

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, January 28, 2020 at 12:10 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; Mayor Armstead, Secretary; James Moore, Alternate Member

**Attending:** David G. Brown II, Executive Director; Jeffrey A. Williams, Superintendent; Thomas Laustsen, CDM Smith; Sean McGowan, Authority's Attorney;

**Absent:** Jamel Holley, Vice-Chairman; Reginald Atkins, Alternate Member;

**Visitors:** None

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Armstead, the Board unanimously approved appointment of 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. Mikolajczyk, 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. Mikolajczyk, seconded by Mr. Armstead, the Board unanimously approved the minutes of the December 18, 2019 Regular Board 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. Moore, the Board unanimously approved the minutes of the December 18, 2019 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. Moore, the Board unanimously accepted Treasury Report as read.

**Recorded Vote:** Mr. Strano - Yes; Mr. Armstead - Yes;  
Mr. Mikolajczyk - Yes; Mr. Moore - Yes;

**EXECUTIVE DIRECTOR'S REPORT**

The Executive Director presented to the Board his monthly report (see attached report). The Executive Director added to his report that on January 24, 2020 Authority received letter from DEP in regards to LRSA 2019 Capital Improvement Projects (Project No. S340299-08). In short, the Executive Director is pleased to report that U.S. Department of Housing and Urban Development reviewed the proposed above projects and authorized the use of grant funds on January 14, 2020. Further, in coordination with the U.S. Environmental Protection Agency - Region 2 and NJDCA, the New Jersey Department of Environmental Protection has accepted the findings and approval from NJDCA to satisfy the State Environmental Review Process requirements. Approval is conditional pending all required federal, state, and local permits are obtained prior to construction. The Executive Director stated that the Project Cost came out in total of \$16,800,000; of which Estimated CDBG-DR funding /grant money came out to \$8,600,000; therefore the Estimated SRF Authority's loan amount came out to \$8,200,000. The Executive Director stated that at this time Authority's attorney, Sean McGowan will give a brief report in regards to contract negotiations with Brayco that was brought up at the last month's meeting.

Attorney stated that we met with Brayco yesterday as well as NuStar in regards to Dock Agreement. At this meeting we have figured out how to address Brayco's concerns and why they did not sign the Agreement. Further, Attorney said that they will be able to get in there quickly and start to make improvements quickly, and then we have a method to bring NuStar into the fold as well, so that everyone can use the Dock including LRSA for their own needs. Attorney stated that hopefully by next month's meeting the Board will be reapproving the Dock Agreement with very minor changes, then we will be moving forward.

**SUPERINTENDENT'S REPORT**

Superintendent presented to the Board his monthly report (see attached report). No questions of the Superintendent's report.

**ENGINEERS REPORT**

Engineer presented his written report to the Board (see attached report). No other questions of the Engineer's report.

**BUSINESS AGENDA**

**Acceptance of Annual Plant Inspection Report**

Mr. Laustsen reported that this is done annually on the physical and operating condition of the LRSA sewerage facilities. Within this report, any recommended repairs, renewals, replacements, of improvements are to be identified. Authority's Engineer conducted an inspection along with Maintenance Manager and Operation Manager. They walked throughout the facilities with previous year's report, identifying work that has been completed. Also, at the same time addressing what needs and should be done in the upcoming year or in the near future, which is identified and summarized in the report. Mr. Laustsen further stated that Maintenance Manager and Operations Manager are addressing what they would like to include into the report. Upon inspection of the facility the report is being updated, which includes deficiencies, as well as any positive outcome that Authority's Staff has done in previous year. Mr. Laustsen said that the last section of the report is a summary of recommendations including high priority that should be addressed in this upcoming year, which is highlighted in the red. Mr. Laustsen added that overall the Authority's Staff is doing good job operating and maintaining Authority's facilities. In summary, the report indicates favorable reports on the plant performance, pretreatment, maintenance and overall housekeeping. Therefore, the Executive Director and Staff are recommending that the Board accept the report.

