

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, November 24, 2020 at 12:03 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; Edward Mikolajczyk, Treasurer;

Virtual: Derek Armstead, Secretary; Jamel Holley, Vice-Chairman; Reginald Atkins, Alternate Member; James Moore, Alternate Member;

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

All Attendees Salute to the Flag.

Recognition of Visitors - virtual Denise Garner from Grand Engineering;

MOTION: Upon motion of Mr. Armstead, 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. Holley - Yes;

MOTION: Upon motion of Mr. Holley, seconded by Mr. Armstead, the Board unanimously approved the minutes of the October 27, 2020 Regular Monthly Meeting.

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

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, the Board unanimously approved the minutes of the October 27, 2020 Executive Session.

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

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Board unanimously accepted the minutes of the October 27, 2020 Regular Monthly Meeting as **AMENDED:** page 3 "Director added that Authority is required as a public entity to have in place a Domestic Violence Policy for Public Employers (see attached policy). In addition, there is a need for the Authority Personnel Policy to be updated, therefore Director will be contacting Attorney in this matter".

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

ACTING EXECUTIVE DIRECTOR'S MONTHLY REPORT

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

Director added to his report that the Authority just signed H2Loan application for \$20 million for the remainder of the projects. Further Director said that \$8.6 million will be repaid almost immediately through grant money, therefore the Authority actually is borrowing only \$11.4 million at the rate of 0.0%.

ENGINEERS REPORT

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

BUSINESS AGENDA

Resolution #70-20

Adopting "Juneteenth" as a Holiday of the LRSA

Chairman presented Resolution #70-20 adopting "Juneteenth" as a Holiday for all Authority's Employees on an annual basis.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #70-20 as read (Resolution attached).

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

Resolution #71-20

Adopting Domestic Violence Policy for Public Employer

Attorney stated that essentially the State adopted a Domestic Violence Policy and all Public Employers are required to have this policy in place. Attorney said that Resolution #71-20 is presenting the required policy mandated by State, in addition the Authority is required to have primary Human Resource Officer and a secondary Human Resource Officer, which are the Executive Director, Jeffrey Williams and Urszula Luzny, Office Manager, respectively.

MOTION: Upon motion of Mr. Holley, seconded by Mr. Strano the Board unanimously approved Resolution #71-20 as presented (Resolution attached).

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

BIDS & PURCHASES

Resolution #72-20

Authorizing award of contract for Engineering Services to Conduct the Biennial User Charge System Review

Chairman presented Resolution #72-20 authorizing award of contract for Engineering Services to conduct the Biennial User Charge System Review with RVE in the sum of not to exceed \$35,820.

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #72-20 as read (Resolution attached).

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

BIDS & PURCHASES (continued)

Resolution #73-20

Authorizing award of contract to Provide Engineering Services for Modifications to Authority Permits

Chairman presented Resolution #73-20 awarding a contract to provide Engineering Services for Modifications to Authority Permits with RVE in the sum of not to exceed \$39,500.

Director added that a lot of that money will be repaid through Aries reimbursements, mostly from Reuse and Sludge.

MOTION: Upon motion of Mr. Holley, seconded by Mr. Armstead the Board unanimously approved Resolution #73-20 as presented (Resolution attached).

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

PUBLIC COMMENT – No comment from the public.

Virtual visitor Denise Garner left the meeting at this point.

Engineer left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Strano, 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 12:34 P.M., Resolution #07E-20 attached)

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

MOTION: Upon motion of Mr. Holley, seconded by Mr. Strano, the Executive Session was closed 12:43 P.M. and the regular meeting resumed.

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

Meeting open to the public.

No actions had to be taken due to Executive Session.

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. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Operating Bills in the amount of \$537,672.27 (Resolution attached).

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

BILLS AND CLAIMS (continued)

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 \$16,625.89 (Resolution attached).

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

ADJOURNMENT

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the meeting was adjourned at 12:47 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, December 22, 2020 at 12:00 P.M. in the office of the Authority and/or virtual / via phone conference call.

