

ANNUAL ORGANIZATIONAL MEETING

TIME: 12:00 P.M. February 22, 2017

PLACE: Board Room of the Linden Roselle Sewerage Authority

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

Executive Director announced that Chairman Frank Koczur resigned from the position on February 21, 2017 after 28 years of service to the Linden Roselle Sewerage Authority.

CALL TO ORDER

Vice 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: George Vircik, Vice Chairman; Robert Sadowski, Secretary; Edward Mikolajczyk, Treasurer; Patrick Cerra, Alternate Member; Jamel Holley, Alternate Member;

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

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

ELECTION OF OFFICERS

The Nominating Committee, Mr. Robert Sadowski proposed the following Slate of Officers positions for the year 2017. In addition, Mr. Holley was offered the Secretary position, however he declined.

Mr. Vircik, Chairman;

Mr. Sadowski, Vice Chairman;

Mr. Mikolajczyk, Treasurer;

Mr. Cerra, Secretary;

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved Resolution #04-17 (attached) and accepted the following Slate of Officers for 2017.

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

Six 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 did not provide evidence of sufficient experience with regard to Air Permit and Regulatory

Awarding Annual Professional Engineering Services (continued)

Compliance and services required as per the Trust Agreement. Although the proposal of T&M Associates was approximately \$4,200 lower than CDM Smith, it was the judgement of the evaluating Committee that the cost differential was not significant enough to warrant a change in engineering firms in light of CDM Smith's expertise regarding the Authority's operations and its air permitting issues. Therefore, it was the recommendation of the Committee that it is in the best interest of the Authority to award the contract to provide Annual Engineering Services in 2017-2018 for the not to exceed amount of \$108,910 to CDM Smith.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, 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 2017-2018 for the not to exceed amount of \$108,910. (Resolution #05-17 attached)

Qualifying Consultants for General Engineering Services

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution for Qualification of Consultants for General Engineering Services qualifying those Consultants who submitted proposals. (Resolution #06-17 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 #07-17 attached).

Awarding Professional Water Quality Consultant Services

Four 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 #07-17). All proposals submitted by the engineering firms have been reviewed by the Committee. There is a recommendation made by the Committee that it is in the best interest of the Authority to award the contract for Water Quality Consultant Services to Aquatic Sciences Consulting in the sum of \$16,500. These services are on an as needed basis only with a level of effort of 90 hours.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee that Aquatic Sciences Consulting be awarded the contract for Water Quality Consultant Services as on needed basis, as it is in the best interest of the Authority not to exceed amount of \$16,500 with a level of effort of 90 hours. (Resolution #08-17 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 #09-17 attached)

PROFESSIONAL SERVICES (continued)

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 judgement of the evaluation Committee that a contract award to Weiner Law Group, LLP 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 Law Group, LLP provides the Authority with the continuity and the depth of experience needed in regard to ongoing legal issues. The Authority has been very satisfied with the level of service they have provided. Therefore, the Executive Director and Staff are recommending awarding Professional Legal Services contract to Weiner Law Group, LLP in the amount of not to exceed \$110,000 for Annual Legal Services in 2017-2018.

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 Law Group, LLP be awarded the contract for Annual Legal Services in 2017-2018 for the not to exceed amount of \$110,000. (Resolution #10-17 attached)

Information Technology Consulting Services

Four 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 of not to exceed of \$11,730. 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 and support.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, 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 \$11,730 in 2017-2018. (Resolution #11-17 attached)

Awarding Professional Safety Consultant Services

Authority needs 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. Only one engineering firm submitted proposal for Safety Consultant Services. Proposal was reviewed by the Executive Director and Staff, which was considered the review Committee. Therefore, it was the recommendation of the Committee to award the contract for Professional Safety Consultant Services to T&M Associates, for a not to exceed amount of \$17,100. They have appropriate expertise in the areas of Municipal Utility Employee Health and Safety Programs. Also they provided an excellent level of service in prior years.

