

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, December 20, 2016 at 12:00 P.M. in the office of the Linden Roselle Sewerage Authority.

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Chairman Koczur 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 12/31/15 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:** Frank Koczur, Chairman; Robert Sadowski, Secretary; Edward Mikolajczyk, Treasurer; Patrick Cerra, Alternate Member; Jamel Holley, Alternate Member via phone conference;

**Attending:** Gary G. Fare, Executive Director; Richard Rudin, Board Attorney; Tom Laustsen, CDM Smith;

**ABSENT:** George Vircik, Vice-Chairman;

**MOTION:** Upon motion of Mr. Koczur, seconded by Mr. Sadowski, the Board unanimously appointed Mr. Cerra as a voting Member.

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

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board unanimously approved the minutes of the November 22, 2016 Executive Session.

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the November 22, 2016 Regular Board Monthly Meeting.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Cerra, the Board unanimously accepted Treasury report as read.

Tom Laustsen left the board room due to Executive Session.

### EXECUTIVE SESSION

**MOTION:** Upon motion of Mr. Sadowski, 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 12:03 P.M., Resolution #12E-16 attached).

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Executive Session was closed 12:22 P.M. and the regular business meeting resumed.

The regular business meeting resumed; Tom Laustsen, CDM Smith rejoined the meeting.

The following action have to be taken by Motion:

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board decided to table decision until next month with full Board whether or not to amend the By-Laws to adopt the policy that would restrict teleconferencing participation at the monthly Board Meetings.

### **BUSINESS AGENDA**

#### **Adoption of 2017 Authority Budget**

The budget was presented and approved at the October meeting. It was sent to the Division of Local Government Services and has been approved. The Executive Director asked for adoption of the 2017 Authority Budget by roll call approval as per Resolution #48-16.

**RECORDED VOTE:**                    Mr. Koczur – Yes;                    Mr. Vircik – Absent;  
   Mr. Sadowski – Yes;                Mr. Mikolajczyk – Yes;  
   Mr. Cerra – Yes;                    Mr. Holley – Abstained;

Mr. Holley abstained because he was not a Board Member of the Authority at the time when the budget was presented at the October 2016 Board Meeting.

#### **LRSA Proposed Meeting Dates for 2017**

The proposed meeting dates for 2017 to be held at 12:00 Noon were presented and approved.

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the calendar of the meeting dates for 2017 to be held at 12 Noon, also as an advisement the November and December meeting will be held on Tuesdays instead of Wednesdays.

#### **Nepotism Policy Resolution**

At the November 22, 2016 Board Meeting the Board passed a motion to have a Nepotism Policy implemented at the Authority which would affect any relatives of the Board Members with the effective date January 1, 2017. By the advice of the Authority's attorney they recommended to have a resolution instead of motion to be a part of the Authority's Hiring Policy.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Cerra, the Board approved adoption of Resolution that memorialize the Affirmative Vote of the Board Members held on November 22, 2016 Board Meeting of the Nepotism Policy Option #2 with effective date January 1, 2017 to be a part of the Authority's Hiring Policy. (Resolution #49-16 attached)

**VOTE:** Mr. Koczur – Yes; Mr. Sadowski – Yes; Mr. Mikolajczyk – No; Mr. Cerra – Yes;

#### **Appointment of Affirmative Action Officer**

A Public Agency Compliance Officer (PACO) is required to be appointed annually. The Executive Director is recommending that Mary Richers be appointed to this position for 2017.

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution appointing Mary Richers as the Public Agency Compliance Officer for 2017. (Resolution #50-16 attached)

**BUSINESS AGENDA (continued)**

**Acceptance of Plant Inspection Report**

The Executive Director reported that as per the Trust Agreement, the Authority is required to have the plant inspected annually by our engineers. In summary, the report indicates favorable reports on the plant performance, pretreatment, maintenance and overall housekeeping. CDM Smith has commended the Staff for addressing prior year recommendations. The plant performed very well in meeting compliance during this report period of October 2015 to September 2016. Authority experienced an increased influent BOD 13% and TSS 3% loadings compared to last year. The report notes and comments the Operations and Maintenance Departments for their conscientious effort in attending to plant equipment up keep and grounds keeping. The report cited the importance to continue to address building restoration. Some areas need immediate attention, such as roof, coping, etc. This will be targeted for 2017 as a goal.

The following goals were established and were accomplished in 2016: 1) Restoration of primary Tank Sludge Collection System; 2) Convert some Potable Water to HPEW for plant usage (goal is to reduce expenditures for water); 3) Clean out Digester #1 and replace gaskets on gas pressure valves.

