

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, September 26, 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, Member; Ralph Strano, Alternate Member;

Late: Jamel Holley, Member;

Absent: Reginald Atkins, Alternate Member;

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

Visitors: Chris Kidd and Bob Burke from Aries Company; Craig Halloran, Linden resident.

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

MOTION: Upon motion of Mr. Armstead, and seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the August 22, 2018 Regular Board Monthly Meeting.

MOTION: Upon motion of Mr. Armstead, and seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the August 22, 2018 Executive Session.

MOTION: Upon motion of Mr. Armstead, and seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the September 5, 2018 Special Board Meeting.

MOTION: Upon motion of Mr. Armstead, and seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the September 5, 2018 Executive Session.

Chairman stated that Mr. Strano is voting Member until Mr. Holley or Mr. Atkins shows up.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Strano, 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).

No questions of the Executive Director's report.

SUPERINTENDENT'S REPORT

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

Superintendent added to his report that the plant is still seeing higher than normal BOD influent readings both in concentration and loading, in past three years the Authority is seeing 26% higher in BOD. This increase of BOD has tremendous impact on the facility over all, some of which are sludge production, electrical use and chemical use.

SUPERINTENDENT'S REPORT (continued)

Authority has an idea where it is coming from and this issue is being addressed.

Mr. Holley arrived and is voting Board Member.

Mr. Halloran, Linden resident asked if this person and/or company will be required to put some pretreatment program in place and/or responsible of producing higher BOD and if Authority receives higher load of BOD it does impact the facility financially also then Linden residents pays more money for sewer bill. Superintendent stated that Authority has IPP program in place, which sets forth the limits and fee structure for facilities of this nature.

BIDS AND PURCHASES

Authorization to Ratify and Confirm Water Line Replacement

A portable water leak was detected next to the Authority's UV Building. Three contractors were contacted to perform an assessment in order to make the necessary repairs. JEV Construction and Spectraserv, Inc. responded that they would be available to mobilize and perform the work for 2-3 weeks. The third contractor, Tom Krutis Excavating, Inc. was able to mobilize immediately. As the circumstances dictated that the leak be addressed as soon as possible, Tom Krutis Excavating Inc., was authorized to perform the work. It was determined that due to poor condition of the pipe, the line needed to be replaced, rather than repaired. Therefore, the Executive Director and Staff are recommending the Board authorize to ratify and confirm water line replacement for the amount of \$16,892 to Tom Krutis Excavating, Inc.

MOTION: Upon motion of Mr. Holley, seconded by Mr. Armstead, the Board unanimously approved Resolution authorizing to Ratify and Confirm Water Line Replacement to Tom Kurtis Excavating, Inc. in the amount of \$16,892. (Resolution #50-18 attached)

Award of Contract to Extel Communications, Inc. to Replace Telephone System

The Authority's current telephone system is in need of replacement. The system was installed at least thirty years ago, and lacks basic features. Extel Communications, Inc. is an authorized vendor under the New Jersey State Contract, was contacted and has submitted a cost proposal for a state of the art phone system. The proposal cost is \$14,083, which includes installation, programming and training. In addition, it is anticipated that Authority's monthly phone service bill, with the carrier they have proposed, Spectrotel, will be slightly less than current monthly Verizon phone service bill. A cost proposal was also solicited from a second vendor, RKC Systems, which was in the amount of \$15,873. Therefore, the Executive Director and Staff are recommending that the Board award a contract to Extel Communications, Inc. in the amount of \$14,083.

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution awarding a contract to Extel Communications, Inc. to replace current telephone system with a state of the art phone system in the amount of not to exceed \$14,083. (Resolution #51-18 attached)

ENGINEERS REPORT

Tom Laustsen added to his written report in regards to the bridge project that easement has to be modify because the water line has to be moved.

Mr. Rudin asked if the engineer work and assistance for this project is paid from LPH escrow account. The Executive Director responded that the engineer work is paid by LPH.

Chairman asked if the Pump Station Project is completed and if Authority received FEMA reimbursement; Tom stated that this project is completed and the Executive Director stated that Authority completed third payment and waiting for the check.

ENGINEERS REPORT (continued)

Chairman asked in regards Linden Marine. Tom stated that they proposing to install a new rail line north and west of the Authority's property. They have several layouts proposed, of which they have some impact on the Authority's easement for the Main Interceptor Sewer and one proposed layout has Manhole No. 3 in the middle of the rail line. Tom further said that CDM Smith has reviewed and provided comments and requested additional information.

PUBLIC COMMENT

Mr. Halloran, Linden resident asked in regard to the rail line project; as it is close to the Authority's Main Interceptor Sewer what about anticipated heavier train cars, if is that taken in consideration in the plans and if there will be reinforcement of the area. Tom stated that there is a standard designing for the rail system and cross over system. Further Tom said that the same question was asked by engineer, what kind of plans they have in order to protect Authority's Main Interceptor Sewer; which CDM Smith is waiting for response.

Mr. Halloran ask if the Authority is aware that State Legislatures is looking to pass requirement to record and televise all public meeting on the governmental level including executive session. The Executive Director answer that the Authority is aware of the legislation.

