

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Monday, September 16, 2019 at 12:10 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 12/28/18 to the Local Source, Star Ledger, Home News Tribune, and to the municipal clerks of Linden and Roselle for posting in a public place.

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**Present:** Ralph Strano, Chairman; Edward Mikolajczyk, Treasurer; Mayor Armstead, Secretary; James Moore, Alternate Member

**Late:** Jamel Holley, Vice-Chairman

**Absent:** Reginald Atkins, Alternate Member

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

**Visitor(s):** Robert Butvilla, Auditor;

**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;

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the August 28, 2019 Regular Board Monthly Meeting.

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

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the Board unanimously approved the minutes of the August 28, 2019 Executive Session Meeting.

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

### EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report). No questions of the Executive Director's report.

### SUPERINTENDENT'S REPORT

Superintendent presented to the Board his monthly report (see attached report). No questions of the Superintendent's report.

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MEETING MINUTES  
September 16, 2019*

**ENGINEERS REPORT**

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

Engineer just added that a kick-off meeting is scheduled for October 10, 2019 with Authority's Staff and Program Manager in regards to the implementation of Program Management Information System (PMIS).

No other questions of the Engineer's report.

**BUSINESS AGENDA**

**Resolution #79-19**

**Approving Final 2018 Audit Report**

The Executive Director stated that Resolution #79-19 is the Board Audit Review & Certification, which N.J.S.A 40A-5 requires the governing body of each local Authority to cause an annual audit of its accounts to be made. The annual audit report for the fiscal year ending December 31, 2018 has been completed and filed with the City of Linden and Borough of Roselle. N.J.S.A. 40A:5A-17 requires the governing body of each Authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each Member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", it has been evidenced by Group Affidavit in the form prescribed by the Local Finance Board, which is attached to the Resolution.

The Executive Director further stated that before the Board approves the Audit Report at this time Mr. Butvilla will give a short presentation of the Audit.

Mr. Butvilla stated that the reason this report is late this year is because of new accounting requirements, which on the balance sheet of the Authority will now show unfunded liability for retiree's other than pensions. The number that the Authority has on the balance sheet is \$9 million, which is shown within liabilities. The State Authorities of the State Health Benefits Program did an actuarial study of what the liability was for Authorities, Towns, Schools, Counties; in turn, the State Authorities were also audited, which is why the report was late.

Mr. Butvilla stated that the highlight of this year's report show an actual revenue that was budgeted versus the actual operating expenses and debt service, the Authority ended up with \$9,000 surplus for the year. Auditor further stated that at the front of the report the Board will find the Auditor's opinion which is "Unmodified" and this is a positive for the Authority, and in the back of the report on the last page there is "General Comments and Recommendations", of which there are none. Furthermore Auditor stated that everything went very well and there were no issues to bring to the Board's attention, the audit went very smoothly. At this time Mr. Butvilla asked the Board for any comments and or any questions.

Therefore, the Executive Director and Staff are recommending that the Board by Resolution #79-19 accept the 2018 Audit report as was presented by Suplee, Clooney & Company and execute Group Affidavit Form as there were no General Comments and no Recommendations.

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved Resolution #79-19 as read and presented. (Resolution #79-19 attached)

**RECORDED VOTE:**

Mr. Strano - Yes;  
Mr. Mikolajczyk -Yes;

Mr. Holley - Yes;  
Mr. Armstead - Yes;

**Resolution #80-19**

**Approving Discharge Permit Renewal to Merck & Co., Inc.**

The Executive Director stated that Merck Sharp has applied for an Industrial Discharge permit renewal in accordance with the requirements of the Authority's Rules and Regulations. The Authority has given proper public notice of the application for renewal and for the proposed

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**Resolution #80-19**

**Approving Discharge Permit Renewal to Merck & Co., Inc. (continued)**

Issuance of such permit by the Authority. The Authority's Staff has recommended the issuance of such permit as set forth in the attached memorandum dated September 5, 2019 with effective date October 1, 2019.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Armstead the Board unanimously approved Resolution #80-19 as read and presented. (Resolution #80-19 attached)

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

Auditor thanked the Board and left the meeting.

**BIDS & PURCHASES**

None

**PUBLIC COMMENT**

No public in attendance.

Authority's Engineer, Thomas Laustsen left the meeting.

**EXECUTIVE SESSION**

**MOTION:** Upon motion of Mr. Armstead, 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 12:30 P.M., Resolution #07E-19 attached)

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

**MOTION:** Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:40 P.M. and the regular business meeting resumed.

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

Meeting open to the public.

Mr. Laustsen joined the meeting.

The following actions has to be taken:

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Armstead, the Board unanimously approved recommendation of the Executive Director and Superintendent to hire Matthew Mikolajczyk for the position of Shift Operator with a salary of \$46,530, effective September 30, 2019; and to hire Ibn Ali for the position of Skilled Laborer with a salary of \$46,529, effective September 23, 2019. Also the Board approved 30-day Leave of Absence for Authority's employee Darren Eldridge who is under Worker's Compensation. This is a 2<sup>nd</sup> request of LOA and it is from September 15, 2019 to October 14, 2019.

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

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**BILLS AND CLAIMS**

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

**Operating Fund & Renewal and Replacement Fund**

**MOTION:** Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved payment of the Operating Bills in the amount of \$487,847.64 (Resolution attached); and the Board approved payments of the Renewal and Replacement Bills in the amount of \$36,080.16 (Resolutions attached).

