

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, November 26, 2019 at 12:08 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 12/28/18 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 – via conference call; Edward Mikolajczyk, Treasurer; Mayor Armstead, Secretary; James Moore, Alternate Member

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

Absent: Reginald Atkins, Alternate Member;

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. Holley – Yes; Mr. Mikolajczyk – Yes;

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the Board unanimously approved the minutes of the October 23, 2019 Regular Board Monthly Meeting.

Recorded Vote: Mr. Strano – Yes; Mr. Armstead – Yes;
Mr. Holley – Yes; Mr. Mikolajczyk – 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. Holley – Yes; Mr. Mikolajczyk – Yes;

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report). The Executive Director added to his report that the Authority received from Division of Local Government Services that the 2020 Budget has been approved for adoption on December 18, 2019 with 0% increase of sewer rates. No questions of the Executive Director's report. Authority's Attorney added that Aries closed end of October on the 15 mil Bond financing.

SUPERINTENDENT'S REPORT

Superintendent presented to the Board his monthly report (see attached report). Superintendent mentioned on the professional level that our Executive Director David G. Brown at the AEA Annual Meeting last week was elected to the Board of Directors for the AEA Association. No questions of the Superintendent's report.

ENGINEERS REPORT

Engineer presented his written report to the Board (see attached report).
Engineer just added to his report that 60% design documents are done for Switch Gear project.
No other questions of the Engineer's report.

BUSINESS AGENDA / BIDS & PURCHASES

Resolution #90-19

Awarding a Contract to Furnish and Deliver UV Disinfection Lamps

The Executive Director stated that Authority issued a request for bids to Furnish and Deliver 1,200 Ultraviolet Disinfection Lamps, to be publicly opened and read aloud on November 8, 2019. Two bids were received, and it was determined that the low bid submission of First Light Technologies, Inc. in the amount of \$17,940 was both responsible and responsive. Therefore the Executive Director and Staff are recommending that the Board award the contract for Furnishing and Delivering Ultraviolet Disinfection Lamps to First Light Technologies, Inc. in the sum of \$17,940 in its bid of \$14.95 per lamp for 1,200 lamps.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolutions #90-19 as read and presented. (Resolution #90-19 attached)

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

Resolution #91-19

Authorizing Amendment No.3 to T&M Associates for Engineering Design and Bid Services for the Building Restoration Project Phase V

The Executive Director stated that due to additional tasks necessary during both the bid phase and the application to the New Jersey Infrastructure Bank for project funding services, T&M Associates has submitted a proposal to amend the contract in the amount of \$5,421.18; resulting in a total and final contract amount of \$184,025.90. The Executive Director and Staff reviewed the proposal and determined that the contract amendment to be in the Authority's best interest. Therefore, the Executive Director and Staff are recommending that the Board authorizes the execution of an amendment in the amount of \$5,421.18 to the said contract with T&M Associates for a total not to exceed contract amount of \$184,025.90.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved Resolutions #91-19 as read and presented. (Resolution #91-19 attached)

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

Resolution #92-19

Authorizing the Purchase of a Portable Radio System under the New Jersey State Contract

The Executive Director stated that it has been determined that it is necessary to procure a portable radio system which will improve communications capability and efficiency throughout the facility to provide for an increase in the level of safety of the Authority's employees. Wireless Communications & Electronics, Inc., has been awarded New Jersey State Contract #A83909 and is an authorized vendor thereunder; and has submitted a proposal to provide a portable radio system for an amount not to exceed \$22,440.03. The Executive Director and Plant Superintendent are recommending that the award of a contract to Wireless Communications & Electronics, Inc., is in the best interest of the Authority and that the Board authorizes to execute a Purchase Order in the amount of \$22,440.03.

Resolution #92-19 (continued)

Authorizing the Purchase of a Portable Radio System under the New Jersey State Contract

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano the Board unanimously approved Resolutions #92-19 as read and presented. (Resolution #92-19 attached)

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

PUBLIC COMMENT

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. Mikolajczyk, seconded by Mr. Armstead the Board unanimously approved payment of the Operating Bills in the amount of \$634,955.11 (Resolution attached)

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

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of \$131,539.73 (Resolution attached).

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

ADJOURNMENT

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Holley, the meeting was adjourned at 12:31 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, December 18, 2019 at 12:00 P.M. in the office of the Authority.

