 was submitted to the H2Loans Team for their review. That requisition was approved and received on November 16, 2020.



Respectfully Submitted,
Jeffrey A. Williams
Acting Executive Director



**REMINGTON
& VERNICK
ENGINEERS**

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

December 18, 2020

Mr. Jeffrey A. Williams
Executive Director
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 November 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 November 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: December 22, 2020**

1. TRUST AGREEMENT SERVICES

2020 Annual Facility Inspection ongoing.

2. STUDY & REPORT SERVICES

SWPPP Plan

RVE is working with LRSA to update the Stormwater Pollution Prevention Plan.

2020 Annual Inspection

RVE is working with LRSA to perform the 2020 Annual Inspection.

Permit Modifications

RVE is preparing applications to modify LRSA's Air, sludge, and Beneficial Reuse Permits.

User Charge System Biennial Review

RVE is working with LRSA to perform the biennial User Charge Review.

3. DESIGN/BID SERVICES

Bar Screen Replacement

Final drawing set and specifications were submitted. A Soil Erosion & Sediment Control (SESC) Permit Application will be submitted in January 2021.

4. CONSTRUCTION SERVICES

No active construction services being provided at this time.

5. PROPOSALS

1. None