Awarding Professional Safety Consultant 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 to award an Annual Services Contract for Safety Consultant Services in 2017 - 2018 to T&M Associates in the sum of not to exceed of \$17,100. (Resolution #12-17 attached)

ORGANIZATIONAL RESOLUTIONS FOR ADOPTION

Designated signatures for Authority checks -

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the following persons are designated to sign Authority's checks: Mr. George R. Vircik, Chairman; Mr. Robert Sadowski, Vice Chairman; Mr. Edward Mikolajczyk, Treasurer; Mr. Patrick J. Cerra, Secretary and Mr. Gary G. Fare, Executive Director. In addition Authority's Alternate Member(s) Mr. Jamel C. Holley is designated when properly acting as Chairman, Vice Chairman, Secretary or Treasurer in that individual officer's absence. (Resolution #13-17 attached)

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 #14-17 attached)

Designated Banks -

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution designating the Authority's depository banks as Northfield Bank and US Bank as Trustee under the Trust Agreement dated June 7, 1984. (Resolution #15-17 attached)

Newspapers -

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution designating The Local Source, The Star Ledger and Home News Tribune as the Authority's official newspapers. (Resolution #16-17 attached)

Adjournment -

Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Organizational Meeting was adjourned at 12:21 P.M. All approved.

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, February 22, 2017 commenced thereafter an Organizational Meeting at 12:22 P.M. in the office of the Linden Roselle Sewerage Authority.

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.

Present: George Vircik, Chairman; Robert Sadowski, Vice-Chairman; Edward Mikolajczyk, Treasurer; Patrick Cerra, Secretary; Jamel Holley, Alternate Member via phone conference;

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

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 25, 2017 Executive Session.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 25, 2017 Regular Board Monthly Meeting.

Treasury report accepted as read.

Tom Laustsen left the board room due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Vircik, 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 12:24 P.M., Resolution #02E-17 attached).

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Executive Session was closed 12:41 P.M. and the regular business meeting resumed.

The regular business meeting resumed; Tom Laustsen, CDM Smith rejoined the meeting.

The following action has to be taken by Motion:

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously agreed for the Executive Director to continue dialog with two companies that are interested renting of the Authority barge dock.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board unanimously agreed to extend retirement date of the Executive Director until December 31, 2017 in order to enable a successful transition for his successor. Authority will solicit for the position of an Assistant Executive Director to start in July with the stipulation that the person selected will be the Executive Director on January 1, 2018 on the effective retirement date of Mr. Gary G Fare.

BUSINESS AGENDA

Issuance of an Industrial Discharge Permit Renewal to City of Linden Sanitary Landfill

City of Linden Sanitary Landfill has applied for an industrial discharge permit renewal with LRSA. The permit is for discharge from a leachate collection system. Linden Landfill uses a gravel and sand bed in the collection trench to minimize solids and Iron levels in the leachate.

The draft permit was subject to 30-day public comment. No comments were received. Therefore the Executive Director and Staff are recommending that the Board adopts Discharge Permit Renewal to City of Linden Sanitary Landfill effective March 1, 2017.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution authorizing issuance of an Industrial Discharge Permit Renewal effective March 1, 2017 to City of Linden Sanitary Landfill. (Resolution #17-17 attached).

EXECUTIVE DIRECTOR'S REPORT

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

The following action has to be taken by Motion:

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously decided that the Executive Director continues dialog/negotiations with Neuros in regards blowers warranty extension. However if the Executive Director feels that dialog/negotiations are not favorable the Board authorized to rendered services of Rich Rudin to continue dialog via Attorney correspondence.

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

BIDS AND PURCHASES

Authorization the Purchase of Potable Dewatering Pump

Authority is in a need to replace 4" submersible pump that burned out. This pump is roughly 25 years old and parts are no longer available for a rebuild. It is a critical piece of equipment that the Authority use quite often to pump heavy sludge from out of gravity thickener and/or the three clarifiers during maintenance. It is also used in emergency situations to dewater a flooded basement. Therefore the Executive Director and Staff are recommending the purchase of a Flygt 4" submersible pump as it is necessary to replace from Pumping Services, Inc., under the North Jersey Wastewater Cooperative Pricing System Contract for an amount not to exceed \$12,000.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution authorizing purchase of a Flygt 4" Submersible Pump from Pumping Services, Inc. under the North Jersey Wastewater Cooperative Pricing System for an amount not to exceed \$12,000. (Resolution #18-17 attached).

ENGINEERS REPORT

Tom Laustsen entertain some questions of the engineer.

There was a brief discussion about Main Street Pumping Station and Dewatering Building.

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.

Operating Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikołajczyk, the Board unanimously approved payment of the Operating Bills in the amount of \$425,347.50 (Resolution attached).

ADJOURNMENT

MOTION: Upon motion of Mr. Mikołajczyk, seconded by Mr. Sadowski, the meeting was adjourned at 1:09 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **March 22, 2017 at 12:00 P.M.** in the office of the Authority.

Submitted by: Urszula Luzny