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

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

October 1, 2020 - October 31, 2020

REVENUE FUND

City of Linden 489,697.07

Non-Major User

0.00

Municipality

Borough of Roselle (4th Qtr. 2020) 728,508.25

Major Industry Users

North East Linen (2nd Qtr. 2020) 13,815.19

Miscellaneous

Aries - Use & Occupancy Agreement (October 2020) 10,847.42

Total Revenue Fund \$1,242,867.93

OPERATING FUND

Northfield Transfer 450,000.00

Aries Clean Energy (Reimbursement) 3,715.00

Miscellaneous (copies, bids, etc.) 2.05

Total Operating Fund \$453,717.05

Escrow Account

Greek Development (formerly LPH) 63,986.55

JVM Sales 16,384.63

IMTT Pipeline 14,422.50

Linden Renewable Energy 9,120.26

Geosyntec NuStar 5,000.00

EWA Linden 4050 LLC (formerly Accordia) 2,548.95

Aries Clean Energy 0.00

Ending Balance as of 10/31/20 \$111,462.89

Report to the Board

November 24, 2020

Highlighting Departments

Administrative

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 #7: Aries Sludge Gasification (ARIES)

Operations:

1. Plant performance – The plant operated well during October 2020 meeting all permit.
2. We barraged in October for only the third time this year. This was a smaller than normal barge event.
3. Flows were an average 9.7 MGD with maximum daily flow of 22.8 MGD.
4. We were able to shut off one of our two aeration tanks this will save on electricity.
5. We are seeing some our best plant effluent with an average TSS of 4 mg/l and BOD of 4 mg/l both with a 98% removal rate.

Maintenance:

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers.
3. Worked on B1 pumps.
4. Pumping stations were checked.
5. Worked on C pumps.
6. Repaired emergency lights.
7. Checked confined space meters and plant gas meters.
8. Ladder inspections were completed.

Laboratory:

1. The mercury samples were all non-detect.
2. The monthly and quarterly quality control were completed.
3. The new lab personnel are progressing well.
4. Ammonia and Oil and Grease are continuing to be contracted out.

Monitoring

Permit:

The Storm Water and Spill Prevention Plans are completed, and training was completed. RVE working to revise the Air Permit regarding the grit upgrades other minor items. RVE is researching the request for a permit modification for the Reuse Water. Requested by Aries. RVE is working to modify our existing Residuals Permit as it relates to Aries.

IPP

The TRNG Energy draft permit is in skeleton format and is awaiting an evaluation by Mott MacDonald.

A Notice of Violation was issued to Unitex on October 15 for an Oil and Grease exceedance that occurred July 2020. Another Notice of Violation was issued on November 6 for an Oil and Grease exceedance that occurred in September 2020. Unitex has been accusing their contract laboratory of poor quality.

The Aries discharge permit is in draft form. Aries 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 September was 21.74% down from August at 25.4%. The July 2020 Industrial BOD load contribution decreased from 7.6% to 7.1%.

Collection System:

The color and manhole check in areas were conducted.

Health and Safety

No new accidents have been reported.

Face coverings are mandatory at all time unless you are alone in your own office.

We continue to do training via the NJMEL online.

Lockouts Tagout training was provided.

NuStar completed their monitoring to evaluate any spread of any contaminants. The results indicate no intrusion. The results did show other Volatile Organic Compounds. We have forwarded the report to our Safety consultant for further assessment.

Business Department

Expenditures

Currently O &M expenses YTD as of September 30, 2020 were \$6,616,077.21 or approximately 71.49% of the annually budgeted 2020 O&M. This is 11.5% below the 83% expected at this point.

The 2021 Budget was presented to the Board at the October meeting. The State Budget package was completed and submitted for review and approval to the State Division of Local Government Services on October 28, 2020. at this time the budget is still under State review.

A loan requisition package for the Phase V Building Improvements Project in the amount of \$1,264,960 was submitted to the H2Loans Team for their review. It is now in the second stage of approval.



Respectfully Submitted,
Jeffrey A. Williams Acting Executive Director



REMINGTON
& VERNICK
ENGINEERS

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

November 19, 2020

Mr. Jeffrey A. Williams
Executive Director
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 October 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 October 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: November 24, 2020**

1. **TRUST AGREEMENT SERVICES**

Draft budget for 2021 prepared and submitted for review.

2. **STUDY & REPORT SERVICES**

SPCC Plan Update

Update complete.

SWPPP Plan

RVE is working with LRSA to update the Stormwater Pollution Prevention Plan.

3. **DESIGN/BID SERVICES**

Bar Screen Replacement

Printing final drawing sets & specifications. Will need to submit for a Soil Erosion & Sediment Control (SESC) Permit Application after consultation with LRSA. SESC is time bound, and expires, so should be applied for near the time of project award.

4. **CONSTRUCTION SERVICES**

No active construction services being provided at this time.

5. **PROPOSALS**

1. LRSA – Proposal Permit Modifications (PCP Permit, General Sludge Permit, Beneficial Reuse Permit)
2. LRSA – Proposal User Charge System Biennial Review.
3. LRSA – Proposal Energy Consultation Services.