

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, May 26, 2020 at 12:20 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;

Via-Phone: Edward Mikolajczyk, Treasurer;

Virtual: Mayor Armstead, Secretary; Reginald Atkins, Alternate Member; James Moore, Alternate Member;

Absent: Jamel C. Holley, Vice-Chairman;

Attending: Jeffrey A. Williams, Acting Executive Director; Gautam Patwardhan, Authority's Engineer; **Virtual:** Sean McGowan, Authority's Attorney;

All Attendees Salute to the Flag.

Recognition of Visitors - No visitors in attendance.

Chairman appointed Mr. Moore as a voting Member for this 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. Moore - Yes;

MOTION: Upon motion of Mr. Moore, seconded by Mr. Mikolajczyk, the Board approved the minutes of the April 28, 2020 Regular Monthly Meeting.

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

MOTION: Upon motion of Mr. Strano, seconded by Mr. Moore, the Board approved the minutes of the April 28, 2020 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. Armstead, the Board unanimously accepted Treasury Report as read.

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

STAFF MONTHLY REPORT

The Acting Executive Director presented to the Board his monthly report (see attached report). In addition to the written report the Acting Executive Director stated that the Authority might have a potential personnel problem. Director stated that this matter is a little convoluted.

An employee reported this matter to the Operations Manager and Acting Executive Director and said that somebody came to him that does not want to be identified and said that he heard that another one of Authority employee said the "n" word. Further the employee said that it was not directed at the employee it was apparently directed at the construction worker. Management interviewed an employee who may or may not have said that word, which he has denied.

The Authority's Management is in difficult situation because none of the employees wanted to be on the record or even to be identified as who actually overheard. Further the Director stated that this morning he spoke with this employee who brought this matter to management attention and he does agree with the Director that there is really not much the Authority can do, except the Authority will be re-distributing to all employees Anti-Harassment Policy. Also Director said that management is advised to keep a close eye out for anything that may occur, as this is totally unacceptable.

In addition Director said that the Authority will mandate for all employees to go through a number of videos like sensitivity training and what you can or cannot do as a public employee including any kind of harassment. Director concluded that this employee who brought this matter to management attention was happy that Authority has plan in place and hopefully this will be put to rest. Director emphasized that he is not happy that this incident occurred.

Chairman asked Authority's Attorney a question - Has the Authority met all its obligations regarding this issue?

Attorney stated that at this point considering that the individuals do not want to make a big deal about it, they just want to document that incident occurred, document that anti-harassment policy will be reissued to all employees including sensitivity training videos and report to the Board this issue. Further Attorney stated that as long as Authority does the presented above documentations the Authority is meeting the obligation for incident that occurred.

ENGINEERS REPORT

Engineer presented to the Board his monthly report (see attached report).

No questions of the Engineer's report.

BUSINESS AGENDA

Resolution #39-20

2020 Sewer Charge Reimbursement/Overpayment

Chairman read Resolution #39-20; see attached.

MOTION: Upon motion of Mr. Moore, seconded by Mr. Armstead the Board unanimously approved Resolution #39-20 as read and presented.

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

Resolution #40-20

Authorizing Appointment of an Authorized Representative for all matter relating to the New Jersey Environmental Loan No. S340299-08

Chairman read Resolution #40-20; see attached.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #40-20 as read and presented.

Resolution #40-20 continued

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

Resolution #41-20

Authorizing Participation in the Federal Emergency Management (FEMA) Hazard Mitigation Grant Program

Chairman read Resolution #41-20; see attached.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved Resolution #41-20 as read and presented.

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

BIDS & PURCHASES

Resolution #42-20

Authorizing Change Order Number 1 to the Contract with APS Contracting for the Building Improvements Project Phase V

Chairman read Resolution #42-20; see attached.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved Resolution #42-20 as read and presented.

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

Resolution #43-20

Awarding a Contract to Verizon Business Services to Provide Internet Service

Chairman read Resolution #43-20; see attached.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Moore the Board unanimously approved Resolution #43-20 as read and presented.

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

PUBLIC COMMENT – No public present.

EXECUTIVE SESSION – Nothing to report.

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. Armstead, seconded by Mr. Strano the Board unanimously approved payment of the Operating Bills in the amount of **\$426,189.48** (Resolution attached)

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

**LINDEN ROSELLE SEWERAGE AUTHORITY
MEETING MINUTES
May 26, 2020**

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of **\$304,871.69** (Resolution attached).

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

ADJOURNMENT

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Moore, the meeting was adjourned at 1:00 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on **Tuesday, June 23, 2020 at 12:00 P.M.** in the office of the Authority and/or via phone conference call.

