

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, November 20, 2018 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority.

Chairman Vircik 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 12/29/17 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: George Vircik, Chairman; Edward Mikolajczyk, Treasurer; Derek Armstead, Secretary; Reginald Atkins, Alternate Member;

Absent: Jamel Holley, Vice Chairman; Ralph Strano, Alternate Member;

Attending: David G. Brown II, Executive Director; Jeffrey A. Williams, Superintendent; Richard Rudin, Weiner Law Group; Tom Laustsen, CDM Smith Co.;

MOTION: Upon motion of Mr. Vircik, seconded by Mr. Mikolajczyk the Board unanimously appointed Mr. Atkins as a voting Member for this meeting until Mr. Holley arrives.

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

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the October 24, 2018 Regular Board Monthly Meeting.

MOTION: Upon motion of Mr. Atkins seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the October 24, 2018 Executive Session.

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

BUSINESS AGENDA

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report).

The Executive Director added to his written report that the Authority received reimbursement of \$150,000 for the fencing installation from Homeland Security.

SUPERINTENDENT'S REPORT

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

No questions of the Superintendent's report.

BIDS AND PURCHASES

Awarding of Insurance Brokerage and Consultant Services

At the Board Meeting of November 22, 2016, Acrisure, LLC was awarded a contract to provide Insurance Brokerage and Consultant Services. The contract was awarded under a fair and open process for a one year period, with option to extend for two additional one year periods as permitted by New Jersey Public contracts Law. The Authority has been satisfied with the services provided by Acrisure regarding procuring insurance coverages over the past two years. They were

BIDS AND PURCHASES (continued)

Awarding of Insurance Brokerage and Consultant Services (continued)

also found to be responsive to requests for information regarding all insurance related matters that arose during the year. Therefore the Executive Director and Staff are recommending that a contract to provide Insurance Brokerage and Consultant Services be awarded to Acrisure, LLC. 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.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution awarding a contract with Acrisure, LCC for a one year period. The compensation to Acrisure, LLC will be done through the insurance carriers for any insurance policies on behalf of the Authority. (Resolution #56-18 attached)

Authorize amendment of Contract for Professional Engineering Services

At the Board Meeting of August 22, 2018, T&M Associates was awarded a contract for Design & Bid Services for Phase V Buildings Improvement Project. The Executive Director and Superintendent are recommending an increase to the scope of work in the original awarded contract for: 1) removal of existing curbs from Primary Building; 2) removal of fans from Roughing Filter building; 3) lead based paint investigation on glazed block/brick; 4) lintel repair/replacement. Therefore, T&M Associates submitted proposal for additional engineering and investigation services in the total amount of \$31,032.49, increasing the contract amount to \$166,532.49. Therefore, the Executive Director and Staff are recommending that the Board award contract amendment in the amount of \$31,032.49 for additional scope of work with T&M Associates for a total not to exceed contract amount of \$166,532.49.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution authorizing amendment of contract for additional scope of work to T&M Associates in the amount of \$31,032.49, increasing the contract to a total not to exceed amount of \$166,532.49. (Resolution #57-18 attached)

ENGINEERS REPORT

Tom Laustsen added to his written report in regards to LPH bridge project that the pier for the bridge was installed. Tom stated that when study was performed by LPH and Jacob the previous consultant, the pier was going to be about 12 feet away from the Authority's Main Sewer Interceptor, which was based on televising and locating by Jacobs, however it turns out that the pier is 28 inches away from main sewer interceptor. Tom further stated that fortunately LPH has a good contractor and the proper work was done to protect Authority's Main Sewer Interceptor. In addition to the installation for the pier and due to such a close range they televised prior to the installation and after installation of the pier to be sure that there was no disturbance to Authority's Main Sewer Interceptor Line. CDM Smith is waiting for the follow up written report. Tom also added that recently CDM Smith performed an annual inspection of the Authority's facility and concluded that as usual everything looked good and commending the Authority's Staff on their operation and maintenance of the facility.

PUBLIC COMMENT

There were no public in attendance.

BILLS AND CLAIMS

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

Operating Fund

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Operating Bills in the amount of \$619,551.34 (Resolution attached). All the Board Member abstained from their votes only for their individual annual payment.

