

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, May 25, 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; Robert Sadowski, Secretary; Edward Mikolajczyk, Treasurer; George Vircik, Alternate Member;

Absent: John Sheehy, Vice Chairman; Yves Aubourg, Alternate;

Attending: Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Tom Laustsen, CDM Smith;

MOTION: Upon motion of Mr. Koczur, seconded by Mr. Sadowski, the Board unanimously appointed Mr. Vircik as a voting Member.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the Agenda set for below.

MOTION: Upon motion of Mr. Vircik, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the April 27, 2016 Executive Session.

MOTION: Upon motion of Mr. Vircik, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the April 27, 2016 Regular Board Monthly Meeting.

Chairman informed the Board that Mr. Aubourg cannot attend Board Meetings during the day, only during evening hours. Further Chairman took a poll to see if the Members wanted to change the meeting time to 6:00 P.M. and all Board Members agreed to have the Board Meeting stay at the 12 Noon time.

Treasurer's report accepted as read.

Tom Laustsen left the board room due to executive session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Sadowski, 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 12:04 P.M., Resolution #05E-16 attached).

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Executive Session was closed 12:24 P.M. and the regular business meeting resumed.

The regular business meeting resumed; Tom Laustsen, CDM Smith rejoined the meeting.

The following action have to be taken by Motion:

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Executive Director and Staff to hire Mark Kawalec to the position of Lab. Technician at a starting salary of \$49,503.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved recommendation of the Executive Director to extend requirement of the Conditions of Employment to an Operator Arthur Rice for failing the Advanced Wastewater Course for one year with the stipulation that this is only a one time extension; also that he is not eligible for any salary/step increase until this condition is fulfilled.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Vircik, the Board unanimously approved as recommended by the Board to suspend summer employment for a one year period.

BUSINESS AGENDA

Resolution Authorizing Refund Checks for Sewer Bills

Annually, a Resolution is needed granting the Executive Director authorization to approve payment of the 2016 sewer charge refund monies. The Trustee is being instructed to make payment covering these reimbursements from the General Fund upon the direction of the Executive Director as to the amounts and payees.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved Resolution authorizing the Executive Director to approve payment of the 2016 sewer charge refund checks by Trustee from the General Fund for the reimbursement of duplicate payments or overpayments for 2016. (Resolution #26-16 attached)

Issuance of an Industrial Discharge Permit to Unitex Textile Rental Services (Unitex)

Unitex Textile Rental Services (Unitex) is a new user who has applied for an industrial discharge permit with LRSA to discharge wastewater from a commercial laundry facility specializing in health care linens. The facility is estimated to produce a maximum of 118,000 gallons per day of wastewater. Unitex will employ screen filtration and heat exchange as their pretreatment process. Authority conducted an evaluation of the application and subsequent data and found the proposed discharge to be treatable and acceptable by the LRSA system. Unitex is subject to the LRSA local pretreatment limits; there are no EPA categorical standards for this type of waste stream. The draft permit was subject to 30-day public comment. No comments were received. Therefore, the Executive Director and Staff are recommending that the Board adopts Discharge Permit to Unitex Textile Rental Services effective June 1, 2016.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved Resolution authorizing issuance of an Industrial Discharge Permit to Unitex Textile Rental Services effective June 1, 2016. (Resolution #27-16 attached)

EXECUTIVE DIRECTOR'S REPORT

Water Usage

As previously reported the Authority implemented a project to convert from using potable water to plant effluent for the pump seals of most of all the pumps in the plant. This project was awarded to JEV Construction. The purpose was two-fold, water conservation and reducing operating cost. The Executive Director stated that he is very pleased to report the Authority has been able to reduce their monthly water bill by more than 50%, from \$7,500 a month to \$3,300.

EXECUTIVE DIRECTOR'S REPORT (continued)

Water Usage (continued)

The Executive Director stated that the capital cost for this project was \$58,143, therefore a pay back is less than 14 months, which is excellent.

