

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, October 27, 2020 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority.

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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.

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**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 – No visitors in attendance.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, 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. Armstead, seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the September 22, 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. Holley, 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 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.

### **ENGINEERS REPORT**

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

Mayor asked about digester system if there is a possibility that the digestors could be used in the future to generate revenue. Engineer along with the Director explained in detailed that if there would be a need of it the Authority could use in the future.

**BUSINESS AGENDA**

**Resolution #63-20**

**Approving 2021 Authority's Budget**

Chairman presented Resolution #63-20 Approving 2021 Authority's Budget and asked Board for any comments and or questions. There were none. Mr. Holley stated that based on his review the budget looks in compliance.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Armstead the Board unanimously approved Resolution #63-20 as presented (Resolution attached).

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

**Resolution #64-20**

**Accepting a Deed of Dedication Conveying Sewer Facilities from PRII/GAR Tremley Property Two Urban Renewal LLC**

Attorney stated that Resolution #64-20 is in regard to Greek Development that has constructed sewer facilities including connections to manhole on a Conrail Property. Greek Development is conveying the manhole to the LRSA with the Deed of Dedication so the LRSA will be an owner of that manhole.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Holley the Board unanimously approved Resolution #64-20 as presented (Resolution attached).

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

**Resolution #65-20**

**Adopting Revisions to Authority's Purchasing Policies**

The Director stated that Department of Community Affair (DCA) Division of Local Government Services issued adjustments to bid thresholds for contracting units subject to the Local Public Contracts Law. The maximum Bid Threshold with QPA has been increased from \$40,000 to \$44,000 and Quotation Threshold has been increased from \$6,000 to \$6,600. Therefore, due to the adjustments the Authority revised purchasing policy to comply with the current law.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Strano the Board unanimously approved Resolution #65-20 as presented (Resolution attached).

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

**BIDS & PURCHASES**

**Resolution #66-20**

**Awarding a Contract for Auditing and Consulting Services**

Chairman presented Resolution #66-20 awarding a contract for Auditing and Consulting services with Suplee, Clooney & Company in a sum not to exceed \$31,600 for a one-year term.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Armstead the Board unanimously approved Resolution #66-20 as presented (Resolution attached).

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

**BIDS & PURCHASES (continued)**

**Resolution #67-20**

**Authorizing a Contract Amendment for Special Litigation Counsel Services**

Attorney stated that by Resolution #28-20 the Board awarded a contract to the Law Office of Steven S. Glickman, LLC to serve as lead counsel for the matters Eldridge v. LRSA and Cascarelli v. LRSA. The litigation matters have not been settled therefore the Law Office of Steven S. Glickman has requested an amendment to the contract in the amount of \$20,000 to provide these additional necessary litigation services.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #67-20 as presented (Resolution attached).

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

**Resolution #68-20**

**Authorizing a Contract Amendment for Design and Bid Engineering Services for the Replacement of Existing Emergency Generator Switchgear Project**

Director stated that due to additional time and the level of effort to secure permits and to perform the tasks necessary to comply with the HUD CDBG-DR grant requirements, which will be partially funding the project, he is recommending a contract amendment in the amount of \$24,900. Director said that at the time of the original contract award no one knew what kind of permits they needed to obtain. Additionally, we should have received money from I-Bank in July 2020, but as of now it has not been received.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved Resolution #68-20 as presented (Resolution attached).

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

**Resolution #69-20**

**Authorizing Renewal of Licensing Fee for E-Builder Software Program**

Chairman presented Resolution #69-20 authorizing Renewal of Licensing Fee for E-Builder Software program.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously approved Resolution #69-20 as presented (Resolution attached).

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

**PUBLIC COMMENT** - No public present.

Engineer left the meeting due to Executive Session.

**EXECUTIVE SESSION**

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Holley 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 12:42 P.M., Resolution #06E-20 attached)

**RECORDED VOTE:** Mr. Strano - Yes; Mr. Armstead - Yes;  
Mr. Mikolajczyk - Yes; Mr. Atkins - Yes;

**EXECUTIVE SESSION (continued)**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the Executive Session was closed 12:50 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. Armstead, seconded by Mr. Holley the Board unanimously approved payment of the Operating Bills in the amount of \$472,928.67 (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. Holley, seconded by Mr. Mikolajczyk the Board unanimously approved payments of the Renewal and Replacement Bills in the amount of \$221,996.93 (Resolution attached).

