

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Tuesday, December 18, 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; Ralph Strano, Alternate Member;
- Late:** Derek Armstead, Secretary;
- Absent:** Jamel Holley, Vice Chairman; Reginald Atkins, Alternate Member;
- Attending:** David G. Brown II, Executive Director; Jeffrey A. Williams, Superintendent; Richard Rudin, Weiner Law Group; Tom Laustsen and Thomas Schoettle, CDM Smith Co.;
- Visitors:** Craig Halloran, James Moore, Linden residents; Alex Lospinoso, Economic Development Coordinator, City of Linden;
- MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Vircik the Board unanimously appointed Mr. Strano as a voting Member for this meeting.
- MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, the Board unanimously approved the Agenda set forth below.
- MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Vircik, the Board unanimously approved the minutes of the November 20, 2018 Regular Board Monthly Meeting. Mr. Strano abstain from vote.
- MOTION:** Upon motion of Mr. Mikolajczyk seconded by Mr. Vircik, the Board unanimously approved the minutes of the November 20, 2018 Executive Session. Mr. Strano abstain from vote.
- MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano, the Board unanimously accepted Treasury Report as read.

BUSINESS AGENDA

Adoption of 2019 Authority Budget

Derek Armstead arrived.

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 2019 Authority Budget as per Resolution #58-18.

- MOTION:** Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution to adopt 2019 Authority Budget. (Resolution #58-18 attached).

Chairman asked Public for any comments on above matter – there was none.

BUSINESS AGENDA (continued)

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

Approval to Transfer Funds from General Fund to R&R Fund

In accordance with the budget under the Capital Improvements Project the Authority is proposing to go through the I-Bank to fund these projects. Therefore the Executive Director and Financial Manager are recommending that the sum of \$1,320,162.73 be transferred from the Authority's General Fund to its Renewal and Replacement Fund as provided for in the Authority's adopted 2019 budget and that the Trustee, U.S. Bank, is authorized and instructed to transfer the same.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the Board unanimously approved to transfer \$1,320,162.73 from the Authority's General Fund to its Renewal and Replacement Fund as provided for in the Authority's adopted 2019 budget and that Trustee, U.S. Bank is authorized and instructed to transfer the same. (Resolution #59-18 attached)

Approving Non-Union 2019 Salary Increases

The Executive Director has evaluated the Authority's non-union personnel wages and salaries and is recommending that all non-union personnel shall receive a general increase of all such salaries in the amount of 2.5%, which aligns with the Union contract.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Board unanimously approved the recommendation of the Executive Director for an annual increase of 2.5% for all non-union personnel. (Resolution #60-18 attached)

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 2019.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution appointing Mary Richers as the Public Agency Compliance Officer for 2019. (Resolution #61-18 attached)

LRSA Proposed Meeting Dates for 2019

The proposed monthly Board Meeting dates for 2019 to be held at 12:00 Noon were presented and approved; also proposed monthly Personnel Committee Meeting dates to be held at 9:30 AM were presented and approved.

MOTION: Upon motion of Mr. Strano, seconded by Mr. Armstead the Board unanimously approved the calendar of the Board meeting dates for 2019 to be held at 12 Noon. Also, approved the calendar of the Personnel Committee meeting dates for 2019 to be held at 9:30 AM.

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.

Tom Laustsen, Tom Schoettle and all the visitors left the meeting due to Executive Session.

BUSINESS AGENDA (continued)

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Strano 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 12:27 P.M., Resolution #12E-18 attached).

MOTION: Upon motion of Mr. Strano, seconded by Mr. Mikolajczyk, the Executive Session was closed 12:33 P.M. and the regular business meeting resumed.

No action has to be taken due to Executive Session.

Meeting open to the public. Tom Laustsen, Tom Schoettle and all visitors joined the meeting.

BILLS AND CLAIMS

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

Operating Fund

MOTION: Upon motion of Mr. Armstead, seconded by Mr. Strano the Board unanimously approved payment of the Operating Bills in the amount of \$569,645.45 (Resolution attached).

Mr. Strano left the meeting at 12:36 PM.

BIDS AND PURCHASES

Resolution Award Annual Payroll Services

After a solicitation of quotes, a contract to provide payroll processing services for 2019 calendar year was awarded to ADP, Inc. as it is in the best interest of the Authority for an amount of not to exceed \$10,500. The Authority has been satisfied with the level of service they have provided. Therefore the Executive Director and Staff are recommending that the annual contract for payroll processing services be awarded to ADP for an amount not to exceed \$10,500 which allows for additional costs that may be incurred with the addition of new and/or temporary employees to the Authority's Staff.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the Board unanimously approved a Resolution awarding a contract for Third Party Payroll Processing Services in 2019 to ADP for the sum of not to exceed \$10,500. (Resolution #62-18 attached)

ENGINEERS REPORT

No questions of the Engineer's report.

