

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, June 18, 2019 at 12:05 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 5/30/19 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; Jamel Holley, Vice-Chairman; Edward Mikolajczyk, Treasurer; Reginald Atkins, Alternate Member- via phone;

Absent: Mayor Armstead, Secretary; James Moore, Alternate Member

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

Visitor(s): None

Chairman appointed Mr. Atkins as a voting Member for this Board Meeting.

MOTION: Upon motion of Mr. Atkins, and seconded by Mr. Strano, the Board unanimously appointed Mr. Mikolajczyk as an Acting Secretary for this Board Meeting.

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

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. Holley - Yes;
Mr. Mikolajczyk - Yes; Mr. Atkins - Yes;

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board approved the minutes of the May 22, 2019 Regular Board Monthly Meeting.

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

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, the Board unanimously accepted Treasury Report as read.

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

BUSINESS AGENDA

Resolution #62-19

Approving Shared Services Agreement with City of Linden for Sewer Collector Services

Attorney stated that Authority is the owner and curator of a sewerage treatment plant and employs individuals who are experts in the operations of sewerage treatment plans as well as licensed operators of sewer collections system. City of Linden is the owner of a C-4 Sewer Collection System that collects sewer waste and rainwater that is provided to the LRSA for treatment. The NJDEP requires that each municipality in the State that owns a Collection System employ or contract the services of a licensed operator and back up licensed operator to operate and maintain its Collection System. The City of Linden is currently without the services of an Operator and Back-Up Operator. Therefore, the City of Linden desires to engage the Authority and its Operator and Back-Up Operator to perform certain services for the City relating to the Collection System, as required by the State. The City Council of the City of Linden has been presented with a resolution for their consideration to adopt the Agreement. Upon adopting and executing the Agreement, the Chairman of the LRSA is authorized to execute the Agreement in substantially similar form and substance to the Agreement annexed hereto as Exhibit A.

Chairman stated for the record, as he is on the City Council Committee on behalf of the Committee and City he does appreciate the generosity of the Linden Roselle Sewerage Authority.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution #62-19 as read and presented. (Resolution #62-19 attached)

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

Resolution #63-19

Approving Escrow Agreement with IMTT for Relocation of Pipeline within Easement on LRSA Property

Attorney stated that IMTT desires to relocate the existing 12-inch pipeline and install a new 12-inch pipeline adjacent to the old pipeline on the IMTT Easement. IMTT has agreed to deposit the Escrow with the LRSA to pay all the costs and expenses of the LRSA and its professionals, including but not limited to legal, engineering, design, construction management and administrative costs in reviewing the abandonment and removal of the old 12-inch pipeline and installing a new 12-inch pipeline. In addition both parties have estimated that the estimated initial Escrow Costs will be \$15,000.00 subject to replenishment.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Strano, the Board unanimously approved Resolution #63-19 as read and presented. (Resolution #63-19 attached)

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

Resolution #64-19

Approving Relocation of Pipeline owned by IMTT within Easement of LRSA Property

Attorney stated that this resolution is an actual relocation of the 12-inch pipeline and it is in conjunction with the above Escrow Agreement Resolution #63-19.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution #64-19 as read and presented. (Resolution #64-19 attached)

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

BIDS & PURCHASES

Resolution #65-19

Awarding a one year Contract for Removal, Barge Transport and Disposal of Sludge

The Executive Director and Plant Superintendent are recommending to award a contract to Spectraserv, Inc., for Removal, Barge Transport and Disposal of Sludge for an additional one year period in the amount of \$1,881,600.00 at a price of \$39.20 per wet ton as it is in the best interest of the Authority.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Strano the Board unanimously approved Resolution #65-19 as read and presented. (Resolution #65-19 attached)

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

Resolution #66-19

Authorizing one year extension of a contract for the Support & Maintenance of the SCADA

The Executive Director and Plant Superintendent are recommending to award a contract for the Support and Maintenance of the Supervisory Control and Data Acquisition (SCADA) system on an as needed basis to Instrument Technology Systems of Pumping Services Inc. in the amount of not to exceed \$10,000.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Atkins the Board unanimously approved Resolution #66-19 as read and presented. (Resolution #66-19 attached)