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

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the meeting was adjourned at 12:45 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, October 23, 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;

Submitted by: Urszula Luzny

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EXECUTIVE DIRECTOR'S REPORT  
September 16, 2019**

**DEPARTMENTS**

**A. MONITORING DEPARTMENT**

1. All Annual Sludge Reports were filed on time with the NJDEP and EPA.
2. The color and other manhole checks in select areas were conducted on August 29, 2019.
3. The Authority conducted the annual IPP inspection at Linden Bulk on August 21, 2019.
4. The rainfall for July 2019 was 8.08", which is 48.0% more than the June 2019 total of 5.45". The rainfall for 2019 to date is 33.11" compared to 29.05" for the same timeframe in 2018.

**B. BUSINESS DEPARTMENT**

**1. Revenue**

Residential billing revenue in the amount of \$322,005.37 was received in August 2019 along with \$3,770.94 in interest payments and \$2,681.89 in prepayments. Also, miscellaneous revenue in the amount of \$20,892 was received from PSE&G for monthly effluent.

**2. Expenses**

Currently O & M Expenses YTD as of August 31, 2019 is \$5,858,266 or approximately 62.32% of the total annual budget for O & M. The Authority is approximately 4.35% below budget.

**3. Audit**

The 2018 Audit is on the Board's agenda for the September meeting for review and approval of the Commissioners.

**C. New Jersey Infrastructure Bank Projects**

**1. Phase V Building Improvements Project**

The Notice to Bidders is out to the public and bids are to be received on October 8, 2019 at 10am.

respectfully submitted,



David G. Brown II  
Executive Director

## Superintendents Report to the Board September 2019

### Highlighting Departments

#### Operations:

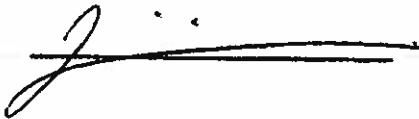
1. Plant performance – The plant operated well during August 2019 meeting all permit limits.
2. We barged late in August 1,149,188 gallons 4792 Tons at 4.3% TS
3. Flows were an average 11.2 MGD with maximum daily flow 18.7 MGD
4. Started using an alternate to the permanganate for odor and corrosion control the chemical (FQE H2S) is less toxic and dangerous to use. It also is not supposed to clog the lines the way the permanganate does. We use 3 time less of the chemical and our costs are supposed to be \$30,000 less per year

#### Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Installed display on pH system at primary
3. cleaned blowers inside and out
4. SPCC inspections were done
5. Put new trap on switch gear roof
6. replaced flow meter display on WGB 1
7. inspected and tested generator for upcoming storm

#### Laboratory:

1. Exhaust upgrade for the lab is scheduled
2. The new microscope was received and lab purchased oil immersion and staining supplies to begin identifying filaments.
3. Mercury samples were sent to outside lab and the results came back as Non-Detect.
4. All monthly quality controls were completed
5. All quarterly checks and QC QA were completed
6. NJDEP lab audit was completed. Still waiting for the report



Respectfully Submitted,  
Jeffrey A. Williams Superintendent

## ENGINEER'S REPORT FOR AUGUST 2019

This is the June 2019 Engineers Report for the Authority. It discusses those engineering activities that have been undertaken since our previous report of August 22, 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 CDBG-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 LRSA and is preparing a HUD environmental assessment including cultural resources review.

Regarding the Aries Linden Project, a CDM Smith representative met again with engineers from Aries to review the locations where the sludge and scum that Aries would process in their facility would be generated from. Proposed piping routes were also discussed. CDM Smith also started assisting the Authority in the preparation of an RFP to solicit proposals for disposal of the Authority's biosolids.

### 2. STUDY AND REPORT SERVICES

#### A. 2019 Air Compliance Services

No work was completed during this time period.

#### 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 continues to prepare the HUD-CBDG required environmental assessment. This assessment also addresses NJIB environmental planning requirements. CDM Smith is completing HUD-EA agency consultations. Hunter Research Inc., a subcontractor to CDM Smith, completed the required cultural resources survey report; this report has been submitted to the State Historic Preservation Office (SHPO) for review and concurrence.

### 3. DESIGN/BID SERVICES

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

CDM Smith prepared and issued a conditions assessment memorandum. The memorandum summarizes the findings of the site visits and provide recommendations for facility improvements.

**B. Emergency Generator Switchgear Replacement**

CDM Smith is preparing the subcontract agreement to engage the services of a drilling contractor to perform a geotechnical boring in the proposed location of the new switchgear. CDM Smith is also preparing a draft design memorandum for proposed upgrades. Memorandum will be issued by the end of September 2019.

**4. CONSTRUCTION SERVICES**

A. None

**5. PROPOSALS**

A. Main Interceptor Television Inspection

CDM Smith prepared and submitted a proposal for a television inspection of the Main Interceptor.



**THE LINDEN ROSELLE SEWERAGE AUTHORITY**

**MONTHLY RECEIPTS**

**August 1, 2019 - August 31, 2019**

**REVENUE FUND**

**Residential Revenue**

City of Linden Total City Hall Acct. \$322,005.37

**Major Industry Users**

**Municipality**

**Miscellaneous**

PSE&G (Mo. Effluent July -19) 20,892.00

Total Revenue Fund \$342,897.37

**OPERATING FUND**

Northfield Transfer 590,000.00

JVM Sales (Reimbursement) 1,505.00

Disposal of Assets 160.00

Fortune Metal (Sale of Scrap) 128.00

Total Operating Fund \$591,793.00

**Escrow Account**

Greek Development (formerly LPH) 65,011.03

JVM Sales 16,384.63

Aries 0.00

Ending Balance as of 08/31/19 \$81,395.66