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

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

October 1, 2019 - October 31, 2019

REVENUE FUND

Non-Major User

City of Linden \$ 309,762.16

Total Non-Major User \$ 309,762.16

Municipality

Borough of Roselle \$ 728,498.00

Total Municipality \$ 728,498.00

Major Industry Users

Total Major Industry Users \$ -

Miscellaneous

PSE&G (Land Lease Annual) \$ 45,280.05

PSE&G (Mo. Effluent September-19) \$ 20,892.00

City of Linden (Shared Services 4th Qtr. 2019) \$ 3,000.00

Total Miscellaneous \$ 69,172.05

Total Revenue Fund \$ 1,107,432.21

OPERATING FUND

Northfield Transfer \$ 675,000.00

Merck - Reimb. For Wet-weather Discharge Permitting \$ 1,776.61

The Board of Ed. County of Monmouth Vo-tech School \$ 525.00

FedEx Postage Reimbursement \$ 404.65

Miscellaneous (bids, etc.) \$ 300.00

Fortune Metal (Sale of Scrap) \$ 89.50

Total Operating Fund \$ 678,095.76

Escrow Account

Greek Development (formerly LPH) \$ 65,011.03

IMTT Pipeline \$ 15,000.00

JVM Sales \$ 16,384.63

Aries \$ -

Escrow Acct. Balance as of 10/31/19 \$ 96,395.66

6

**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
November 26, 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 Cogen on October 17, 2019.
3. The Authority conducted the annual IPP inspection at City of Linden Landfill on October 31, 2019
4. The rainfall for October 2019 was 5.67", which is more than the September 2019 total of 1.41". The rainfall for 2019 to date is 44.66" compared to 43.28" for the same timeframe in 2018.
5. Safety meeting held September 26, 2019, which included discussion of annual inspection of ladders and lock out tag out procedures.

B. BUSINESS DEPARTMENT

1. Revenue

Residential billing revenue in the amount of \$306,895.10 was received in October 2019 along with \$2,867.06 in interest payments, \$4,988.48 in prepayments. Revenue from the Borough of Roselle was received in the amount of \$728,498.00 and \$69,172.05 in miscellaneous revenue.

2. Expenses

Currently O & M Expenses YTD as of October 31, 2019 is \$6,955,872 or approximately 74% of the total annual budget for O & M. The Authority is approximately 9% below budget.

C. PROJECTS

1. Phase V Building Improvements Project (NJ I-Bank)

The Authority and the Contractor on reviewing the Contract for signature and a Notice To Proceed should follow shortly after the execution of the Contract.

2. Aries Linden, LLC

Demolition is proceeding on the Dewatering Facility.

respectfully submitted,


David G. Brown II
Executive Director

Superintendents Report to the Board

November 2019

Operations:

1. Plant performance the plant operated well during the month of October meeting all permit limits
2. We did not barge in October but will in November We have barged 7 times this year. Last year at this time we barged 9 times.
3. Flows were an average of 9.9 MGD with a maximum daily flow of 20.1 MGD
4. Processed 28 wet tons this year vs 41 wet tons budgetec.

Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC inspections, electrical safety checks and normal packing maintenance.
2. Started overall on G 1 return pump
3. Cleaned debris out of pump and valve pits
4. Dropped clarifier #1 installed dewatering pump prep fixing the seals
5. Changed belt on GBT

Laboratory:

1. The ICP was installed and is operational. The staff has been completing eLearning training on the instrument. On site training is scheduled for November 19 and 20.
2. Autoclave has been acting up and is being serviced.
3. Mercury samples were taken and were non detect.
4. A response and corrective action plan have been submitted to the NJDEP. All changes SOP and QA/QC Manual updates must be completed and implemented by 12-30-19.
5. The SI autosampler has failed and can not be repaired a new sampler has been ordered.
6. All monthly quality control checks were complete for October 2019
7. Fourth quarter QC checks were completed as required.