HIGHLIGHTING DEPARTMENTS

Operations Department

➤ **Plant Performance**

The plant operated well during the month of April 2016, meeting all permit limits.

Maintenance Department

- **Corrective Repairs and Replacements** – most of the work was done as preventative maintenance on the gas collection systems, which is to replace the pressure release valves as it is important because of the Authority's NJDEP Title V permit to prevent any gases going into atmosphere; UV system repairs on the communication cables; repaired electrical starter for F-1 dewatering pump; installed rebuilt K-3 sludge circulation pump in Digester Basement.

Monitoring Department

- **Rainfall** - April 2016 rainfall was 1.07 inches. Year to date rainfall is 7.48 inches, compared to 7.64 inches same last year.
- **IPP Program**
- ◆ **Linden Bulk Transportation** – The Authority has increased monitoring of the LBT discharge from twice per month to weekly because of their discharges potential to upset the Authority's Plant. The deadline to meet the new limit for oil and grease is October 1, 2016. They also required by July 1, 2016 to employ an Operator with a License.
 - ◆ **Inspection** – Seven of the thirteen annual majors IPP inspections were completed.
 - ◆ **Linden Property Holdings** – They have filed a renewal application for their industrial discharge permit which was issued September 1, 2011 and expires in August 2016. The Discharge has not commenced due to delays in sale of the property and preparation of the site for building, also the sewer connection has not been completed. The application was found to be deficient because the groundwater monitoring data is not current, results of PCB monitoring was not reported, and the application was not signed by the authorized representative.
- **Safety Issues**
- ◆ The contract to Clean Venture for response and clean-up for on-site spills was renewed.
 - ◆ Make-up training for Lock-Out / Tag-Out was held for two employees on May 6 2016. Also the new operator had hazard Communication Training. PEOSHA conducted both training sessions free of charge.
 - ◆ All departments completed their chemical inventories for the annual Right To Know Survey. The information was sent to the Safety Consultant to prepare and submit the survey by July 15, 2016.
- **Laboratory**
- One of the twenty-five certified parameters for the 2016 lab performance study failed to meet the criteria for Oil and Grease. The rerun is scheduled for September. The results for all three new parameters: total petroleum hydrocarbons, total dissolved solids and

EXECUTIVE DIRECTOR'S REPORT (continued)

Monitoring Department

➤ **Laboratory (continued)**

hardness were acceptable. The laboratory will be subject to two audits from the NJDEP on July 25 and July 26, 2016. The Executive Director further stated that the next goal for the lab to certify on some water analysis for lead, which is important for the community.

Business Department

➤ **Expenditure Report**

The Authority's fourth month of the expenditures for 2016 indicating the expenditures are at a level of 33% at 33% of the fiscal year. The Authority is presently right on budget.

➤ **Revenue Report**

The Authority's loading data for the first three months of 2016 from class A&B users is down, especially since Public Service has been down for their annual maintenance activities during the first two months of the year. However, the loadings have come up since last month.

➤ **2015 Audit Report**

The Executive Director stated that the 2015 Audit Report will be presented by Authority's Auditor, Suplee, Clooney at next month meeting. The delay of the Audit report is due to new State requirements that Local Government units must reflect the liability of employee pension contribution on the report. This accounting requirement is called GASB 68, also the Authority is waiting for these numbers from the State. The Executive Director further stated that the report was reviewed by himself and the Finance Manager, also he is pleased with the report as the Authority had a good fiscal year.

➤ **Disaster Recovery Plan**

In review, after superstorm Sandy the Auditor recommended that Authority have in place a Disaster Recovery Plan in the event that the Authority has a catastrophe again so we are able to go to the "cloud" and recover all the information and run efficiently without interruption.

During the month the Executive Director and the Authority's IT Consultant, Aton conducted a simulated drill to assure that the cloud server is working properly and DRP is in order. The drill was witnessed by the Executive Director and Finance Manager and it was determined that the DRP is working as designed, it was able to bring the information from the "Cloud" to the lap top computer.