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$140,911.20 (Resolution attached).

Tom Laustsen left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Atkins, 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 12:20 P.M., Resolution #11E-18 attached).

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:31 P.M. and the regular business meeting resumed.

Meeting open to the public. Tom Laustsen joined the meeting.

No action has to be taken due to Executive Session.

Chairman concluded wishing to all blessed and healthy Thanksgiving.

Mr. Holley arrived.

ADJOURNMENT

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the meeting was adjourned at 12:31 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, **December 18, 2018 at 12:00 P.M.** in the office of the Authority.

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

October 1, 2018 - October 31, 2018

REVENUE FUND

Non-Major User

City of Linden 568,166.17

Municipality

Borough of Roselle (4th Qtr. 2018) 728,462.25

Major Industry Users

0.00

Miscellaneous

PSE&G (Mo. Effluent Aug-18) 20,481.50

Blue Apron (Fine for Rules Violation) 1,000.00

Total Revenue Fund \$1,318,109.92

OPERATING FUND

Northfield Transfer 780,000.00

Total Operating Fund \$780,000.00

Linden Property Holding Escrow Account

Beginning Balance as of 10/01/18 78,140.71

LPH Negotiations & Agreement for Easements/Licenses 0.00

Ending Balance as of 10/31/18 \$78,140.71

**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
November 20, 2018**

DEPARTMENTS

A. MONITORING DEPARTMENT

1. All EPA and NJDEP reports were completed and submitted on time.
2. Continued working on the Annual Industrial Pretreatment Program Report, due December 1, 2018.
3. Met with Capital Foods on November 8, 2018 to reiterate the importance of them installing pretreatment equipment also ensured that there permit application would be submitted by December 15, 2018.
4. Confined Space training was held on November 1, 2018.
5. PSEG Effluent Reuse is up from an average of 3.43 MG in 2017 to 3.63 MG in 2018.
6. The rainfall for October 2018 was 2.95". The rainfall for 2018 is up at 43.28" as compared to last year, 2017 at this time it was 36.27".

B. BUSINESS DEPARTMENT

1. **Revenue**

Residential billing revenue in the amount of \$573,287.32 was received in October 2018 along with \$4,898.57 in interest payments and \$2,137.19 in prepayments.

2. **Expenses**

Currently O & M Expenses YTD as of October 31, 2018 is \$7,640,804.03 or approximately 81% of the total annual budget for O & M.

3. **Budget**

The State Budget package was completed after the October meeting and was submitted for review and approval to the Division of Local Government Services.


4. **Grants**

Homeland Security conducted a Monitoring Review Audit for the fencing installation and a Fixed Asset Inventory Form was completed and waiting for reimbursement of \$150,000.

5. **Main Street Pumping Station Project**

NJOEM is reviewing our final reimbursement of \$268,383.85.

Respectfully submitted,


David G. Brown II
Executive Director

Superintendents Report to the Board

November 20, 2018

Highlighting Departments

Operations:

1. Plant performance - The plant operated well during October 2018 meeting all permit limits.
2. We are still seeing higher than normal BOD influent readings both in concentration and loading.
3. Our flows averaged 11.67 MDG with a peak Max daily flow of 18.77 MGD
4. We Barged in October.
5. Operators painting and cleaning throughout plant.
6. We are still running more blower cores than normal due to high BOD.

Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Installed confined space signs at main St PS.
3. Worked on all C pumps (Primary).
4. Adjusted V 2 pump (Gravity Belt Thickener).
5. Worked on Waste Gas burner #2 drip traps.
6. Replaced circulating pump on Heat Exchanger #2.
7. Cleaned all Blowers and cabinets changed filters ad washed floor.
8. Repaired main gate camera.
9. Serviced Draft Blowers on Heat exchangers.
10. K 1 pump (Digester) needs overhaul.

Laboratory:

1. Operator Audits are all most completed.
2. All Mercury samples were non-detect.
3. New Lamp for AA was installed.
4. Our certified thermometer was sent out for calibration.
5. Our QA QC manual are being updated.

Respectfully Submitted,
Jeffrey A. Williams
Superintendent

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