**BUSINESS AGENDA (continued)**

**Acceptance of Annual Plant Inspection Report (continued)**

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Armstead, the Board unanimously approved and accepted the 2019 Annual Plant Inspection Report as presented by Authority's Engineer.

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

**Resolution #01-20**

**Setting Reorganization Meeting Date**

A Resolution was presented establishing the Annual Meeting for February 25, 2020 at 12:00 P.M. in the office of the LRSA, as required by the Authority's By-Laws for the election of its officers and for transactions of such business; and that the regular meeting shall commence immediately thereafter.

**MOTION:** Upon motion of Mr. Moore, seconded by Mr. Armstead the Board unanimously approved the Resolution #01-20 as read and presented. (Resolution #01-20 attached).

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

**Resolution #02-20**

**Appointing a Risk Management Consultant**

The Executive Director stated that By-Laws of the NJUA JIF require that each Authority appoint a Risk Management Consultant to perform various professional services. Pursuant to N.J.S.A.-20.4 et seq. and N.J.S.A. 40A:11-1 seq., the Authority has received and reviewed sealed qualifications through a fair and open process for Risk Management Consultant services. The Executive Director and Staff have recommended that the firm of Acrisure, LLC, be appointed as the Authority's Risk Management Consultant for a one-year term. The fee for these services is 6% of the Authority's NJUA JIF assessment, which compensation is established by JIF.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved Resolution #02-20 as read and presented. (Resolution #02-20 attached)

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

**Resolution #03-20**

**Adopting of the Permit Renewal for North East Linen Supply Company Inc.**

The Executive Director stated that North East Linen Supply Company Inc., an Industrial user of the LRSA facilities has applied for an Industrial Discharge Permit Renewal in accordance with the requirements of the Authority's Rules and Regulations. The Authority has given proper notice of the application for renewal and for the proposed issuance of such permit by the Authority, in accordance with the applicable State and Federal Regulations. The draft permit was subject to public comment. No comments were received. Therefore the Executive Director and Staff are recommending that the Board approves issuance of an Industrial Discharge Permit Renewal to North East Linen Supply Company Inc., effective February 1, 2020.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead the Board unanimously approved Resolution #03-20 as read and presented. (Resolution #03-20 attached)

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

**BUSINESS AGENDA (continued)**

**Resolution #04-20**

**Authorizing the Extension of an Easement with ST Linden Terminal, LLC (NuStar)**

Attorney stated that this Resolution is the extension of an Easement Agreement that LRSA has with ST Linden Terminal, LLC, which is the NuStar. On May 31, 2000, Authority signed an Easement Agreement that provided for a ten (10) foot wide easement for the benefit of NuStar on the LRSA property allowing NuStar to install and maintain one 20 inch diameter pipeline and one 12 inch diameter pipeline for petroleum products. The Easement Agreement was for a duration of twenty years and contained two five-year options that could be exercised by NuStar. NuStar Energy, the parent company of ST Linden Terminal, LLC sent a letter exercising first option to extend the Easement Agreement from May 31, 2020 to May 30, 2025.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #04-20 as read and presented. (Resolution #04-20 attached)

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

**Resolution #05-20**

**Authorizing the Execution of an Escrow Agreement with Linden Renewable Energy, LLC**

Attorney stated that this Resolution is to establish and execute an Escrow Agreement with Linden Renewable Energy, LLC. They are proposing a use at the Linden Property that will produce up to 275,000 gallons of reverse osmosis (RO) water daily with the excess waste water discharge to the LRSA. Since their discharge could potentially affect the LRSA's percent removals for BOD and TSS, they agreed to deposit an escrow with the Authority to pay all the costs and expenses for professionals; including legal, engineering, design and administrative costs. Both parties have agreed and estimated that the initial Escrow costs will be \$10,000.00, subject to replenishment.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #05-20 as read and presented. (Resolution #05-20 attached)

