

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, July 28, 2020 at 12:10 P.M. in the office of the Linden Roselle Sewerage Authority.

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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.

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Present: Ralph Strano, Chairman; Edward Mikolajczyk, Treasurer;

Virtual: Jamel C. Holley, Vice-Chairman; Derek Armstead, Secretary; Reginald Atkins, Alternate Member; James Moore, Alternate Member;

Attending: Jeffrey A. Williams, Acting Executive Director; Gautam Patwardhan, Authority's Engineer; and Virtual: Sean McGowan, Authority's Attorney; and Robert Butvilla, Suplee, Clooney & Co., Authority's Auditor;

All Attendees Salute to the Flag.

Recognition of Visitors - No visitors in attendance.

**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. Holley - Yes;

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Strano, the Board approved the minutes of the June 23, 2020 Regular Monthly Meeting.

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

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk, the Board approved the minutes of the June 23, 2020 Executive Session.

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

**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. Holley - Yes;

**REFERENCE MATERIAL**

1. **Moody's Investors Service Summary for Authority -**  
Mr. Butvilla stated that due to a borrowing from the New Jersey Infrastructure Bank they requested credit report for Authority. Moody's Investors Service has assigned an initial Aa3 issuer rating to the Linden Roselle Sewerage Authority, which is a very positive rating.
2. **Authority's annual letter to the Auditors, Suplee, Clooney & Company -**  
Mr. Butvilla stated as is required this is a standard letter from Authority to the Auditors. This representation letter is provided in connection with Authority's audit of the financial statements, which comprise the respective financial position of the business type activities.

**ACTING EXECUTIVE DIRECTOR'S MONTHLY REPORT**

The Acting Executive Director presented to the Board his monthly report (see attached report).  
No questions of the Director's report.

**ENGINEERS REPORT**

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

**BUSINESS AGENDA**

**Resolution #49-20**

**Approval of Final 2019 Audit Report**

Director read Resolution #49-20; see attached.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano the Board unanimously approved Resolution #49-20 as read and presented.

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

**Resolution #50-20**

**Approving a First Amendment to Monitoring Well Encroachment Permit and License Agreement with NuStar Terminals Operations Partnership, L.P., and Geosyntec Consultants**

Attorney stated that earlier this year the Board approved a Monitoring Well Encroachment Permit and License Agreement with NuStar Terminals and Geosyntec Consultant that provided permission to NuStar Terminals and its environmental consultant, Geosyntec Consultants to install and monitor a monitoring well on the LRSA property. NuStar and Geosyntec provided notice to the LRSA that during site visit pursuant to the Permit requires further investigation by performing a vapor intrusion investigation. However, the scope of the original permit did not allow NuStar and Geosyntec to perform a vapor intrusion investigation. Therefore, Resolution #50-20 expands the scope of the Permit and allow NuStar and Geosyntec to perform the vapor intrusion investigation on the LRSA property.

Chairman read Resolution #50-20; see attached.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #50-20 as read and presented.

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

Mr. Atkins left the meeting.

**BUSINESS AGENDA (continued)**

**Resolution #51-20**

**Authorizing the Execution of an Escrow Agreement with ST Linden Terminal LLC.**

Attorney stated that NuStar is proposing to enter into a License Agreement with LRSA to use the dock facility of the LRSA in conjunction with other licenses of the LRSA and the LRSA itself. Further, NuStar has agreed to deposit an Escrow of \$7,500 with the LRSA to pay all the costs and expenses of the LRSA and its professionals, legal, engineering, design, and administrative cost.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolution #51-20 as read and presented.

At this time of the meeting due to interruption of communication with Mr. Holley this vote is tabled until such time and further to be re-voted.

RECORDED RE-VOTE:            Mr. Strano -            Yes;                            Mr. Armstead - Yes;  
   Mr. Mikolajczyk - Yes;                            Mr. Holley - Yes;

**Resolution #52-20**

**Authorizing Jeffrey A. Williams to Act as the Authorized Representative for the LRSA in All Matters Relating to the New Jersey Environmental Infrastructure Loan No. S340299-08**

Chairman read Resolution #52-20; see attached.

Authority's Attorney stated that because Mr. Holley left the meeting due to interruption of internet, therefore Mr. Moore become a voting Member.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Moore the Board unanimously approved Resolution #52-20 as read and presented.

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

Mr. Holley joined the meeting; at which time the Resolution #51-20 was re-voted (see above).

**Resolution #53-20**

**Authorizing the Transfer of Funds to Renewal and Replacement Account**

Director stated that due to the delay of the I-Bank loan the Authority needs to transfer funds to the Renewal and Replacement account to pay for Capital Projects that currently are underway. Further, when the loan is received from the I-Bank then Authority will replenish money to the General Fund.

Chairman read Resolution #53-20; see attached.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #53-20 as read and presented.

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

**Resolution #54-20**

**Authorizing Disposal of Surplus Property**

Chairman read Resolution #54-20; see attached.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #54-20 as read and presented.