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

Resolution #67-19

Authorizing Disposal of Surplus Property

The Executive Director stated that Authority is the owner of certain surplus property which is no longer needed for public use, therefore wishes to sell surplus property in an "as is" condition without express or implied warranties. The sale of surplus shall be conducted through GovDeals pursuant to State Contract and will be conducted online. The sale is being conducted pursuant to Local Finance Notice 2008-9 and it is attached as Exhibit A to the Resolution #67-19.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins the Board unanimously approved Resolution #67-19 as read and presented. (Resolution #67-19 attached)

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

Resolution #68-19

Awarding a two year contract to Furnish and Deliver Dry Polymer

The Executive Director stated that Authority received three bids for Furnishing and Delivering Dry Polymer and it was determined that Polydyne, Inc. was the lowest responsible and responsive bidder on its bid of \$156,337.50 for two years. Therefore the Executive Director and Staff are recommending to award a contract for Furnishing and Delivering Dry Polymer to Polydyne Inc., in the sum of \$156,337.50 for a two-year period, on its bid of \$1.65 per pound.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Atkins the Board unanimously approved Resolution #68-19 as read and presented. (Resolution #68-19 attached)

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

EXECUTIVE DIRECTOR'S REPORT

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

SUPERINTENDENT'S REPORT

Superintendent presented to the Board his monthly report (see attached report).
The Superintended added to his report that the plant is running much better than it had been.
Superintend stated that compare to the same time last year it looks like the Authority will be disposing of 50% less sludge, which means significant cost savings.
No questions of the SuperIntendent report.

ENGINEERS REPORT

Engineer added to his report that a kick-off meeting was conducted last week with four engineering firms that will be working on the Authority's property at the same time for the upgrade of the facility to keep everything coordinated. No questions of the Engineer's report.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved the Resolution to hold an Executive Session to discuss "Personnel Matters and Contract Negotiation with Aries Clean Energy" and any other matters as may come before the Members. (At 12:37 P.M., Resolution #03E-19 attached)

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

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Holley, the Executive Session was closed 12:55 P.M. and the regular business meeting resumed.

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

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

MOTION: Upon motion of Mr. Holley, seconded by Mr. Strano, the Board unanimously approved to reinstate Junior Monitoring Assistant position as it is necessary to assist to the Monitoring Department.

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

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved salary adjustment as of July 1, 2019 for Richard Guerra, Monitoring Supervisor to the current salary totaling of \$68,175, as he has already successfully completed a 6- month probation.

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

BILLS AND CLAIMS

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

LINDEN ROSELLE SEWERAGE AUTHORITY

MEETING MINUTES

June 18, 2019

Operating Fund

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Holley the Board unanimously approved payment of the Operating Bills in the amount of \$595,973.44 (Resolution attached).

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

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Holley, seconded by Mr. Strano the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$14,244.75 (Resolution attached).

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

PUBLIC COMMENT

No public in attendance.

Chairman noted that as a reminder, all Board Members shall be notified that Special Board Meeting of the LRSA will be held on Tuesday, July 9, 2019 at 10:00 AM.

ADJOURNMENT

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Holley, the meeting was adjourned at 12:59 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, July 24, 2019 at 12:00 P.M. in the office of the Authority.

