

ANNUAL ORGANIZATIONAL MEETING

TIME: 12:00 P.M. February 24, 2016

PLACE: Board Room of the Linden Roselle Sewerage Authority

PURPOSE: To elect Officers of the Board and appoint Professional Consultants

CALL TO ORDER

Chairman announced that public notice of time and date of the Organizational Meeting has been duly executed in accordance with the Open Public Meeting Act at least 48 hours prior to the meeting. Notification was given to The Progress, the Home News Tribune, and to the municipal clerks of Linden and Roselle for posting in a public place.

Present: Frank Koczur, Chairman; John Sheehy, Secretary; Edward Mikolajczyk, Member; Robert Sadowski, Member; Yves Aubourg, Alternate Member;

Absent: George Vircik, Alternate Member

Attending: Gary Fare, Executive Director; Richard Rudin, Board Attorney; Tom Laustsen, CDM Smith;

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

ELECTION OF OFFICERS

The Nominating Committee, Mr. John Sheehy proposed the following Slate of Officers positions for the year 2016.

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution #06-16 (attached) and accepted the following Slate of Officers for 2016:

Mr. Koczur, Chairman; Mr. Sheehy, Vice Chairman;
Mr. Mikolajczyk, Treasurer; Mr. Sadowski, Secretary;

The Executive Director reported that, as usual, the Authority advertised under the Fair and Open Process in soliciting and selecting our Professionals.

PROFESSIONAL SERVICES

Awarding Annual Professional Engineering Services

Seven engineering firms submitted proposals. All proposals submitted by the engineering firms have been reviewed by the Executive Director and Staff. The two lowest cost proposals received were both qualified to provide all the Annual Engineering Services tasks the Authority requested. After reviewing both submissions pertaining to this task, it was the recommendation of the Committee (Executive Director and Staff) that it is in the best interest of the Authority to award the contract to CDM Smith in the sum of \$104,030. The Authority has been very satisfied with the level of service in the past and their depth of knowledge regarding the Authority's operations.

PROFESSIONAL SERVICES (continued)

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee that CDM Smith be awarded the contract as the Authority's Annual Engineering Consultant in the sum of \$104,030. (Resolution #07-16 attached)

Qualifying Consultants for General Engineering Services

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Sheehy, the Board unanimously approved the Resolution for Qualification of Consultants for General Engineering Services qualifying those Consultants who submitted proposals. (Resolution #08-16 attached).

Qualifying Consultants for Water Quality Services

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution for Qualification of Consultants for Water Quality Services qualifying those Consultants who submitted proposals. (Resolution #09-16 attached).

Awarding Professional Water Quality Consultant Services

Two engineering firms submitted proposals for Water Quality Consultant Services and were qualified to provide the services as is reflected with Qualification of Consultants for Professional Services for Water Quality Consultant Services (Resolution #09-16). All proposals submitted by the engineering firms have been reviewed by the Committee. There is a recommendation and a resolution awarding the Water Quality Consultant Services made by the Committee as it is in the best interests of the Authority to be awarded to Hatch Mott MacDonald in the sum of \$17,290. Hatch Mott MacDonald has the experience and most closely meets the specialized needs of the Authority. These services are on as needed basis only.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee that Hatch Mott MacDonald be awarded the contract for Water Quality Consultant Services as on needed basis, as it is in the best interest of the Authority in the sum of \$17,290. (Resolution #10-16 attached)

Qualifying Firms for Professional Legal Services

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution qualifying those firms who submitted proposals. (Resolution #11-16 attached)

Awarding Professional Legal Services

Four proposals from Legal firms were received. The proposals were reviewed and it was determined that the submissions were complete and met all the submittal requirements of the RFQ. These proposals have been reviewed by the Committee (Executive Director and Staff), and it was the judgment of the evaluation Committee that a contract award to Weiner Lesniak would be in the Authority's best interest. They have consistently provided the Authority with a high level of service and as the range of the hourly billing rates for all of the firms does not vary significantly, the retention of Weiner Lesniak provides the Authority with the continuity and experience needed in regard to ongoing legal issues. The Executive Director and staff are recommending awarding Professional Legal Services contract to Weiner Lesniak, LLP in the amount of not to exceed \$120,000 for Annual Legal Services.