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

**BIDS & PURCHASES**

**Resolution #06-20**

**Authorizing Purchase of Pump Rotating Assembly**

The Executive Director stated that it has been determined that the purchase of a rotating assembly is necessary in order to repair the B-3 Wastewater Pump. The Authority's Plant Superintendent and Maintenance Manager have recommended that the purchase of an Allis Chalmers 16x16x20 pump rotating assembly from Municipal Maintenance Co., under the North Jersey Wastewater Cooperative Pricing System, Contract No. B-200-6, for an amount not to exceed \$29,140.00, is in the best interest of the Authority. The Certifying Finance Officer has certified that sufficient funds are available in the Renewal and Replacement Fund.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved Resolutions #06-20 as read and presented. (Resolution #06-20 attached)

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

**LINDEN ROSELLE SEWERAGE AUTHORITY**

**MEETING MINUTES**

January 28, 2020

**BIDS & PURCHASES (continued)**

**Resolution #07-20**

**Authorizing award of Contract to Provide HUD-CDBG Section 3 Compliance Support Services for Flood Resiliency Projects**

The Executive Director stated that it has been determined that the Authority needs to retain the services of a Consulting Engineer to provide Section 3 Compliance Support Services for the Department of Housing and Urban Development Community Development Block Grant for the Authority's Flood Resiliency Projects. The Authority requested a proposal from CDM Smith for said services and the Executive Director recommends that the best interests of the Authority are served by the selection of CDM Smith to provide these services for a sum not to exceed \$89,590.00. The Authority has further resolved to pursue funding to cover all costs for these services, through application to the New Jersey Infrastructure Bank. The Certifying Finance Officer has certified that sufficient funds are available in the Renewal and Replacement Fund.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolutions #07-20 as read and presented. (Resolution #07-20 attached)

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

**PUBLIC COMMENT**

No public in attendance.

**BILLS AND CLAIMS**

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

**Operating Fund**

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved payment of the Operating Bills in the amount of \$979,376.01 (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. Moore, seconded by Mr. Strano the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of \$52,720.74 (Resolution attached).

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

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Moore, the meeting was adjourned at 12:55 P.M. and it was ordered that the Annual Meeting to be held on Tuesday, February 25, 2020 at 12:00 P.M. with the Regular Board Meeting followed immediately thereafter in the office of the Authority.