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

Submitted by:
Urszula Luzny

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

May 1, 2019 - May 31, 2019

REVENUE FUND

City of Linden	161,525.87
<u>Non-Major User</u>	
Phillips 66 Company	40,389.10
Safety Kleen (Clean Harbors)	17,912.32
Hartz Mountain Industries	6,106.25
Budget Inn Motel	6,039.61
Brunswick Park Associates	5,792.12
General Magnaplate Corp.	4,940.50
B&B Electroplating Co.	4,119.59
Buckeye Partners, LP	1,771.91
St. George/Linden Center	1,452.48
ST Linden Terminal LLC	742.47
Solar Compounds Corp.	731.61
Williams/Transco	519.72
<u>Municipality</u>	
City of Linden - City Properties	14,829.93
<u>Major Industry Users</u>	
PSE&G	484,277.78
Cogen Technologies	387,373.85
Merck (Cass Info. Systems)	214,718.97
Unitex	200,770.50
Blue Apron	90,759.22
Linden Bulk Transportation	66,829.23
Veolia N.A.	45,358.29
<u>Miscellaneous</u>	
Blue Apron (Fine for Rules Violation)	44,250.00
PSE&G (Mo. Effluent April-19)	20,892.00
ST Linden Terminal - (Easement)	1,679.91
Total Revenue Fund	<u>\$1,662,257.36</u>

OPERATING FUND

Merck - Wet-Weather Discharge Permitting (Reimb.)	5,632.29
JVM Sales (Reimbursement)	7,110.37
Northfield Transfer	700,000.00
Total Operating Fund	<u>\$712,742.66</u>

Escrow Account

Greek Development (formerly LPH)	69,212.11
JVM Sales	17,889.63
Aries	0.00
Ending Balance as of 05/31/19	<u>\$87,101.74</u>

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**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
June 18, 2019**

DEPARTMENTS

A. MONITORING DEPARTMENT

1. All Annual Sludge Reports were filed on time with the NJDEP and EPA..
2. The Authority conducted the annual IPP Inspection at Safety-Kleen on May 21, 2019.
3. Respiratory training and simulated confined space entry began May 23, 2019.
4. Personal Protective Equipment (PPE) training began on June 12, 2019.
5. PSEG Effluent Reuse is down from an average of 3.62 MG in 2018 to 3.06 MG in March 2019.
6. The rainfall for May 2019 was 6.70", which is 79% more than the April 2019 total of 3.74". The rainfall for 2019 to date is 19.57" compared to 18.45" for the same timeframe in 2018.

B. BUSINESS DEPARTMENT

1. **Revenue**

Residential billing revenue in the amount of \$149,425.92 was received in May 2019 along with \$12,099.95 in interest payments and \$389.51 in prepayments. Also revenue from the Major and Non-Major customers was received in the amount of \$1,580,605.32 along with \$81,651.84 in miscellaneous revenue.

2. **Expenses**

Currently O & M Expenses YTD as of May 31, 2019 is \$3,877,578.48 or approximately 41.25% of the total annual budget for O & M. Due to the decrease in sludge disposal the outlook for surplus is looking favorably.

3. **Audit**

The Auditor is waiting for the Governmental Accounting Standards Board (GASB) Statement No. 75 Health Benefits Report from the State to send the Authority the Draft Audit Report.

Respectfully submitted,



David G. Brown II
Executive Director

Superintendents Report to the Board

June 2019

Highlighting Departments

Operations:

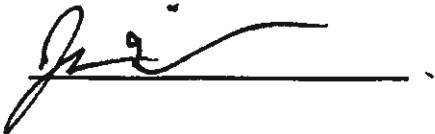
1. Plant performance – The plant operated well during May 2019 meeting all permit limits.
2. We did not Barged in May. We did barge in June
3. Flows were an average 14.3 MGD with maximum daily flow 24.1 MGD due rain
4. Our TSS percent removal was 96.2 %
5. We continue to operate on only one aeration tank, as the BOD load has dropped.
6. We processed 122.9 Tons of secondary sludge to the digesters in May than last November. This decrease loading has allowed the digesters to operate more efficiently allowing a % Volatile Solids Reduction increase of almost 8%. This has further decreased the amount of sludge needed to be barged.

Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Maintenance had forklift training completed
3. worked on flume air line and replacing drop pipes
4. worked on drip traps
5. repaired UV electric problems
6. worked on methane gas equipment
7. rebuilt scraper arm and support in gravity tank
8. GBT needed repairs to the control unit
9. Sludge pumps electronic drive needed repair. We received the last board the manufacture had.

Laboratory:

1. The ICP-OES iCAP 7400 is due for delivers mid-June.
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 is out for service
5. All quarterly checks and QC QA are in progress



Respectfully Submitted,
Jeffrey A. Williams Superintendent