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

Director stated that the Personnel Committee met this month and discussed the Electrician position vacancy. It was agreed at the meeting that the Authority should advertise for this position. Therefore, the Director is seeking Board approval.

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk the Board unanimously agreed to advertise vacancy for Electrician position.

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

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Strano, the meeting was adjourned at 12:55 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Tuesday, November 24, 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

*September 1, 2020 - September 30, 2020*

REVENUE FUND

City of Linden 754,588.18

Non-Major User

0.00

Municipality

0.00

Major Industry Users

0.00

Miscellaneous

PSE&G (Land Lease Annual) 46,050.99

PSE&G (Mo. Effluent August & September-20) 42,340.00

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

**Total Revenue Fund** \$853,826.59

OPERATING FUND

Northfield Transfer 550,000.00

EWA Linden 4050 LLC (Reimb.) 4,025.50

Golden Nugget (Convention Reimb.) 188.00

Fortune Metal Recycling (Sale of Scrap) 155.00

Caesars (Conference Reimb.) 97.00

**Total Operating Fund** \$554,465.50

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 09/30/20** \$111,462.89

# **Report to the Board**

## **October 27, 2020**

### **Highlighting Departments**

#### **Administrative**

We conducted an on-line Electric Energy Auction with the Taurus Group for LRSA and members of the LRSA Cooperative.

We updated the LRSA purchasing Manual for the new State Limits.

We included the required NJSAFE Act policy to our list of personal rules.

We are working on redoing the LRSA personal policy manual to bring it current with existing changing laws and policies.

Manager and Supervisor training for the NJMEL was completed.

Cyber Treat training was completed for computer users.

A Cyber Treat Audit was conducted in conjunction with the EPA via NJ Water.

#### **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 September 2020 meeting all permit.
2. Flows continue to be down. They were an average of 6.92 MGD with a maximum of 10.54 MGD. Compared to last month average 10.34 MGD with maximum daily flow of 15.82 MGD.
3. We dropped and cleaned both primary clarifiers.

#### **Maintenance**

1. Performed Monthly Preventive Maintenance, SPCC, electrical safety checks and normal packing maintenance.
2. Serviced Blowers.

### **Maintenance (continued)**

3. B3 pumps were serviced.
4. Pumping stations were checked.
5. Extensive grounds keeping done around plant and pump stations.
6. Worked on Sludge pumps rebuilding them.
7. Main street PS pump pulled and cleared of debris cleaned grease form floats.
8. Worked on flame traps.
9. Degritter linkages repaired.
10. Installed security camera in Shop and Storeroom.
11. Repaired clarifier seals.

### **Laboratory**

1. The mercury samples were all non-detect.
2. The monthly and quarterly quality control were completed.
3. The new lab personal are progressing well.

### **Monitoring**

#### **Permit**

NJDEP has requested that we resubmit all previous DMRs for the last 5 years with bioassay results. The results should have been reported as > 100 rather than 100.

RVE is working on the storm water and Spill prevention plans.

RVE working to revise the air permit regarding the grit upgrades and other minor items.

RVE is researching the request for a permit modification for the reuse water.

RVE is working to modify our existing residuals permit as it relates to Aries.

#### **IPP**

Three annual IPP inspections of the Major permitted industries were conducted.

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

Merck has begun discharging runoff rainwater the week of October 12, 2020.

A Notice of Violation was issued to Unitex on October 15, for an Oil and Grease exceedance that occurred July 2020. Unitex has been accusing their laboratory contractor of poor quality of their analysis.

A notice of Violation was issued to Blue Apron on October 15, for an Oil and Grease exceedance that occurred July 2020.

### **IPP (continued)**

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 June was 25.42% up from May at 14.3%. The July 2020 Industrial BOD load contribution increased from 6.43% to 7.67%.

Collection System:

The color and manhole checks in areas were conducted in late May.

### **Health and Safety**

No new accidents have been reported.