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PROFESSIONAL SERVICES (continued)

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee that the Law Firm of Weiner Lesniak, LLP be awarded the Annual Agreement for Legal Services in the sum of not to exceed \$120,000. (Resolution #12-16 attached)

Information Technology Consulting Services

Two proposals from Information Technology firms were received. Submitted proposals were reviewed by the Committee and it was determined that they met all the submittal requirements of the RFQ. These services are necessary to support the Authority's computer network and provide ongoing maintenance of the Disaster Recovery Plan. Therefore, it was the recommendation of the Committee (Executive Director and Staff) that it is in the best interest of the Authority to award the contract for Information Technology Consultant Services to Aton Computing in the sum not to exceed of \$16,560. Aton Computing, Inc. is the Authority's current Information Technology Consultant and is familiar with the network. The Authority has been very satisfied with their service.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee to use Aton Computing Inc. as the Authority's Information Technology Consultants for the contract amount of not to exceed \$16,560. (Resolution #13-16 attached)

Awarding Professional Safety Consultant Services

Authority is in need to retain the services of a Safety Consultant to provide assistance with various aspects of its Safety Program. Much of the required annual safety training of employees will be conducted by the PEOSH Safety training Unit, which is at no cost to the Authority. Three engineering firms submitted proposals for Safety Consultant Services. Proposals were reviewed by the Executive Director and Staff, which was considered the review Committee. Therefore, it was the recommendation of the Committee that it is in the best interest of the Authority to award the contract for Professional Safety Consultant Services to T&M Associates, for a not to exceed amount of \$12,300. They have the most appropriate expertise in the areas of Municipal Utility Employee Health and Safety Programs.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution and a recommendation coming from the Committee to award an Annual Services Contract for Safety Consultant Services in 2016 - 2017 to T&M Associates in the sum of not to exceed of \$12,300. (Resolution #14-16 attached)

ORGANIZATIONAL RESOLUTIONS FOR ADOPTION

Designated signatures for Authority checks -

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the following persons are designated to sign Authority's checks: Mr. Frank P. Koczur, Chairman; Mr. John D. Sheehy, Vice Chairman; Mr. Edward Mikolajczyk, Treasurer; Mr. Robert Sadowski, Secretary and Mr. Gary G. Fare, Executive Director. In addition Authority's Members Mr. Yves F. Aubourg and Mr. George Vircik are designated when properly acting as Chairman, Vice Chairman, Secretary or Treasurer in that individual officer's absence. (Resolution #15-16 attached)

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ORGANIZATIONAL RESOLUTIONS FOR ADOPTION (continued)

Designated signatures for payment of salaries and wages -

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Executive Director is authorized and designated to sign such checks; and that in his absence the Authority's Chairman, Vice Chairman, Treasurer, or Secretary are authorized and designated as such signatory. Alternate Board Members are not authorized to sign unless they are acting as a Secretary, Treasurer, Vice-Chairman or Chairman. (Resolution #16-16 attached)

Designated Banks -

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution designating the Authority's banks as Northfield Bank and US Bank as Trustee dated June 7, 1984. (Resolution #17-16 attached)

Newspapers -

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution designating The Local Source, The Star Ledger and Home News Tribune as the Authority's official newspapers. (Resolution #18-16 attached)

Adjournment -

Upon motion of Mr. Mikolajczyk, seconded by Mr. Sheehy, the Organizational Meeting was adjourned at 12:20 P.M. All approved.

Submitted by:
Urszula Luzny
Board Secretary

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, February 24, 2016 commenced immediately thereafter an Organizational Meeting at 12:21 P.M. in the office of the Linden Roselle Sewerage Authority.

Chairman Koczur 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 12/31/15 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: Frank Koczur, Chairman; John Sheehy, Vice Chairman; Robert Sadowski, Secretary; Edward Mikolajczyk, Treasurer; Mr. Aubourg, Alternate;

Absent: George Vircik, Alternate Member;

Attending: Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Tom Laustsen, CDM Smith;

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

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 27, 2016 Executive Session.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 27, 2016 Regular Board Monthly Meeting.

Tom Laustsen left the board room 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 12:23 P.M., Resolution #02E-16 attached).

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:57 P.M. and the regular business meeting resumed.

The regular business meeting resumed; Tom Laustsen rejoined the meeting.