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

**BIDS & PURCHASES**

**Resolution #55-20**

**Authorizing the Purchase of Electricity Supply Services for Public Use on an Online Auction Website**

Chairman read Resolution #55-20; see attached.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #55-20 as read and presented.

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

**Resolution #56-20**

**Authorizing Membership and Participation in Sourcewell, a National Cooperative Purchasing Program**

Chairman read Resolution #56-20; see attached.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #56-20 as read and presented.

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

**Resolution #57-20**

**Awarding a Contract for Rental and Cleaning of Uniforms**

Director stated that the first low bid was not responsive, therefore the Authority must award to the second bidder, which was responsive. Chairman read Resolution #57-20; see attached.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #57-20 as read and presented.

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

**Resolution #58-20**

**Authorizing Change Order No. 2 to Building Improvements Project Phase V**

Chairman read Resolution #58-20; see attached. Chairman requested more information for above Change Order No.2; due to a 10% increase of the total contract amount.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Armstead the Board unanimously agreed to table Resolution #58-20 to the next monthly Board Meeting.

**MOTION BEING CARRY**

**PUBLIC COMMENT** – No public present.

**BILLS AND CLAIMS**

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

**Operating Fund**

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Holley the Board unanimously approved payment of the Operating Bills in the amount of **\$512,743.80** (Resolution attached)

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

Renewal and Replacement Fund

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of **\$502,145.33** (Resolution attached).

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

Due to Executive Session Engineer and Auditor left the meeting.

EXECUTIVE SESSION

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Armstead 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 1:12 P.M., Resolution #04E-20 attached)

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Executive Session was closed 1:50 P.M. and the regular business meeting resumed.

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

Meeting open to the public.

At the Executive Session, the Board determined that a Special Board Meeting is necessary and is scheduled for 8/13/2020 at 10:00 AM to discuss Personnel Matters.

ADJOURNMENT

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:51 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, August 25, 2020 at 12:00 P.M. in the office of the Authority and/or virtual / via phone conference call.

**RECORDED VOTE:** Mr. Strano – Yes; Mr. Armstead – Yes;  
Mr. Mikolajczyk – Yes; Mr. Holley – Yes;

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

*June 1, 2020 - June 30, 2020*

REVENUE FUND

City of Linden 1,865,266.36

Non-Major User

Linden Landfill 76,066.87

Infineum USA LP 26,787.10

County of Union 10,103.96

ETO Sterilization 7,110.49

Budget Inn Motel 4,140.64

General Magnaplate 3,542.10

ST. George/Linden Center 2,573.88

Solar Compound 806.57

Mercer Coating 242.72

Municipality

0.00

Major Industry Users

PSE&G 505,527.57

Cogen Technologies 281,238.18

Veolia N.A. 41,378.44

Paramount Plating Co. 31,072.44

North East Linen (1st Qtr. 2020) 26,984.81

Safety Kleen (Clean Harbors) 12,226.19

Miscellaneous

PSE&G (Mo. Effluent May-20) 21,170.00

City of Linden - City Properties 15,131.00

Aries - Use & Occupancy Agreement (June 2020) 10,847.42

ST Linden Terminal - (Easement) 1,695.25

Unitex (Fine for Rules Violation) 1,000.00

**Total Revenue Fund \$2,944,911.99**

OPERATING FUND

Northfield Transfer 650,000.00

EWA Linden 4050 LLC (Reimbursement) 2,678.98

Greek Development (Reimbursement) 1,024.48

Linden Renewable Energy (Reimbursement) 879.74

IMTT Pipeline (Reimbursement) 577.50

**Total Operating Fund \$655,160.70**

Escrow Account

Greek Development (formerly LPH) 63,986.55

JVM Sales 16,384.63

IMTT Pipeline 14,422.50

Linden Renewable Energy 9,120.26

EWA Linden 4050 LLC (formerly Accordia) 6,574.45

Geosyntec NuStar 5,000.00

Aries Clean Energy 0.00

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## Report to the Board July 2020

### Highlighting Departments

#### Administrative

We are starting to put together the 2021 budget.

We received our financial rating it was Aa3 which is very good.

We are waiting for a closing date on the I Bank loan. We were told it should be in August. This is for the short-term loan of 2.4 Million.

#### Construction projects

- Project #1: Phase V Building Improvements (T&M Associates)
- Project #2: Flood Mitigation (Alaimo)
- Project #3: Thickening Facilities
- Project #4: Bar Screen Replacement (RVE)
- Project #5: UV Disinfection (CDM Smith)
- Project #6: Emergency Generator Switchgear
- Project #7: Aries Sludge Gasification (ARIES)

We have been advised by NJDEP that the monies needed to fund the above projects (except 1 and 7) will be held up to early January of 2021. This is for the 8.6 Million.