We received the annual confined space training on October 7, 2020 and then a practical session followed.

We continue to do training via the NJMEL online.

### **Business Department**

#### **Expenditures**

Currently O&M expenses YTD as of September 30, 2020 total \$6,125,345.66 or approximately 66.2% of the annually budgeted 2020 O&M. This is 8.8% below the 75% expected at this point.

The preliminary budget was sent to RVE for the rate projection, they have come back, and we are satisfied with the results. The Budget Presentation for the October Board meeting has been prepared. The State Budget package is complete and must be submitted for the State review and approval immediately after the Board meeting and their approval.

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.



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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

October 22, 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 September 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 September 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: October 27, 2020**

1. **TRUST AGREEMENT SERVICES**

Draft budget for 2021 prepared and submitted for review.

2. **STUDY & REPORT SERVICES**

**Air (PCP) Permit Modifications**

Discussions with DEP are ongoing. RVE contacted DEP and has had several discussions to determine specific requirements for the proposed permit modifications. Mr. Nabris Mir, from DEP, is currently reviewing the current permit. Additionally, RVE reached out to CME Associates and received their design for the GBT upgrades and grit washer upgrades. The upgrades to the units will need to be noted on the revised air permit. Lastly, RVE has reached out to Aries Energy & Pennoni Associates to discuss changes to the sludge process moving forward. The changes in the sludge handling will need to be noted in the modified air permit. A pre-application meeting with DEP involving all relevant DEP departments was scheduled for September 24<sup>th</sup>, 2020. Following the meeting, RVE has submitted a proposal to work on the PCP Permit Modification.

**General Permit Modifications**

RVE is working with Pennoni Associates to identify changes that would be needed to the Authority’s General Permit (to handle sludge) as a result of the proposed sludge transfer to Aries starting next year. Aries Energy will be responsible for collecting samples from the dedicated sludge storage tank as part of the Aries General Permit. LRSA will need to change their current sludge sampling plan. RVE is talking with DEP to identify any synergies between LRSA and Aries sludge sampling plans moving forward. A pre-application meeting with DEP involving all relevant DEP departments was scheduled for September 24<sup>th</sup>, 2020. Following the meeting, RVE has submitted a proposal to work on the PCP Permit Modification.

**NJPDES Permit Modification (to Add Aries Energy as End User)**

LRSA manages its effluent under NJPDES Permit No. NJ0024953. The facility has an approved Reclaimed Water for Beneficial Reuse (RWBR) program under the authority of the NJPDES discharge permit. As part of the RWBR approval, LRSA (the permittee) supplies LRSA effluent to PSE&G (end user) for use as Non-Contact Cooling Water (NCCW), under the Restricted Access – Industrial Systems category (RA-IS). Aries Energy has requested LRSA to provide LRSA effluent to the Aries facility for use as NCCW. RVE is discussing the required NJPDES permit modification with DEP to provide LRSA effluent to Aries for Beneficial Reuse. A pre-application meeting with DEP involving all relevant DEP departments was scheduled for September 24<sup>th</sup>, 2020. Following the meeting, RVE has submitted a proposal to work on the PCP Permit Modification.

**SPCC Plan Update**

RVE is working with LRSA to update the Spill Prevention, Control, and Countermeasure Plan for the facility. The SPCC Plan will be updated and submitted on or before October 31, 2020.

**SWPPP Plan**

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

**3. DESIGN/BID SERVICES**

**Bar Screen Replacement**

A hard copy of the 95% complete drawings was provided to LRSA for review on July 28<sup>th</sup>, 2020. This project will be funded through a HUD CDBG-DR grant. Calls to discuss changes to drawings and/or specifications were held with CDM Smith on August 27<sup>th</sup>, and September 9<sup>th</sup>, 2020. Further instructions from CDM Smith are pending following which RVE will make necessary changes to the bid specifications and include language and instructions related to the HUD CDBG-DR grant.

**4. CONSTRUCTION SERVICES**

No active construction services being provided at this time.

**5. PROPOSALS**

1. LRSA – Proposal Permit Modifications.
2. LRSA – Proposal User Charge System Biennial Review.
3. LRSA – Proposal Energy Consultation Services.