The Authority's 2017 goals are: 1) Restoration of the Main Street Pump Station; 2) Complete another Building restoration Phase V.

The Executive Director stated that the general conclusion of the inspection report indicates that the Authority Staff is committed on all responsibilities; maintenance and proper operation of the infrastructure of the facility. Therefore, the Executive Director is recommending that the Board accept the report.

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Cerra, the Board unanimously approved and accepted the 2016 Annual Plant Inspection Report as presented.

**Renewal of Authority's Electric Cooperative Agreement**

The Authority's Cooperative pricing System was established effective January 27, 2012 for the procurement of electricity with an expiration date of January 27, 2017. Therefore the Authority is desirous of renewing the registration of this Cooperative Pricing System.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously authorized the Linden Roselle Sewerage Authority to Renew Registration of a Cooperative Pricing System. (Resolution #51-16 attached)

**EXECUTIVE DIRECTOR'S REPORT**

**Construction Project: Main Street Pump Station**

The Executive Director reported that the Authority has submitted the Treatment Works Approval permit application to NJDEP. This permit needs to be issued prior to the Authority going to bid for this project. Recently Authority received by NJDEP approval of this permit which is "administrative complete". Next phase of this project is technical review and Authority is anticipating that review will be done by end of this year and the bids should take a place beginning of the year.

**Primary Tank Sludge Collectors**

The Executive Director reported that primary tank #2 has been completed and inspected by the manufacturer. The tank was placed in operation on November 28<sup>th</sup>, 2016. The only remaining work is to tie in the alarms and signals to the SCADA program. Thereafter the Authority can close out the project. The Executive Director stated that he is very pleased with the contractor; Spectraserv has done an excellent job.

**EXECUTIVE DIRECTOR'S REPORT (continued)**

**Homeland Security Grant**

The Executive Director reported that he was contacted by the Linden Police Department that the Authority is eligible for a homeland security grant. The grant can be used for a new fence around the perimeter of the plant. This project has been on the Authority's capital plan for the last few years. The Authority met with two representatives from the agency to explain the process. There is \$150,000 grant available to the Authority earmarked for the latter part of 2017. The Authority would have to fund the project and will be reimbursed by the approved grant. The Authority will need to complete an assessment report, followed by a plant inspection. The Executive Director further stated since there is nothing to lose except some kind of effort, he is recommending the Authority proceed to be eligible for this grant.

**HIGHLIGHTING DEPARTMENTS**

**Operations Department**

➤ **Plant Performance**

The Executive Director reported that the plant operated well during the month of November 2016, meeting all permit limits.

➤ **Blowers**

The Executive Director reported that the Authority is experiencing another problem with Blower #1 and #2, causing the units to be inoperable. The problem was with the harmonic filters, the wiring harness under the capacitor of both units were burnt. The manufacturer "Neuros" responded immediately and were able to bypass the filters so that blowers were operable to use, until they receive the new wiring harness. They are reviewing the remote data to determine what caused the problem. The equipment is still under warranty. The Executive Director further stated that as previously reported to the Board, the Authority has had numerous problems with this equipment and he is concerned about the longevity of the equipment. The Executive Director spoke with the Neuros representative with the concern that the warranty will be expiring in less than a 2 years and he requested that they provide the Authority an extended warranty for another 5 years. The Authority is waiting for response from Neuros.

➤ **Plant Interruption**

The plant high pressure effluent had break near Clarifiers #1 and #2, therefore it was needed to divert certain areas of the plant (pump seals and polymer make up water to potable water) to continue the operational process. The leak was stopped immediately upon discovering it, however some volume entered the storm drain. Since this is not a permitted discharge point for effluent, the incident was reported to NJDEP. The line was repaired by Spectraserv under an emergency situation.

**Maintenance Department**

➤ **Corrective Repairs and Replacement**

The Executive Director reported that maintenance staff worked on various tasks as follows: Spectraserv replaced swing joints on Sludge Storage #4; repaired shorted wires on J-1 Pump; turned on heaters in all buildings and checked for proper operation; changed all filters on Blower #3; repaired motorized louver at diesel generators; ABB Tech company checked and calibrated all plant flow meters, Roselle Meter chamber and dock meter.

**Monitoring Department**

➤ **Rainfall**

Rainfall for the first eleven months of 2016 was 27.28 inches compared to 25.42 inches same time in 2015.

