

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, July 24, 2019 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 12/28/18 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; Reginald Atkins, Alternate Member; James Moore, Alternate Member

Absent: Jamel Holley, Vice-Chairman

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

Visitor(s): None

Mr. Atkins is a voting Member for this Board Meeting.

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

Recorded Vote: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Atkins - Yes;

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Atkins, the Board unanimously approved the minutes of the June 18, 2019 Regular Board Monthly Meeting.

Recorded Vote: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Atkins - Yes;

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Armstead, the Board unanimously approved the minutes of the June 18, 2019 Executive Session Meeting.

Recorded Vote: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Yes; Mr. Atkins - Yes;

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Atkins, the Board approved the minutes of the July 9, 2019 Special Board Meeting.

Recorded Vote: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Abstain; Mr. Atkins - Yes;

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Armstead, the Board approved the minutes of the July 9, 2019 Executive Session Meeting.

Recorded Vote: Mr. Strano - Yes; Mr. Armstead - Yes;
Mr. Mikolajczyk - Abstain; Mr. Atkins - 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. Atkins - Yes;

BUSINESS AGENDA

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report). There was a lengthy discussion among the Board and attendees in regards to the sewer connection fees. No other questions of the Executive Directors report.

SUPERINTENDENT'S REPORT

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

ENGINEERS REPORT

Engineer added to his written report that CDM Smith team is preparing to performed assessment services for HUD-CBDG Grant. CDM Smith continues assisting the Authority to qualify for funding several projects through the I-Bank. Further Mr. Laustsen stated that there was a conference call from funding people past Friday, it went well. Mr. Laustsen stated that Hunter Research Inc., a subcontractor to CDM Smith will be coming shortly to perform and prepare required cultural resources survey for any of the LRSA buildings over 50 years old. In addition to the UV Disinfection System Mr. Laustsen said that site visit was performed with HVAC engineer to review the heating and ventilation requirements. Also, CDM Smith's had internal kickoff meeting for Emergency Generator Switchgear Replacement and now meeting is being scheduled shortly with the Authority. No questions of the Engineer's report.

BIDS & PURCHASES

Resolution #70-19

Authorizing one year extension of a contract for the Rental and Cleaning of Uniforms

Chairman read synopsis of the Resolution #70-19 authorizing a one year extension of a contract for the Rental and Cleaning of Uniforms to American Wear Inc. in the amount of not to exceed \$10,500. No questions of the Board.

Resolution #71-19

Authorizing Purchase of Network Server

Chairman read synopsis of the Resolution #71-19 authorizing a purchase of the Network Server from CDWG LLC, under the New Jersey State Cooperative Pricing System for an amount not to exceed \$10,878.00. No questions of the Board.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk the Board unanimously approved Resolutions #70-19 and #71-19 as read and presented. (Resolutions #70-19, #71-19 attached)

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

BILLS AND CLAIMS - Approval for Payments

Operating Fund

By Motion and "O&M Resolution", there is an Operating Fund Payment in the total amount of **\$473,114.43** (Resolution attached).

Renewal and Replacement Fund

By Motion and "R&R Resolution", there are payments from the Authority's Renewal and Replacement Fund totaling of **\$173,576.90** (Resolution attached).

Approval for Payments (continued)

Main Street Pumping Station Fund - Transfer

By Motion and "Main Street Construction Resolution", there is a transfer of monies to be reimburse to the Renewal & Replacement Fund for the amount of **\$750,987.78** (Resolution attached).

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Strano the Board unanimously approved payments of the Operating Bills in the amount of **\$473,114.43**; Renewal and Replacement Bills in the amount of **\$173,576.90**; and the transfer from Main Street Construction Fund to the Renewal and Replacement Fund in the amount of **\$750,987.78** (Resolutions attached).

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

PUBLIC COMMENT

No public in attendance.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Atkins, 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 12:35 P.M., Resolution #05E-19 attached)

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

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:52 P.M. and the regular business meeting resumed.

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

Meeting open to the public. Tom Laustsen joined the meeting.
The following action has to be taken:

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved the departmental transfer of Tyler Wlewiorski from Operations Department to Monitoring Department for the position of Junior Monitoring Assistant 2nd Class with a lateral salary of \$50,005, effective August 5, 2019.

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

The Executive Director stated that the Authority has "Hiring Policy" In place, which will be followed to fill vacant position(s).

ADJOURNMENT

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Atkins, the meeting was adjourned at 12:55 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, August 28, 2019 at 12:00 P.M. in the office of the Authority.