Respectfully Submitted


Jeffrey A Williams Superintendent

ENGINEER'S REPORT FOR OCTOBER 2019

This report covers the following work activities for the October 2019 reporting period:

1. **TRUST AGREEMENT SERVICES**

2. **STUDY AND REPORT SERVICES**
 - A. 2019 Air Compliance Services
 - B. Environmental Assessment for HUD-CBDG Grant
 - C. E-Builder Program Management Information System

- D. **DESIGN/BID SERVICES**
 - A. UV Disinfection System and Plant Water Pump Upgrades Project
 - B. Emergency Generator Switchgear Replacement

- E. **CONSTRUCTION SERVICES**
 - A. None

- F. **PROPOSALS**
 - A. None

ENGINEER'S REPORT FOR OCTOBER 2019

This is the October 2019 Engineers Report for the Authority. It discusses those engineering activities that have been undertaken since our previous report of October 17, 2019.

1. TRUST AGREEMENT SERVICES

As reported previously, based on pre-application meeting discussions with representatives of the Authority, NJDEP and the New Jersey Infrastructure Bank (NJIB), CDM Smith continues to assist the Authority with its NJIB H2LOans application. Currently, CDM Smith assists with the Clean Water Letter of Intent (Application Step 3 - Environmental Planning Document) for multiple WWTP improvement projects. In addition, based on NJDCA and NJDEP direction, CDM Smith continues to support the Authority in qualifying its flood resiliency projects for HUD CBDG-DR grant funding, as well as NJIB funding. Each of these programs has different requirements to meet, one being federal and the other being state. CDM Smith continues assisting I.RSA and is completing a HUD environmental assessment including cultural resources review that also satisfies NJDEP/NJIB funding environmental review procedures. Based on HUD's request, CDM Smith assisted I.RSA with preparing its HUD Section 3 plan. HUD Section 3 requires, to the greatest extent possible, the recipient of HUD assistance provide training, employment, contracting and other economic opportunities to low- and very low-income persons and to businesses that provide such opportunities to low- and very low-income persons.

Regarding the Aries Linden Project, continues to participate on the weekly calls with the Aries Team. In addition, information was provided to Aries on the Personnel Building.

The annual inspection was performed on November 8th, 2019. The draft report is currently being prepared.

The annual Stormwater Pollution Prevention Plan inspection was also conducted on November 8th, 2019. As soon as the final training documentation is provided by the Authority, the memorandum will be issued.

2. STUDY AND REPORT SERVICES

A. 2019 Air Compliance Services

The Authority had an onsite audit from a representative of the NJDEP. CDM Smith provided supplemental information to the Authority to address their comments. is currently assisting I.RSA to investigate a 2016 formaldehyde and other potential Notice of Violations (NOVs) pertaining to Trichloroethylene. CDM Smith will update the 2018 Air Emission Statement based on the comments received.

B. Environmental Assessment Services for HUD-CBDG Grant

CDM Smith continues assisting the Authority to qualify for funding its capital projects through the New Jersey I-Bank. A HUD-CBDG grant will likely be provided to finance several of the flood resiliency projects. CDM Smith is completing the HUD-CBDG required environmental assessment. This assessment also addresses NJIB

environmental planning requirements. Hunter Research Inc., a subcontractor to CDM Smith, completed the required cultural resources survey report; this report was submitted to the State Historic Preservation Office (SHPO) who has concurred with Hunter's findings and recommendations, thus SHPO consultation is complete.

C. **E-Builder Program Management Information System**

CDM Smith continues to provide training to representatives of the Authority and their Program Manager, Grant Engineering.

3. **DESIGN/BID SERVICES**

A. **UV Disinfection System and Plant Water Pump Upgrades Project**

As reported previously, a data request was submitted to the Authority for existing operating data. The data was provided and is currently being analyzed. In addition, CDM Smith contacted three UV disinfection system manufacturers to arrange for bench scale testing of their UV systems using Authority' secondary effluent. Two rounds of samples were collected and shipped to the three manufacturers for recommendations. Existing design drawings were digitized into AutoCAD format. Preliminary design drawings are currently being prepared.

B. **Emergency Generator Switchgear Replacement**

CDM Smith prepared and issued a draft design memorandum for the proposed upgrades. Comments were received. The memorandum is currently being finalized. The geotechnical boring that is required for the design of the switchgear platform was performed on October 28th, 2019. The samples are currently being evaluated by the laboratory. A site plan is also currently being prepared.

4. **CONSTRUCTION SERVICES**

A. None

5. **PROPOSALS**

A. None