Linden resident asked about infiltration/inflow into the plant and how is this procedure going along. Executive Director said in regards to I&I that a meeting will be scheduled with City of Linden and Borough of Roselle with their engineers and discussing I&I strategy.

Mr. Armstead stated that he asked Aries representatives to be present at this meeting today. Mr. Armstead said that this project should be already finalized, however there is a communication problem between a law firm and insurance carrier, and basically asking for better progress.

Mr. Armstead further stated that Aries will not have any funding if Authority does not have agreement in place.

Mr. Rudin stated that just before this meeting Authority received communication from Aries that included a letter from the Bond Counsel, which we did not have a chance to review. Mr. Rudin further said that prior to the special meeting Authority thought that the agreement is ready, just was needed few finalization to be attached to the agreement and it seems to that both parties were on the same page, but based on recent communications Aries suggested that Authority roll back some provisions, which Authority has to review before finalizing.

Mr. Armstead concluded that all parties have to sit down and figure out what needs to happen to really move forward with this project. Mr. Armstead asked the Board to speed up the process and have a Special Meeting at the Authority before the next Board Meeting as it will benefit the City as well as Authority.

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously agreed to conduct a Special Board Meeting on October 10, 2018 at 12 Noon.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Armstead the Board unanimously approved to appoint Mr. Holley as a Vice Chairman to the Authority.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Holley the Board unanimously approved to appoint Mr. Armstead as a Secretary to the Authority.

BILLS AND CLAIMS

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

Operating Fund

MOTION: Upon motion of Mr. Holley, seconded by Mr. Armstead, the Board unanimously approved payment of the Operating Bills in the amount of \$539,680.70 (Resolution attached).

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$21,116.90 (Resolution attached).

Tom Laustsen, Aries Representatives and Linden resident left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Holley, seconded by Mr. Armstead 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 12:50 P.M., Resolution #08E-18 attached).

MOTION: Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Executive Session was closed 1:00 P.M. and the regular business meeting resumed.

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

No actions has to be taken due to Executive Session.

ADJOURNMENT

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:02 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, **October 24, 2018 at 12:00 P.M.** in the office of the Authority.

**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
September 26, 2018**

ADMINISTRATIVE ACTIVITIES

1. Edmunds

Edmunds training is scheduled for September 25 & 26, and October 1, 2018 is the Go Live date.

DEPARTMENTS

A. Monitoring Department

1. All EPA and NJDEP reports were completed and submitted on time.
2. The EPA audited the Authority's Collection System program and no violations were cited at the time of inspection.
3. The influent VOC sample for the semi-annual Air compliance monitoring was collect August 14 & 15, 2018 and the data from the Air compliance monitoring was normal and in compliance.
4. PSEG Effluent Reuse is down from an average of 3.43 MG in 2017 to 3.15 MG in 2018.
5. The rainfall for August 2018 was 5.64". The rainfall for 2018 is up at 34.75" as compared to last year, 2017 at this time it was 30.49".

B. BUSINESS DEPARTMENT

1. Revenue

Residential billing revenue in the amount of \$210,690.67 was received in August 2018 along with \$2,253.31 in interest payments and \$2,611.56 in prepayments.

2. Expenses

Currently O & M Expenses YTD as of August 31, 2018 is \$6,380,429.55 or approximately 66.67% of the total annual budget for O & M.

Respectfully submitted,



David G. Brown II
Executive Director

Superintendents Report to the Board

September 26, 2018

Highlighting Departments

Operations:

1. Plant performance - The plant operated well during August 2018 meeting all permits limits.
2. We are still seeing higher than normal BOD influent readings both in concentration and loading.
3. Our flows averaged 13.39 MDG with a peak Max daily flow of 20.26 MGD
4. We Barged in August
5. Our grit is averaging 23 Ton/Month This is higher than the normal of 20 tons/month
6. Operators painting and cleaning throughout plant
7. 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. Replaced pillow block on B2 Drive shaft
3. Added no trespassing signs on fence at main St and Allen St, PS
4. Replaced regulator on gas line on heat exchanger 2
5. Infrared scanning of all plant MCC panels and transformers was completed.
6. Emergency repair to water main by UV building was completed.
7. GBT unit 2 repaired line that had clogged due to solidified permanganate.

Laboratory:

1. We have a new Lab Manager Athina Ramadanis she was promoted from lab staff.
2. We are experiencing a baseline drift with the AA. The unit required a new mother board last month.
3. Mercury samples were sent to outside lab and the results came back as Non-detect.
4. We are looking to dispose of all the expired chemicals and hexane waste this coming month. Cost is about \$1900.

We had an EPA Collection System inspection in August. They seemed satisfied with our O&M manual. They wanted to see some minor changes to some of the verbiage which we have some and submitted to them. They basically wanted to know if as the licensed collection system operator, I was fulfilling my specified duties as specified in NJAC 7:10A- 1.12. They seem satisfied that I was. We should get a written report in about 4 to 5 months.



Respectfully Submitted,
Jeffrey A. Williams
Superintendent