

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, January 27, 2016 at 12:00 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, Secretary; Robert Sadowski, Member; Edward Mikolajczyk, Member; Mr. Vircik, Alternate; Mr. Aubourg, Alternate;

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. Sheehy, the Board unanimously approved the minutes of the December 16, 2015 Executive Session.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the December 16, 2015 Regular Board Monthly Meeting.

Chairman appointed Mr. Mikolajczyk as both voting Member and Acting Treasurer.

Treasurer's report accepted as read.

The Executive Director welcomed two new Board Members; Mr. Vircik and returning Mr. Aubourg.

Chairman appointed Mr. Sheehy to nominate the Slate of Officers at the February 24, 2016 Organizational Meeting.

The Executive Director stated that as of this time the Authority needs another Member besides Mr. Mikolajczyk to be a part of the Insurance Committee. Chairman appointed Mr. Sadowski, which he accepted.

Tom Laustsen left the board room due to executive session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Sheehy, 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 #01E-16 attached).

EXECUTIVE SESSION (continued)

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sheehy, the Executive Session was closed 12:47 P.M. and the regular business meeting resumed.

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

The following action have to be taken by Motion:

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Sheehy, the Board unanimously approved going back to the last two candidates for the vacant position of Shift Operator, rather than going through the hiring process again.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved to solicit for the Skilled Laborer according the Authority's hiring procedure. There were two candidates in house that applied for this position, however the Executive Director and Staff did not recommended them for the position. The Executive Director will be seeking opinion from labor Attorney if the third applicant will be considered for open market solicitation due to lateness of the consideration letter.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved a new Policy for Non-Union Employees: 1) Vacation time may only be taken in FULL Days; 2) Personal time may be taken in increments of no less than 1 Hour; 3) Sick time may be taken in increments of no less than 2 Hours.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved to keep in abeyance the Non-Union salary increases for 2016, which was presented, recommended and approved by the Resolution #64-15 at the December 2015 Board Meeting until six months from January 1, 2016, due to disposition of Union contract. If the Union Contract is not settled by that time then Authority will act on the above Resolution #64-15.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously granting Mr. Rudin authorization to contact Borough of Roselle attorney to ratified the appointments of the Board Members in accordance to the Authorities New Jersey Sewerage Authority Act and Statues.

BUSINESS AGENDA

Setting Reorganization Meeting Date

A Resolution was presented establishing the Reorganization Meeting for February 24, 2016 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority, as required by the Authority's By-Laws. The regular meeting will be held immediately thereafter. The nominating Member has been named for making recommendation for the officers at the Organizational Meeting.

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Sadowski, the Board unanimously approved the Resolution setting an Annual Meeting to be held on February 24, 2016 at 12:00 P.M. with the Regular Board Meeting followed immediately thereafter. (Resolution #01-16 attached).

EXECUTIVE DIRECTOR'S REPORT

Blowers

As it was reported at last month's Board Meeting, the Authority has had problems with the blowers that were installed as part of the Liquid End Project just over two years ago. Blowers were changed for energy efficiency and the savings has been better than was projected. However, the Authority has had a lot of issues with these blowers. Since the installation the Authority has lost 5 of the 6 blower cores. The last core was restored and installed on November 5, 2015. Also, there is another issue that the Authority wants to resolve, it's that the blowers are coming on and off too frequently. The Executive Director is concerned about this on and off issue, which in fact will impact the equipment longevity. The Neruos computer programmer was at the Authority to reset the program to reduce the frequency of the blowers come on and off. The Authority is monitoring if this change impacts the plant operations, furthermore this change was recommended to enhance the equipment's longevity.

Main Street Pump Station Restoration

As previously reported a kick-off meeting with FEMA was held at the Authority on December 1, 2015. At this meeting the grantee/sub-grantee agreement was executed by both parties, the Executive Director and State. The FEMA granted \$900,000 for this project and the Authority's financial obligation is only \$100,000 which has been appropriated in the capital budget. The Authority has issued CDM Smith authorization to proceed with the design which was approved by the Board. The Authority submitted the first quarterly report as required to the State. The Executive Director will keep the Board updated on the project.

