

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, November 22, 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; George Vircik, Vice-Chairman; Robert Sadowski, Secretary; Edward Mikolajczyk, Treasurer; Patrick Cerra, Alternate Member; Jamel Holley, Alternate Member via phone conference;

Attending: Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Maggie Miller, Authority's Labor Attorney; Tom Laustsen, CDM Smith;

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

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Vircik, the Board unanimously approved the minutes of the October 26, 2016 Executive Session.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the October 26, 2016 Regular Board Monthly Meeting.

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Vircik, the Board unanimously accepted Treasury report as read.

Tom Laustsen left the board room due to Executive Session.

At this point Authority lost communication with Mr. Holley and was not able to reconnect.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, 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 12:05 P.M., Resolution #11E-16 attached).

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Executive Session was closed 1:00 P.M. and the regular business meeting resumed.

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

The following actions have to be taken by Motion:

MOTION: Upon motion of Mr. Vircik, and seconded by Mr. Sadowski, the Board approved adoption of Authority's Nepotism Policy Option #2 effective 1/1/2017. (Enclosed)

VOTE: Mr. Koczur – Yes; Mr. Vircik – Yes; Mr. Sadowski – Yes; Mr. Mikolajczyk – No

The following actions have to be taken by Motion (continued):

MOTION: Upon motion of Mr. Vircik, and seconded by Mr. Koczur, the Board approved recommendation of the Executive Director not to approve the additional 2 week LOA to Monitoring Supervisor (Meghan Heuser) due to Authority's staffing needs. The Monitoring Supervisor has been out already for Maternity and Family Leave for six months.

VOTE: Mr. Koczur – Yes; Mr. Vircik – Yes; Mr. Sadowski – No; Mr. Mikolajczyk – Yes;

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Executive Director and Staff to hire Christina Tsirkas to permanent position due to vacancy of Laboratory Technician at a starting salary of \$49,503 as per union agreement with the stipulation that Christina is required to take and pass two college courses, microbiology and chemistry within a one year. The cost for the courses will be paid by the employee.

BUSINESS AGENDA

EXECUTIVE DIRECTOR'S REPORT

Construction Project: Main Street Pump Station

The Executive Director reported that the Authority has submitted the Treatment Works Approval permit application to NJDEP. This permit needs to be issued prior to the Authority going to bid for this project. Recently Authority received by NJDEP approval of this permit which is "administrative complete". Next phase of this project is technical review and Authority is anticipating that review will be done by end of this year and the bids should take a place beginning of the year.

Primary Tank Sludge Collectors

The Executive Director reported that during the month Authority has handed over tank #2 to Spectraserv. This tank has been completely demoted, commenced installing new flights and chains, also the new effluent troughs were installed. The Executive Director stated that today the manufacturer inspected the equipment and the Authority anticipates take the ownership as scheduled by end of this year. The Executive Director stated that he is very pleased with the contractor and the manufacturer.

New Customer

The Executive Director reported that this year there has been some new customers entering the Authority system which is good news for the City of Linden as well as the Authority. Earlier in the year Unitex Laundry commenced operation and two others have applied for both NJDEP "Treatment Works Approval" permits in addition to industrial permits with the Authority. They are Blue Apron, a food preparation company and Laundry Warehouse, laundry cleaning operations.

HIGHLIGHTING DEPARTMENTS

Operations Department

➤ **Plant Performance**

The Executive Director reported that the plant operated well during the month of October 2016, meeting all permit limits. Clarifier #3 was taken out of service for a high torque alarm and it was discovered that a scraper blade came off causing the torque issue. It is a good assurance the alarm systems are working to prevent equipment damage, which is very important safety guard.

HIGHLIGHTING DEPARTMENTS (continued)

Maintenance Department

➤ **Corrective Repairs and Replacement**

The Executive Director reported that maintenance staff worked on various tasks as follows: replaced belt and side seals on gravity belt #1; set up 900 gallon hypo tank and chemical pumps in Blower basement; installed 8 new led ceiling lights in Blower basement; replaced heat trace wire on portable water line at UV Building; repaired permanganate pump in Gravity Thickener Building.

Monitoring Department

➤ **Rainfall**

Rainfall for October 2016 was 2.20 inches. Year to date rainfall is 22.28 inches, compared to 24.20 inches for the first nine months of 2015.

➤ **IPP Program**

◆ **Linden Bulk Transportation**

Authority has requested a commitment date from LBT for the permanent location for compliance sampling and discharge flow meter.

◆ **Inspections**

All of the fourteen annual majors IPP inspections were completed, which is required by the State.

◆ **Emergency Preparedness Plan**

The Executive Director reported that on November 3rd, Authority hosted a meeting with the industrial users to review the requirements of an Emergency Preparedness Plan. A public notice began on October 20 to November 20, 2016. The permit modifications will be presented for approval at the December 2016 Board Meeting. Facilities have one year from the permit modification to submit the plan to the Authority.

➤ **Laboratory**

◆ **NJDEP Audit**

The Executive Director reported that NJDEP responded to Authority's comments to the July 26, 2016 laboratory audit. They confirmed the duplicate samples are required for all field parameters; dissolved oxygen, pH, and chlorine residual. The required quality control analysis will be implemented by December 1, 2016. Most of the items from the audit are resolved with the exception of updating and implementing some changes to the ammonia analysis and the fecal coliform test. LRSA also committed to complete the update to the Lab QA/QC Manual by December 1, 2016.