#### Operations:

1. Plant performance – The plant operated well during June 2020 meeting all permit limits.
2. We bargaged in June for only the second time this year.
3. Flows were an average 8.6 MGD with maximum daily flow of 10.0 MGD.
4. We were able to shut off one of our two aeration tanks, this will save on electricity.
5. We are seeing some our best plant effluent with an average TSS of 3 mg/l and BOD of 3 mg/l, both with a 99% removal rate.

#### Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers.
3. Cleared grease for Main St. lift station.
4. Replaced pump at Allen St. pump station.
5. Extensive grounds keeping done around plant and pump stations.
6. Maintained Lab exhaust Hoods.
7. Installed conduit for internet upgrade.

### Laboratory:

1. Our Lab Manager has resigned.
2. We have open positions in the lab that need to be filled.
3. Due to a shortage of staff many of our parameters will be tested by outside labs.
4. The mercury samples were all non-detect.
5. The monthly quality control was completed. Quarterly quality control is underway.

### Monitoring

#### Permit:

Bioassay was conducted in July.

RV is working on air permit language with NJDEP.

The May 2020 Air Compliance Monitoring yielded a violation for Trichloroethylene at 43 ug/l. The limit is 24.6 ug/L. We resampled to reduce the average concentration for the period below the Serious Violation Threshold. The retest was 6 ug/l which brings the average concentration to 24.5, which is below the violation limit.

#### IPP

No annual IPP inspections of the major permitted industries were conducted due to precaution for the virus Virtual inspections will begin in August.

The TRNG Energy draft permit is in skeleton format and is awaiting an evaluation by Mott MacDonald.

The Aries discharge permit is in draft form. Aries will need to issue an addendum to discharge an additional waste stream which is the LRSA decant from the dewatered sludge.

Industrial flow contribution in April was 14.3% which is 9.4% less than the previous month.

#### Collection System:

The color and manhole checks in areas were conducted in late May.

#### Health and Safety

Staff has been taking online training class with the NJMEL training site.

#### Audit

The 2019 Audit is almost complete. The Final Audit Report will be presented at the July 28<sup>th</sup> Board Meeting.



Business Department

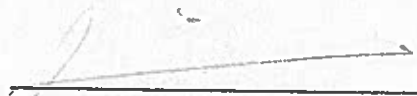
**Expenditures**

Currently O &M expenses YTD as of June 30, 2020 were \$4,375,485.10 or approximately 47.28% of the annually budgeted 2020 O&M. We are in a better place this year than in previous years at this point. This is mostly due to the reduction of sludge.

Budget requests have gone out to the Industries for the 2021 projections.

Collections have been going well. All industrial and commercial users have already paid except for one.

We will be transferring the funds needed to complete the design of the existing projects and the Phase V construction, from the General Fund to the Renewal and Replacement Fund.

  
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Respectfully Submitted,  
Jeffrey A. Williams, Acting Executive Director



REMINGTON  
& VERNICK  
ENGINEERS

RVE HQ  
232 Kings Highway East  
Haddonfield, NJ 08033  
O (856) 795-9595  
F (856) 795-1882

July 23, 2020

Mr. Jeffrey A. Williams  
Superintendent  
Linden Roselle Sewerage Authority (LRSA)  
P.O. Box 4118  
5005 South Wood Avenue  
Linden, NJ 07036

Re: Linden Roselle Sewerage Authority  
Engineer's Report for June 2020

Dear Jeff:

Enclosed for review by the Board and Authority staff is our Engineer's Report covering activities and events that have transpired since our June report.

Should you have any questions, please do not hesitate to contact me.

Sincerely yours,

REMINGTON & VERNICK ENGINEERS

By

*Gautam S. Patwardhan*  
Gautam S. Patwardhan, PhD., P.E.  
Project Manager

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LINDEN ROSELLE SEWERAGE AUTHORITY  
MEETING DATE: July 28, 2020

1. **TRUST AGREEMENT SERVICES**

No active projects at this time.

2. **STUDY & REPORT SERVICES**

**2019 Annual Air Emission Statement**

RVE worked on and submitted the 2019 Annual Air Emission Statement for LRSA. The statement was uploaded to the DEP website on June 15, 2020.

**Air Permit Modifications**

RVE contacted DEP and has had several discussions to determine specific requirements for the proposed permit modifications. Mr. Nabris Mir, from DEP, is currently reviewing the current permit. The current situation due to COVID-19 is delaying responses. RVE will submit a proposal to modify the facilities' existing permit as soon as a response from DEP is received. Additionally, the permit modification will include changes due to the gravity belt thickener upgrades.

3. **DESIGN/BID SERVICES**

**Bar Screen Replacement**

A hard copy of the 90% compete drawings will be provided to LRSA for review on or before July 28, 2020. Conduit piping to move the electrical wiring from the existing gate to the new location needs to be established along with piping to provide non-potable water to the headworks building. Bid specifications will be finalized and submitted following discussions with LRSA.

4. **CONSTRUCTION SERVICES**

No active construction services being provided at this time.

5. **PROPOSALS**

None pending.