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

**THE LINDEN ROSELLE SEWERAGE AUTHORITY**

**MONTHLY RECEIPTS**

**December 1, 2019 - December 31, 2019**

**REVENUE FUND**

**Non-Major User**

City of Linden \$ 104,788.66

**Total Non-Major User \$ 104,788.66**

**Municipality**

\$ -

**Total Municipality \$ -**

**Major Industry Users**

North East Linen (3rd Qtr. 2019) \$ 33,173.03

**Total Major Industry Users \$ 33,173.03**

**Miscellaneous**

PSE&G (Mo. Effluent November-19) \$ 20,892.00

Blue Apron (Fine for Rules Violation) \$ 1,250.00

Linden Bulk Transportation (Fine for Rules Violation) \$ 500.00

**Total Miscellaneous \$ 22,642.00**

**Total Revenue Fund \$ 160,603.69**

**OPERATING FUND**

Northfield Transfer \$ 600,000.00

2019 4th Qtr. EE Medical (Reimbursement) \$ 53,381.84

Aries Clean Energy (Reimbursement) \$ 12,040.59

EWA Linden 4050 LLC (Reimbursement) \$ 2,047.88

**Total Operating Fund \$ 667,470.31**

**Escrow Account**

Aries Clean Energy \$ 21,894.84

EWA Linden 4050 LLC (formerly Accordia) \$ 12,952.14

Greek Development (formerly LPH) \$ 65,011.03

IMTT Pipeline \$ 15,000.00

JVM Sales \$ 16,384.63

**Escrow Acct. Balance as of 12/31/19 \$ 131,042.64**

8

**LINDEN ROSELLE SEWERAGE AUTHORITY  
EXECUTIVE DIRECTOR'S REPORT  
January 28, 2020**

**DEPARTMENTS**

**A. MONITORING DEPARTMENT**

1. All Annual Sludge Reports were filed on time with the NJDEP and EPA.
2. All annual IPP inspections have been conducted.
3. The rainfall for December 2019 was 5.77", which is more than the November 2019 total of 1.37". The rainfall for 2019 to date is 51.80" compared to 55.93" for the same timeframe in 2018.

**B. BUSINESS DEPARTMENT**

**1. Revenue**

Residential billing revenue in the amount of \$104,788.66 was received in December 2019 along with \$4,949.07 in interest payments, \$4,005.06 in prepayments. Revenue from NE Linen was received in the amount of \$33,173.03 and Miscellaneous Revenue of \$22,642.00 was also received.

**2. Expenses**

Currently O & M Expenses YTD as of December 31, 2019 is \$8,352,322.75 or approximately 89% of the total annual budget for O & M. The Authority is still calculating the final expenses as bills are still coming in, but a Surplus is expected.

**3. Audit**

The 2019 Audit is underway as the Auditors arrived on January 16<sup>th</sup> to begin.

**C. PROJECTS**

**1. Phase V Building Improvements Project (NJ I-Bank)**

APS Contracting, Inc was given the Notice to Proceed and work is expected to begin in the first week of February 2020. Also Bond Counsel on January 15, 2020 has applied for the Water Bank Short Term Financing for \$2,100,000.

**2. Aries Linden, LLC**

Construction around the Plant has begun.

Respectfully submitted,



David G. Brown II  
Executive Director

## **Superintendents Report to the Board** **January 2020**

### **Highlighting Departments**

#### **Operations:**

1. Plant performance – The plant operated well during November 2019 meeting all permit limits.
2. We did barge in December at 4.7% solids
3. Flows were an average 15.07 MGD due to heavy rains in the month with maximum daily flow 28.7 MGD
4. Due to heavy rains the second aeration tank was put back on line.

#### **Maintenance:**

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. cleaned up pumping stations
3. flow meters were calibrated
4. new clarifier seal in #3 was installed
5. water leak was repaired by Messercola
6. installed new sampler outside of screen house
7. heater repair on GBT
8. worked on blower controls

#### **Laboratory:**

1. Mercury samples were sent to outside lab and the results came back as Non-Detect.
2. All monthly quality controls were completed
3. All quarterly checks and QC QA were completed
4. The hazardous laboratory waste was removed by ACV Environmental



Respectfully Submitted,  
Jeffrey A. Williams Superintendent



## ENGINEER'S REPORT FOR DECEMBER 2019

This report covers the following work activities for the December 2019 reporting period:

1. **TRUST AGREEMENT SERVICES**
  
2. **STUDY AND REPORT SERVICES**
  - A. 2019 Air Compliance Services
  - B. Environmental Assessment for HUD-CDBG Grant
  - C. E-Builder Program Management Information System
  
- D. **DESIGN/BID SERVICES**
  - A. UV Disinfection System and Plant Water Pump Upgrades Project
  - B. Emergency Generator Switchgear Replacement
  