◆ **Proficiency Study**

The Executive Director stated that a repeat proficiency study for oil and grease was conducted in October and was successfully achieved. Authority receive formal notification from NJDEP that we pass all the parameters. The Authority's lab continued maintaining all of the lab parameters certification.

➤ **Air Program / Air Permit Compliance**

The Executive Director reported last month that the Authority filed an application on August 26th for a modification to the Subchapter 8 Permit. An original draft was issued on October 4, 2016, to which changes were made after LRSA questioned the emission factors the NJDEP used. A final draft was issued on November 4, 2016. As requested by Authority, the limits for sludge throughput and digester gas production have been eliminated.

Monitoring Department (continued)

➤ **NJDPDES Permit**

- ◆ **Residual Permit:** The Executive Director reported that Authority received the final renewal of the Residual NJPDES General Permit effective January 1, 2017. As reported previously, the conditions have not changed from the previous permit and it is dealing with biosolids disposal.
- ◆ **Nutrient Pollution:** EPA is proposing a rule that would involve a census of POTWs about treatment technology for reduction of nutrient pollution. The census will include collecting actual monitoring data from POTWs for nitrogen and phosphorous compounds. Over a four to five year period, EPA will visit specific POTWs to evaluate how the plants remove nutrients and what operational enhancements can be made to improve plant performance. The Executive Director further stated that this would be cost prohibitive to the LRSA and any other Authorities to implement any treatments for the nutrients removals. The Executive Director will keep the Board updated on this issue.
- ◆ **Effluent Reuse:** The Executive Director stated that if the volumes of effluent reuse being drawn from Public Service continues to year end, it will be the second year Public Service has reached the second tier of the agreement. This will result in \$200,000 more revenue than anticipated in the budget.

Business Department

◆ **Expenditure Report**

The Executive Director reported that at the ten months of 2016, expenditures are at a level of 79% at 83% of the fiscal year. The Authority is under budget, and it appears there will be a year-end surplus.

◆ **Revenue Report**

The Executive Director reported the Authority's loading data for the first nine months of 2016 from class A & B users have continued to stabilize over the last few months slightly exceeding budget projections.

◆ **2017 Budget**

The Executive Director reported the Authority's 2017 budget, which was approved by the Board, has been submitted to the State for review.

◆ **2016 Sewer Rebate Adjustments**

The Executive Director reported the Authority grants a sewer bill adjustment for outside use or proof the water did not enter the sewers. This year the Authority received 349 applications and approved 284 for a refund value \$39,790 as compared to 2015 with a value of \$32,137.

No questions of the Executive Director's Report.

BIDS AND PURCHASES

Awarding of Insurance Brokerage Services

A Request of Qualifications (RFQ) to provide Insurance Brokerage and Consulting Services was solicited through a fair and open process. Three submissions were received from Acrisure, LLC, Balken Risk Management and Brown and Brown Public Risk Advisors. The proposals were reviewed by Authority Staff and met all the submission requirements of the RFQ. On 11/9/16, each firm, at Authority's request came to the Authority to give a brief oral presentation of their qualifications and to be interviewed by the Executive Director and Purchasing Manager. At the conclusion of this review process all brokers were viewed favorable. After consideration of all the evaluation factors, it is Authority's recommendation that Acrisure, LLC be awarded a contract to provide Insurance Brokerage Services to the Authority. This service should be awarded for a

BIDS AND PURCHASES (continued)

Awarding of Insurance Brokerage Services (continued)

period of one year, with the option to extend for two additional years as is permitted by New Jersey Public Contracts Law. The compensation for the services of the Insurance Broker will not be paid by the Authority. It is standard industry practice for the broker to be paid through a commission structure negotiated with the insurance carrier and/or Joint Insurance Fund.

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Sadowski, the Board unanimously approved Resolution awarding a contract with Acrisure, LCC for a one year period, with the option to extend for two additional one year periods, at the discretion of the Authority, for a maximum contract term of three years. The compensation to Acrisure, LLC will be done through the insurance carriers for any insurance policies on behalf of the Authority. (Resolution #46-16 attached)

Resolution Award Annual Payroll Services

The Authority solicited quotes for payroll services. Quotes were received from two vendors, ADP and Paychex. ADP submitted the lowest quote in the amount of \$9,789.93 and Paychex's quote for the services including implementation fees was \$10,200.99. The Authority has utilized the services of ADP for many years and they submitted the lowest quote. Therefore the Executive Director and Staff are recommending that the annual contract for payroll processing services be awarded to ADP for an amount not to exceed \$10,500 to allow for additional cost that may be incurred with the addition of new and/or temporary employees to the Authority's Staff.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved a Resolution awarding a contract for Third Party Payroll Processing Services in 2017 to ADP for the sum of not to exceed \$10,500. (Resolution #47-16 attached)

ENGINEERS REPORT

Tom Laustsen added that he submitted draft evaluation of annual inspection report to the Executive Director.

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. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved payment of the Operating Bills in the amount of \$505,809.00 (Resolution attached).

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$146,000.00 (Resolution attached).

ADJOURNMENT

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:25 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Tuesday, **December 20, 2016 at 12:00 P.M.** in the office of the Authority.