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

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

April 1, 2020 - April 30, 2020

REVENUE FUND

Non-Major User

City of Linden \$ 51,638.73

Total Non-Major User \$ 61,638.73

Municipality

\$ -

Total Municipality \$ -

Major Industry Users

Veolia N.A. (2019 Capacity Fee) \$ 4,165.16

Total Major Industry Users \$ 4,165.16

Miscellaneous

PSE&G (Mo. Effluent March 2020) \$ 21,170.00

Aries - Use & Occupancy Agreement (Apr. 2020) \$ 10,847.42

City of Linden Shared Services (2nd Qtr. 2020) \$ 3,000.00

ST Linden Terminal - Easement \$ 122.79

Total Miscellaneous \$ 35,140.21

Total Revenue Fund \$ 90,944.10

OPERATING FUND

Northfield Transfer \$ 950,000.00

Total Operating Fund \$ 950,000.00

ESCROW ACCOUNT

Greek Development (formerly LPH) \$ 65,011.03

JVM Sales \$ 16,384.63

IMTT Pipeline \$ 15,000.00

EWA Linden 4050 LLC (formerly Accordia) \$ 9,253.43

Linden Renewable Energy \$ 10,000.00

Geosyntec NuStar \$ 5,000.00

Aries Clean Energy \$ -

Escrow Bal. as of 4/30/20 \$ 120,649.09

Report to the Board **May 2020**

Highlighting Departments

Administrative

We are working the staff at reduced levels due to the virus those that can are working part of the time in the office and then from home. Lab, operations and maintenance are working at 50% levels working one week on one week off. The reduced staff on site is only working due to the following:

1. Reduced testing schedule from NJDEP
2. The elimination of most of the preventive maintenance
3. Reducing Operational controls to a bear minimum.

We have been working with our Safety officer and Safety consultant on what we need to do when we go back to full staffing.

We had one resignation. One of our lab techs is moving on to East Windsor MUA as the head of their laboratory. We wish her luck.

We have set up a zoom account for remote meetings

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 #8: Aries Sludge Gasification (ARIES)

Operations:

1. Plant performance – The plant operated well during April 2020 meeting all permit limits.
2. We barged for the first time in 2020 in April
3. Flows were an average 10.89 MGD with maximum daily flow of 24.01 MGD
4. The high pressure recir water pump failed therefore we have to use portable water for a period. water bill will reflect the increased use of portable water
5. We are working at reduced staff due to the virus protocols.

Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers
3. repacked leaking pumps
4. checked gas meters
5. repaired igniter on heat exchanger
6. Serviced flow meters
7. replaced starter for I7 high pressure pump
8. I7 motor was rewound
9. repaired exhaust fan on UV Deck
10. We are working our maintenance staff at 50% alternating weeks due to the Virus protocol.

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. Quarterly checks and QC QA were completed
4. We are currently analyzing fewer than normal samples due to reduced monitoring frequencies covid 19 lab personnel plan. NJDEP has put out a reduced testing schedule for the facilities
5. The Lab successfully passed all parameters for the PT samples

Monitoring

NJPDES permit we are awaiting the invoice for the annual permit this will be higher than normal as the fees are based on BOD loadings of two years ago. We had a higher than normal BOD due to Capital Foods.

Working on air permit language with NJDEP

RVE is working on our air statement

IPP

No annual IPP inspections of the major permitted industries were conducted due to precaution for the virus

General Magnaplate was issued a notice of violation on 01/16/2002 for a Nickel exceedance. The conc exceeded the federal max several time during November 2019

Unitex was issued a notice of violation for oil and grease for November 2019.

The Aries discharge permit is in draft form Aris 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 Feb was 15.59% which is 24% less than the previous month.

We have been approached by an unknown entity inquiring about taking up to 3 MGD of LRSA effluent to use a cooling water . The gacility will be manufacturing new standard fuel for ships.

Audit

The 2019 Audit is almost complete. A copy of the draft report is included with the reference material. They are waiting on reports from the State before they can finalize the Audit.

Business Department

Expenditures

Currently O &M expenses YTD as of April 2020 were \$3,161,234.31 or approximately 34.2% of the annually budgeted O&M.



Respectfully Submitted,
Jeffrey A. Williams Superintendent



**REMINGTON
& VERNICK
ENGINEERS**

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

May 21, 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 April 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 February report.

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

Sincerely yours,

REMINGTON & VERNICK ENGINEERS

By

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

LINDEN ROSELLE SEWERAGE AUTHORITY
MEETING DATE: May 26, 2020

1. **TRUST AGREEMENT SERVICES**

No active projects at this time.

2. **STUDY & REPORT SERVICES**

2019 Annual Air Emission Statement

RVE is working on the Annual Air Emission Statement for LRSA. A final statement for review will be available before May 31, 2020.

Air Permit Modifications

RVE contacted DEP to determine specific requirements for the proposed permit modifications, if any. Mr. Nabris Mir, from DEP, is currently reviewing the current permit and will get back with more information. 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.

3. **DESIGN/BID SERVICES**

Bar Screen Replacement

A draft set of design drawings and specific technical specifications was submitted to LRSA for review on May 15, 2020. RVE is updating the final design drawings and specifications and will incorporate any comments/edits received from LRSA following review of the draft plans.

4. **CONSTRUCTION SERVICES**

No active construction services being provided at this time.

5. **PROPOSALS**

None pending.