- E. **CONSTRUCTION SERVICES**
  - A. None
  
- F. **PROPOSALS**
  - A. HUD-CDBG Section 3 - Compliance Support Services

**1. TRUST AGREEMENT SERVICES**

As reported previously, based on pre-application meeting discussions with representatives of the Authority, NJDEP and the New Jersey Infrastructure Bank (NJIB), CDM Smith continues to assist the Authority with its NJIB H2LOans application. Currently, CDM Smith assists with the Clean Water funding application for multiple WWTP improvement projects. In addition, based on NJDCA and NJDEP direction, CDM Smith continues to support the Authority in qualifying its flood resiliency projects for HUD CDBG-DR grant funding, as well as NJIB funding. Each of these programs has different requirements to meet, one being federal and the other being state. CDM Smith continues assisting LRSA and has completed and submitted the HUD environmental assessment including cultural resources review that also satisfies NJDEP/NJIB funding environmental review procedures. Based on HUD's request, CDM Smith assisted LRSA with preparing its HUD Section 3 plan. HUD Section 3 requires, to the greatest extent possible, the recipient of HUD assistance provide training, employment, contracting and other economic opportunities to low- and very low-income persons and to businesses that provide such opportunities to low- and very low-income persons.

Regarding the Aries Linden Project, CDM Smith continues to participate on the weekly calls with the Aries Team.

Regarding the Accordia project, CDM Smith reviewed the route of the proposed force main and provided comments to their consultant.

As reported previously, the annual inspection was performed on November 8<sup>th</sup>, 2019. The draft report was issued. Comments have been received and the final report has been issued.

As reported previously, the annual Stormwater Pollution Prevention Plan inspection was also conducted on November 8<sup>th</sup>, 2019. As soon as the final training documentation is provided by the Authority, the memorandum will be issued.

**2. STUDY AND REPORT SERVICES**

**A. 2019 Air Compliance Services**

The Authority had an onsite audit from a representative of the NJDEP CDM Smith is currently assisting LRSA to investigate a 2016 formaldehyde and other potential Notice of Violations (NOVs) pertaining to Trichloroethylene. CDM Smith submitted revised 2018 Air Emission Statement via NJDEP Online based on the comments received. CDM Smith is preparing a Compliance Plan Change Application to re-instate the exceedance language in the air permit.

12

**B. Environmental Assessment Services for HUD-CBDG Grant**

CDM Smith continues assisting the Authority to qualify for funding its capital projects through the New Jersey I-Bank. A HUD-CBDG grant will likely be provided to finance several of the flood resiliency projects. CDM Smith has completed and submitted the HUD-CBDG required environmental assessment. This assessment also addresses NJIB environmental planning requirements. CDM Smith assisted with preparing the HUD Request for Release of Funds (RROF) and Certification documents for NJDCA's signature. NJDCA signed and submitted these documents to HUD for review and approval on December 27, 2019.

**C. E-Builder Program Management Information System**

CDM Smith continues to provide training to representatives of the Authority and their Program Manager, Grant Engineering.

**3. DESIGN/BID SERVICES**

**A. UV Disinfection System and Plant Water Pump Upgrades Project**

As reported previously, a data request was submitted to the Authority for existing operating data. The data was provided and is currently being analyzed. In addition, CDM Smith contacted three UV disinfection system manufacturers to arrange for bench scale testing of their UV systems using Authority' secondary effluent. Two rounds of samples were collected and shipped to the three manufacturers for recommendations. Recommendations have been received and are consistent between the manufacturers. Existing design drawings were digitized into AutoCAD format. Preliminary design drawings are currently being prepared. The Preliminary Engineering Report is also being prepared.

**B. Emergency Generator Switchgear Replacement**

CDM Smith prepared and issued a draft design memorandum for the proposed upgrades. Comments were received. The memorandum has been finalized. The geotechnical boring that is required for the design of the switchgear platform was performed on October 28<sup>th</sup>, 2019. The geotechnical recommendations were summarized in a report which has been issued to the Authority. 60% Design Documents were also issued to the Authority for review. A meeting has been scheduled for January 24<sup>th</sup>, 2020 to review the Authority's comments.

**4. CONSTRUCTION SERVICES**

**A. None**

**5. PROPOSALS**

**A. HUD-CDBG Section 3 – Compliance Support Services**

Proposal submitted on November 18, 2019 to provide U.S. Department of Housing and Urban Development (HUD) Community Development Block Grant Disaster Recovery (CDBG-DR) grant funding Section 3 compliance support services.