Treasurer's report accepted as read.

The following action have to be taken by Motion:

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Committee and Executive Director to promote Kaitlyn Fare to the position of Laboratory Supervisor at a starting salary of \$66,000.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Committee and Executive Director to hire Daniel Diaz as a Shift Operator with S-1 License at a starting salary of 42,319 as per Union Contract.

BUSINESS AGENDA

EXECUTIVE DIRECTOR'S REPORT

Dock Rental Proposal

The Authority was approached by Brayco, Inc. with an interest in leasing the Authority's dock. The Executive Director said that previously the Authority leased this dock for over 20 years to Northville, a few years ago they decided not to renew the agreement. The Executive Director continued that it was not the monthly compensation of \$1,100 received that was so beneficial but Northville's responsibility in the maintenance and upkeep of the dock. The Executive Director said that now this cost has been placed on the Authority which will be very costly compared to the Authority's dock usage which is 8 or 9 times a year. The Executive Director along with Authority's attorney, Rich Rudin discussed this issue and recommend drafting a lease agreement which would include some maintenance responsibilities along with a monthly fee.

The Executive Director further stated that Brayco Inc. has approved the cost for Rich Rudin to draft the lease agreement in an amount not to exceed \$6,000. Authority's Engineer along with the Executive Director are working on a scope of maintenance work required to be performed by Brayco Inc. as part of the lease conditions, also Mr. Rudin will include this into the agreement. The Executive Director will keep the Board updated.

New Customer

As anticipated, a new laundry company Unitex located at the former G.M. site will be commencing operation in June 2016. The Unitex consultant addressed all required permits with the exception of LRSA's IPP permit. The ownership would appreciate if possible to expedite the Authority's permit process. The Executive Director along with Staff will make all efforts to accommodate within reason. They will be cleaning hospital linens at this site. There may be a need to hold a Special Board Meeting to adopt their permit after the comment period to accommodate their start-up date. The Executive Director further stated that the estimated annual revenue from this customer could be up to \$150,000.

Health and Safety

- **Safety Inspection** – The Authority's Safety Consultant, T&M conducted a plant wide safety inspection on January 21, 2016. The findings were reviewed with the Operations and Maintenance Managers and a deadline of February 29 was assigned to address the cited area.
- **PEOSHA** – PEOSHA established a policy regarding onsite safety training. Before PEOSHA agrees to conduct training, a facility must be subject to a PEOSHA audit and consultation. The Safety Officer will schedule the audit with PEOSHA and the Authority's Safety Consultant.

HIGHLIGHTING DEPARTMENTS

Operations Department

➤ **Plant Performance**

The plant operated well during the month of January 2016, meeting all permit limits.

➤ **Digester #1**

The Authority has shut down this digester and is in the process of emptying the tank. The reason for this is that it has been in service for 15 years, needs cleaning and maintenance, gaskets on the cover are in need of replacement (as required in the air permit) and a drive on one of the mixers needed to be replaced. The Authority anticipated this activity and funded the work in the Capital Budget. The Executive Director said that the Authority will need to bid this work. The specifications will be developed with the efforts of CDM under their annual service agreement and the Authority Staff. The estimated cost for this work is \$70,000. The Executive Director stated that the plan is to have this work done by the end of spring.

Maintenance Department

- **Corrective Repairs and Replacements** – Installed new electric heaters in pump house; replaced hose reel on air hoist in screen house; serviced all plant manometers; heat exchanger #1 & #2 cleaned and passed inspection; sludge line jetted from gravity thickener over to digester by Oswald; repaired motorized louvers in generator building; rebuilt spare HPEW pump; also convert portable water to process water.

Monitoring Department

- **Rainfall** - January 2016 rainfall was 1.56 inches.

➤ **NJPDES Permit**

- ◆ **Annual CWEA Report 2015** – this report was filed by the February 1, 2016 due date. During 2015, \$11,000 was collected from two penalty assessments: Linden Bulk was fined \$10,000 for failure to maintain their pre-treatment system and North East Linen was fined \$1,000 for a violation of the pH limit.
- ◆ **Annual Sludge 503 Report** – this report was filed by the March 1, 2016 due date.
- ◆ **Annual Sludge Slap Report** – this report was filed by the March 1, 2016 due date.
- ◆ **Annual Sludge Waste Characterization Report** – this report was filed by the March 1, 2016 due date.