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

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

June 1, 2019 - June 30, 2019

REVENUE FUND

Residential Revenue

City of Linden **Total City Hall Acct.** **\$1,812,990.25**

Non-Major User

Infineum USA LP	27,151.90
County of Union	25,616.51
Linden Landfill (partial payment)	21,000.00
City of Elizabeth	15,973.72
Panos Brands (P&S Properties)	15,796.29
ETO Sterilization, Inc.	5,497.06
D'Angelo Metal	987.00
Epicor	842.41
Mercer Coating	214.17

Municipality

Borough of Roselle (2nd Qtr. 2019) 728,475.25

Major Industry Users

North East Linen (1st Qtr. 2019)	38,101.80
Paramount Plating Co.	26,239.55
Safety Kleen	12,410.56
PSE&G	6,909.46

Miscellaneous

Linden Board of Education	53,555.68
PSE&G (Mo. Effluent May-19)	20,892.00

Total Revenue Acct. \$999,663.36

OPERATING FUND

Northfield Transfer	800,000.00
2019 2nd Qtr. EE Medical (Reimbursement)	53,344.66
Aries Clean Energy (Reimbursement)	9,396.86

Total Operating Fund \$862,741.52

Escrow Account

Greek Development (formerly LPH)	69,212.11
JVM Sales	17,889.63
Aries	0.00

Ending Balance as of 06/30/19 \$87,101.74

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**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
July 24, 2019**

DEPARTMENTS

A. MONITORING DEPARTMENT

1. All Annual Sludge Reports were filed on time with the NJDEP and EPA.
2. The Authority received the Safety-Kleen permit application on June 5, 2019 and their permit expires November 30, 2019.
3. The Authority received the North East Linen Supply permit application on June 26, 2019 and their permit expires December 31, 2019.
4. The Authority received the Cogen permit application on June 28, 2019 and their permit expires January 31, 2020.
5. The Authority conducted the annual IPP inspection at PSEG on June 11, 2019.
6. General Magnaplate announced on July 3, 2019 that they will be shutting down the linden location, estimated sometime in November 2019.
7. NJM conducted their annual walk through inspection on June 11, 2019.
8. PSEG Effluent Reuse is down from an average of 3.62 MG in 2018 to 3.06 MG in March 2019.
9. The rainfall for June 2019 was 5.45", which is 18.7% less than the May 2019 total of 6.70". The rainfall for 2019 to date is 25.03" compared to 22.43" for the same timeframe in 2018.

B. BUSINESS DEPARTMENT

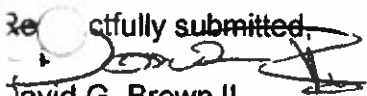
1. Revenue

Residential billing revenue in the amount of \$1,799,613.94 was received in June 2019 along with \$13,376 in interest payments and \$4,033.72 in prepayments. Also, revenue from the Major and Non-Major customers was received in the amount of \$196,740.43, the Borough of Roselle \$74,447.68 along with \$74,447.68 in miscellaneous revenue.

2. Expenses

Currently O & M Expenses YTD as of June 30, 2019 is \$4,532,971.99 or approximately 48.22% of the total annual budget for O & M.

Respectfully submitted,


David G. Brown II
Executive Director

Superintendents Report to the Board

July 2019

Highlighting Departments

Operations:

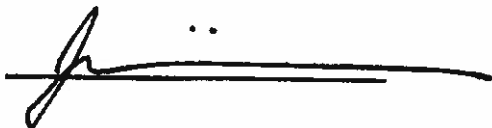
1. Plant performance – The plant operated well during June 2019 meeting all permit limits.
2. We did barge in June 2019 We are estimating our next barging will be sometime in Late August
3. Flows were an average 3.2 MGD with maximum daily flow 21.7 MGD
4. Our TSS percent removal was 97.3%
5. The plant had a power outage that was storm related on 6-29 and the generators were on line
6. With the reduced BOD load we are able to run on only one aeration tank saving electric costs.

Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Repaired concrete steps at BGT and Digester
3. rebuilt back flow preventers around plant and PS
4. checked plant transformers at plant
5. Quarterly Flow Meter Checks were performed
6. Heater on GBT roof repaired
7. Repaired autosamplers
8. Serviced Lab hood draft blowers
9. Reprogrammed Allen st ps alarm for the new phone system at plant.
10. AC unit in BOD Lab repaired
11. Extensive UV repairs Done communication cables modules and plugs replaced.

Laboratory:

1. The iCAP was delivered and looking to install soon
2. Mercury samples were sent to outside lab and the results came back as Non-Detect.
3. All monthly quality controls were completed
4. The Spectrophotometer was serviced
5. A new microscope is being purchased to replace the one bought in 1981. Cost \$7,710
6. All quarterly checks and QC QA were completed
7. We are scheduled for our NJDEP audit on July 30.



Respectfully Submitted,
Jeffrey A. Williams Superintendent