Highlights of 2015 Authority Achievements

As requested by the Board Member Holly, the Executive Director prepared a summary highlighting the Authority's achievements for 2015, which he will be presenting this to the Borough of Roselle governing body.

Dock Rental Proposal

The Authority was approached by Brayco, Inc. with an interest in leasing the Authority's dock. The Executive Director stated that previously the Authority leased this dock for over 20 years to Northville, a few years ago they decided not to renew the agreement. It was not the monthly compensation of \$1,100 a month received that was so beneficial but their responsibility in the maintenance and upkeep of the dock. The Executive said that now this responsibility cost has been placed on the Authority which will be quite costly compared to the Authority's usage which is 8 or 9 times a year. The Executive Director along with Authority's attorney, Rich Rudin discussed this issued and recommend to draft a lease agreement which would include some maintenance responsibilities along with a monthly fee. The interested party must be willing to pay for the legal efforts in the drafting the agreement. Furthermore, the Executive Director stated that the Authority does not want to incur any costs on speculation. Therefore, the Executive Director is asking authorization from the Board to proceed in this path.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously authorized to proceed with the rental concept as long as the applicant pays for the legal effort to draft the lease agreement.

EXECUTIVE DIRECTOR'S REPORT (continued)

Authority's Website

The Authority's website was updated to include forms for OPRA request.

HIGHLIGHTING DEPARTMENTS

Operations Department

➤ **Plant Performance**

The plant operated very well during the month of December 2015, meeting all permit limits.

➤ **NJDEP Plant Inspection**

On January 12, 2016 the NJDEP conducted an inspection of the two pump stations. This inspection conducted along with the City of Linden collection system. The Authority is awaiting for the written report.

➤ **Emergency generator Testing**

NJDEP has developed a policy allowing the testing maintenance of generators anytime regardless of the air quality within 48 hours of a weather service designated storm. In the past this test required prior NJDEP approval and cannot exceed 200 hours without being penalized. Currently the Authority does the testing on a quarterly basis.

Monitoring Department

➤ **Rainfall** - December 2015 rainfall was 3.79 inches. The 2015 total rainfall is 29.21 inches compared to 36.10 inches the same period in 2014.

➤ **NJPDES Permit** -

❖ **Storm Water** - the Authority's annual storm water certification for the period, November 1, 2014 to October 31, 2015 was submitted to NJDEP by the December 30, 2015 due date. The Maintenance Department will periodically clear debris from the outlets. All 7 outlets will be marked with signs. The Executive Director mentioned that overall the Authority has about 103 regulatory reports per year.

❖ **Effluent Reuse** - the Authority's annual reuse report was filed to NJDEP by February 1, 2016 due date.

➤ **IPP Program** -

❖ **Linden Bulk Transportation** - a permit modification was drafted for Linden Bulk and it was presented at a meeting on January 20, 2016. Some on the new permit conditions include: License Operator; more stringent limit for oil and grease; relocate the discharge flow meter; pH meter and compliance monitoring location to represent the final discharge to LRSA. A notice of violation and penalty assessment for \$1,000 was issued to Linden Bulk for violations of pH limit during October 2015. The Executive Director further stated that yesterday the Authority had an inspection from NJDEP enforcement. The NJDEP inspectors along with the Executive Director went to Linden Bulk to inspect the facility.

❖ **City of Linden Landfill** - the City of Linden Landfill submitted the final report of their PCB investigation on November 9, 2015. The study began in 2011. The report indicated that the City of Linden Landfill has 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 15, 2016.

EXECUTIVE DIRECTOR'S REPORT (continued)

Monitoring Department (continued)

- **Laboratory** – the lab is pursuing certification for three new parameters. Total Petroleum Hydrocarbons and Total Dissolved Solids and Total Hardness.
 - ❖ An evaluation was conducted to determine if it is beneficial to acquire certification for some of the parameters that are contracted to an outside lab. The laboratory will pursue certification for TDS, hardness and total petroleum hydrocarbons.

Business Department

➤ **Expenditure Report**

The year-end expenditure report for 2015 will be distributed at the February Board Meeting.