➤ **IPP Program**

Linden Bulk Transportation – the Authority's Staff had a meeting with Linden Bulk to review their draft permit. The permit has been advertised and the comment period is from February 11 to March 14, 2016. Linden Bulk did not dispute the \$1,000 penalty assessment for violations of the pH limit in October 2015. On January 25th NJDEP enforcement accompanied LRSA on a site visit to Linden Bulk. The purpose was to inspect the facility and identify the measures LBT has implemented to improve their process and minimize the impact of their discharge to LRSA.

City of Linden Landfill – the City Landfill submitted the final report of their PCB investigation on November 9, 2015, the study began in 2011. They claim that there is no remedy to reduce PCB levels in the leachate discharge. A copy of the report was sent to HMM for review, with their assessment due January 15th. Their finding is that when the material was filtered it reduced the PCB concentrations significantly. LRSA has requested that the City present the treatment options that were explored including the economic feasibility to implement treatment due March 10, 2016.

Monitoring Department (continued)

➤ **Laboratory**

The lab is pursuing certification for three new parameters. Total Petroleum Hydrocarbons, Total Dissolved Solids and Total Hardness. An application was filed with NJDEP. NJDEP issued a revised CPL with a fee of \$400. SOP's have been developed and performance samples will run as part of the 2016 study. NJDEP will conduct an audit of the lab.

Business Department

➤ **2015 Projected Expenditures and Revenues**

These projections are preliminary subject to audit report.

➤ **Expenditure Report**

The year-end expenditures are 5% below the budget reflecting a surplus of \$400,000.

➤ **Revenues**

- ◆ **Loadings** – the loadings from the Class A & B users are higher than budgeted mostly attributed to Public Service resulting in a surplus of \$100,000.
- ◆ **Capacity Fee** – the Authority implemented a new capacity fee with a rate structure and is in effect for the first year. This fee has generated \$277,000. Most of the revenue came from Public Service and Cogen. Public Service had a credit of \$185,000 from previous sewer bills, their capacity fee will be taken from this credit.
- ◆ **Reuse Effluent** – as reported last month the Authority sold more reuse water to Public Service in 2015 generating an additional \$208,000. This is the first year Public Service reached second tier of the reuse water.
- ◆ **Non Major Billing** – the total non-major billing by the City of Linden Tax Collector for 2015 was \$36,000 less than budget projections, due to lower water usage than projected.

The Authority had an excellent fiscal year with over all projected surplus for 2015 of \$900,000.

There were no questions of the Executive Director's report.

BIDS AND PURCHASES

Recommendation for Construction Management for Primary Clarifiers

The Board awarded a construction contract through the open competitive bidding process to Spectraserv Inc. in the amount of \$612,600. The award was done at the January 2016 Board Meeting for the Renovation of Primary Clarifiers. The Authority is in need of the consulting engineering firm to provide construction management services to oversee the project. The Authority is recommending that this project can be overseen jointly by the Authority Staff and an engineering consultant, which will reduce the level of effort required by the consultant. The Executive Director continued that based on past history the estimated cost proposal for this service is \$35,000. The Executive Director is seeking a decision and authorization from the Board on how to obtain/seek proposals, either from one firm or all of the pre-qualifying engineering firms.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved authorization to solicit Construction Management Services from three consulting engineer firms: CDM Smith, T&M Associates and HMM to assist the Authority on overseeing Construction Management for the Renovation of Primary Clarifiers in the amount of not to exceed \$35,000.

ENGINEERS REPORT

Tom Laustsen stated that the Linden Property Holding is moving forward with the bridge project. The bid has been advertised and construction work is anticipated to start by June. The Executive Director stated that the Authority still has in an Escrow Account for Linden Property Holding balance of \$81,031.07 for engineering and legal services, as on a needed basis.

PUBLIC COMMENT - No one from public was present.

BILLS AND CLAIMS

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

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Sheehy the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$6,403.00 (Resolution attached).

Operating Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Sheehy, the Board unanimously approved payment of the Operating Bills in the amount of \$499,032.00 (Resolution attached).

ADJOURNMENT

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:25 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **March 23, 2016 at 12:00 P.M.** in the office of the Authority.