**HIGHLIGHTING DEPARTMENTS (continued)**

**Monitoring Department (continued)**

➤ **IPP Program**

◆ **Annual IPP Report**

The annual IPP report was submitted to NJDEP

◆ **Violations**

The Executive Director reported that Unitex was cited for three violations of their pH limit, which are considered serious violations. A show cause hearing is scheduled for January 10, 2017 including a proposed minimum mandatory penalty of \$1,000.

➤ **Laboratory**

◆ **NJDEP Audit**

The Executive Director reported that NJDEP has not made a final determination about the acceptance criteria for duplicate analysis for the "analyze immediately" field parameter DO, pH and chlorine residual. In the meantime, duplicate samples have been implemented and the SOP's have been updated, except for the associated QC requirements.

◆ **Proficiency Study**

The Executive Director stated that a repeat proficiency study for oil and grease was conducted in October and was successfully achieved. Authority receive formal notification from NJDEP that we pass all the parameters.

➤ **Air Program / Air Permit Compliance**

The Executive Director reported that a final draft was issued on November 4, 2016. As requested by Authority, the limits for sludge throughout and digester gas production have been eliminated. The Authority is trying to work out an issue dealing with the emission factors that apply to the waste gas burners used by LRSA.

➤ **NJDPDES Permit**

◆ **Residual Permit:** The Executive Director reported that Residual Transfer Report for September 2016 was not filed due to an oversight. It was submitted December 8<sup>th</sup>, eight days late. Authority notified the DEP Compliance Officer who noted the lateness and will recommend that no enforcement be taken.

➤ **Health and Safety Program**

◆ LRSA is coordinating with the American Red Cross to schedule First Aid/CPR Training in January 2017, when the employee certifications come due.

◆ LRSA is coordinating with the New Jersey Department of Labor and Workforce Development to conduct some required annual employee training for 2017.

◆ LRSA conducted training session on November 17, 2016 for the Staff on the Chemical Hygiene Plan.

**Business Department**

◆ **Expenditure Report**

The Executive Director reported that at the eleventh months of 2016, expenditures are at a level of 88% at 92% of the fiscal year. The Authority is under budget, and it appears there will be a year-end surplus.

**HIGHLIGHTING DEPARTMENTS (continued)**

**Business Department (continued)**

◆ **Revenue Report**

The Executive Director reported the Authority's loading data for the first ten months of 2016 from class A & B users have continued to stabilize over the last few months slightly exceeding budget projections.

◆ **2017 Budget**

The Executive Director reported the Authority's 2017 budget, which was approved by the Board, has been submitted to the State for review.

◆ **2016 Sewer Rebate Adjustments**

The Executive Director reported the Authority grants a sewer bill adjustment for outside use or proof the water did not enter the sewers. This year the Authority received 349 applications and approved 284 for a refund value \$39,790 as compared to 2015 with a value of \$32,137.

No questions of the Executive Director's Report.

**BIDS AND PURCHASES**

**Resolution to Ratify and Confirm Emergency Expenditure for HPEW Line Break**

On December 7, 2016 it was discovered that the high pressure water line located near Clarifier 1 and 2 was leaking. Upon attempting to shut the valve near the line in order to close the leak, it was determined that the leak was beyond the valve. Therefore it was necessary to completely shut the high pressure effluent water line down. This line provides water for operating process equipment such as pump seals and make up water for our polymer system. Also in order to continue operations in these areas the Authority had to convert to using potable water, therefore it was deemed necessary to repair the line as soon as possible. Quotes were solicited from two contractors. Spectraserv responded with a price of \$13,500 for the repair and was able to mobilize a crew and equipment to begin the work the next day. The Executive Director authorized Spectraserv to repair the line as it was in the best interest of the Authority. Therefore the Executive Director requesting that the Board ratify and confirm the expenditure for repair of a HPEW Line Break.

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved a Resolution ratifying and confirming Emergency Expenditure for High Pressure Effluent Water Line Break to Spectraserv in the sum of \$13,500. (Resolution #52-16 attached)

**ENGINEERS REPORT**

No questions of the Engineer's Report.

**PUBLIC COMMENT**

No one from public was present.

**BILLS AND CLAIMS**

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

**Operating Fund**

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved payment of the Operating Bills in the amount of \$596,625.27 (Resolution attached).

**Renewal and Replacement Fund**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Cerra the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$5,675.00 (Resolution attached).

Chairman concluded wishing to All Board Members and attendees Merry Christmas and Happy New Year.

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Cerra, the meeting was adjourned at 1:02 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **January 25, 2017 at 12:00 P.M.** in the office of the Authority.