➤ **Revenue Report**

The loading data for the first eleventh month of this 2015 from class A&B users are higher than budgeted, mostly attributed to Public Service. The Executive Director stated a surplus from these users of \$100,000. Public Service met their budget projections and then some, which the Authority has not seen in a long time.

➤ **Reuse Water**

In 2015, Public Service used over 4 million gallons a day of reuse water. This is the largest average usage amount since the project went into effect. As per the reuse agreement, this will generate an additional revenue amount of \$208,000 over the base amount of \$239,000. Total revenue for reuse water in 2015 is \$447,000. I attribute this to the quality of the plant effluent which was excellent.

The Executive Director was pleased with this project and for all the party involved, created and put this project together.

➤ **Sewer Bill Adjustments**

The Board extended the deadline to submit a sewer bill adjustment application from September 30th to December 30, 2015. This extension resulted in a total of 9 applicants, of which 3 were denied and a total of \$856.00 was refunded.

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

BIDS AND PURCHASES

Award Contract for Primary Tank / Clarifier Sludge Collection System Project

The Authority issued a request for bids for the Renovation of the Primary Clarifier Sludge Collection System. Five bids were received and reviewed by the Executive Director and engineer, CDM Smith, and it was determined that the low bid submission from Spectraserv, Inc. of \$612,600 was both responsible and responsive. The Executive Director and Staff are recommending that the Board approves the contract for the Renovation of the Primary Clarifier Sludge Collection System, on its bid of \$612,600.

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Sadowski, the Board unanimously approved a Resolution awarding a contract for Third Party Payroll Processing Services in 2016 to ADP for the sum of not to exceed \$612,600.
(Resolution #02-16 attached)

BIDS AND PURCHASES (continued)

Award Contract to Repair and Replacement of Water Lines

The Authority issued a request for bids for the Repair and Replacement of Water Lines, High Pressure Effluent Water Lines and Hydrants. Four bids were received and reviewed by the Executive Director along with engineer, CDM Smith, and was determined that the low bid submission from JEV Construction LLC, of \$51,400 was both responsible and responsive. The Executive Director and Staff are recommending that the Board approves the contract for the Repair and Replacement of Water Lines and award to JEV Construction LLC, on its bid of \$51,400.

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Mikolajczyk, the Board unanimously approved a Resolution awarding a contract for Repair and Replacement of Water Lines; High Pressure Effluent Water Lines and Hydrants to JEV Construction LLC, on its bid of \$51,400. (Resolution #03-16 attached)

Award Contract for Electrical Repair / MCC Panels

The Authority solicited quotes for repair and maintenance of the circuit breakers at the MCC Panels in the Blower and GBT Buildings. Quotes were received from two vendors, High Energy Electrical Testing Inc. and Trace Electrical Services and Testing. High Energy Electrical Testing Inc. submitted the lowest quote in the amount of \$13,328. The Executive Director and Staff are recommending that the Board approves the issuance of a purchase order to High Energy Electrical Testing Inc., for an amount not to exceed \$13,328.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved a Resolution awarding a contract for electrical repairs circuit breakers at the MCC panels in the Blower and GBT Building to High Electrical Testing Inc., for a not to exceed amount of \$13,328. (Resolution #04-16 attached)

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 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 dispose surplus of Authority's equipment.

MOTION: Upon motion of Mr. Sadowski, 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 #05-16 attached)

ENGINEERS REPORT

Tom Laustsen stated, as it was reported regarding Main Street Pumping Station Upgrade the Agreement between LRSA and FEMA was executed. CDM Smith has executed the sub-consultant agreement for the site surveying. CDM Smith also had existing drawings digitized into AutoCAD format. There was a question regarding - if the equipment will be elevated so it won't flood again and Tom responded that the equipment will be elevated.

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. Mikolajczyk, seconded by Mr. Sadowski the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$14,666.80 (Resolution attached).

Operating Fund

MOTION: Upon motion of Mr. Sheehy, seconded by Mr. Mikolajczyk, the Board unanimously approved payment of the Operating Bills in the amount of \$820,815.11 (Resolution attached).

ADJOURNMENT

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the meeting was adjourned at 1:18 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, February 24, 2016 at 12:00 P.M. in the office of the Authority.

Submitted by: Urszula Luzny