➤ **City of Linden Sewer Bills**

The Executive Director stated that the residential sewer bills were sent out this month, and he was very pleased to report that there was no rate increase in 2016. In the event a resident had a higher bill it is due to higher water usage and not the rate.

➤ **Auction for Forklift**

The forklift was auctioned and sold for \$2,025.

No questions of the Executive Director's Report.

BIDS AND PURCHASES

Recommendation to Amend T&M Safety Consultant Contract

In order for the Authority's Safety program to continue to operate with success during the planned maternity leave of its Safety Officer for up to six month period from June to December 2016 it is recommended that during this time T&M Associates has more involvement in oversight and assistance in administrating the Authority's safety program. Since 2015, the Authority has

BIDS AND PURCHASES (continued)

Recommendation to Amend T&M Safety Consultant Contract (continued)

been fortunate to acquire the expertise of PEOSHA to hold required Health & Safety Training classes at no charge. Therefore, the recent yearly funds allocated to the Plant Safety Consultant budget have been significantly decreased. The Executive Director and Staff are recommending that the Board approves a contract amendment for safety consultant services during the years 2016-2017 to T&M Associates for the amount of \$2,460; this increase brings the contract to a total not to exceed amount of \$14,760, in order to provide for an increase in oversight and assistance in administration of the Authority's safety program.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved Resolution Amending a Professional Services Contract with T&M Associates for Safety Consultant Services in the amount of \$2,460 to increase the contract to a total amount not to exceed \$14,760. (Resolution #28-16 attached)

Recommendation to award a Contract Extension to Furnish and Deliver Polymer

At the Board Meeting of May 28, 2014 the Board awarded a two (2) year contract to Polydyne, Inc. to furnish and deliver polymer to the Authority for the gravity belt thickening of sludge. The contract expired on May 31, 2016. The NJ Local Public Contracts Law allows for the extension of a contract by the mutual agreement of the parties as long as the terms and condition of the contract remain substantially the same. The Authority's Staff concluded that a contract extension is needed and would be in the Authority's best interest. The Executive Director and Staff are recommending that the Board approves a contract extension with Polydyne Inc. to furnish and deliver polymer for a one year period, commencing June 1, 2016 at a price of \$1.70 per pound for a total not to exceed amount of \$73,100 and it is on an as needed basis.

Mr. Vircik questioned; when the bid was awarded 2 years ago if Polydyne, Inc. was the only bidder? The Executive Director responded that he does not recall, but will look it up and report.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution Extending a Contract to Furnish and Deliver Polymer to Polydyne, Inc. in the sum of \$73,100 at the price of \$1.70 per pound for a one year at the same terms and conditions as the original contract. (Resolution #29-16 attached)

Recommendation to Award a contract for Digester Cleanout and Improvements Project

Bid specifications were developed for the cleaning and maintenance of Digester No.1. As the Board had been made aware, the digester had been shut down in order to empty the tank in preparation for this work. The bid was publicly advertised and the opening was held on May 13, 2016. One proposal was received from Spectraserv, Inc. in the amount of \$94,500. The bid was reviewed and determined to be both responsive and responsible. The bid amount is below the Engineer's project cost estimate of \$110,000 for the work. Therefore, the Executive Director and Staff are recommending that the Board award a contract for Digester Cleanout and Improvements Project to Spectraserv, Inc. on its bid of \$94,500.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution Awarding a Contract for Digester Cleanout and Improvements Project to Spectraserv, Inc. on its bid of \$94,500. (Resolution #30-16 attached)

ENGINEERS REPORT

No question of the Engineers Report.

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.

Operating Fund

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved payment of the Operating Bills in the amount of \$916,626.70 (Resolution attached).

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$14,648.00 (Resolution attached).

ADJOURNMENT

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the meeting was adjourned at 12:52 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **June 22, 2016 at 12:00 P.M.** in the office of the Authority.