PUBLIC COMMENT

Linden resident Mr. Halloran had a few questions regarding Authority's personnel safety training and Authority's combined sewer overflow system. Executive Director stated that Authority's personnel every year have required by State safety trainings and Superintendent stated that Linden and Roselle has no combined sewer overflow system.

ADJOURNMENT

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Armstead, the meeting was adjourned at 12:46 P.M. and it was ordered that the next monthly Board Meeting of the LRSA be held on Wednesday, **January 23, 2019 at 12:00 P.M.** in the office of the Authority.

THE LINDEN ROSELLE SEWERAGE AUTHORITY

MONTHLY RECEIPTS

November 1, 2018 - November 30, 2018

REVENUE FUND

Non-Major User

City of Linden 266,958.85

Municipality

0.00

Major Industry Users

0.00

Miscellaneous

PSE&G (Mo. Effluent Sep & Oct 2018) 40,963.00

Total Revenue Fund \$307,921.85

OPERATING FUND

Fortune Metal (Sale of Scrap) 88.75

Merck - Wet-Weather Discharge Permitting (Reimb.) 1,789.50

Exxon Mobil - Easement site access Agreement (Reimb.) 12,223.13

Northfield Transfer 650,000.00

Total Operating Fund \$664,101.38

PR II/GAR TREMELY PROPERTY TWO URBAN RENEWAL, LLC

ESCROW ACCOUNT

Beginning Balance as of 11/01/18 78,140.71

Negotiations & Agreement for Easements/Licenses 0.00

Ending Balance as of 11/30/18 \$78,140.71

6

**LINDEN ROSELLE SEWERAGE AUTHORITY
EXECUTIVE DIRECTOR'S REPORT
December 18, 2018**

DEPARTMENTS

A. MONITORING DEPARTMENT

1. Annual Industrial Pretreatment Program Report submitted November 29, 2018.
2. Wawa construction site in Roselle began dewatering on November 28, 2018.
3. An Emergency Spill contract was awarded with ACV Enviro on December 3, 2018.
4. PSEG Effluent Reuse is up from an average of 3.43 MG in 2017 to 3.63 MG in 2018.
5. The rainfall for November 2018 was 2.95". The rainfall for 2018 is up at 49.5" as compared to last year, 2017 at this time it was 38.13".

B. BUSINESS DEPARTMENT

1. **Revenue**

Residential billing revenue in the amount of \$266,958.85 was received in November 2018 along with \$7,885.67 in interest payments and \$1,458.81 in prepayments.

2. **Expenses**

Currently O & M Expenses YTD as of November 30, 2018 is \$8,349,652.75 or approximately 88.5% of the total annual budget for O & M.

3. **Budget**

We received notification from the State Division of Local Government Services on November 27, 2018 and our 2019 Budget is approved and on our December agenda.

Respectfully submitted,



David G. Brown II
Executive Director

Superintendents Report to the Board

December 18, 2018

Highlighting Departments

Operations:

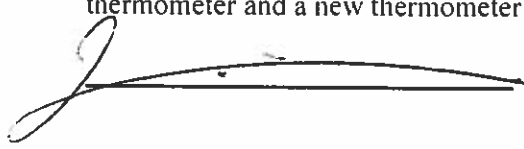
1. Plant performance - The plant operated well during November 2018 meeting all permit limits.
2. We are still seeing higher than normal BOD influent readings both in concentration and loading.
3. Our flows averaged 15.79 MDG with a peak Max daily flow of 30.55 MGD due to high amounts of rain over 6 inches in November.
4. We Barged in November
5. Operators painting and cleaning throughout plant
6. 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. Installed new eyewash in blower building basement as per DOH.
 3. Replaced bearings on I-7 Motor.
 4. Rebuilt 4 light fixtures in the sludge storage tank building 3 and 4
 5. mounted air compressor and tank in blower building for barrage line.
 6. As per DOL replaced missing hatch cover in Sludge Storage tank building 3 and 4 with grading installed hand rail to act as ladder extension from valve pit
 7. Potable water line ruptured (6in) under the street near GB and the line also ruptured next to the WGB building. Shutting down the GBTs. Line was excavated and repaired by Montana construction as an emergency on Time and material basis. We are awaiting the invoice.
 8. Worked on replacing medallions for stormwater compliance.
- Checked and calibrated gas detection meters in SST 1 and 2
9. Refastened coping on Hudson Building near board Room

Laboratory:

1. The Total organic carbon analyzer (14 years old) is not producing the QC/QA that is needed. Due to the age of the machine the replacement parts are no longer made. We use the TOC data to determine dilutions required for BOD analysis and any inaccurate data could jeopardize our BOD data.
2. We were experiencing a baseline drift with the AA. We replaced the Deuterium Lamp which seemed to alleviate the drifting blanks.
3. Mercury samples were sent to outside lab and the results came back as Non-detect.
4. The total immersion NIST thermometer was picked up from Thermco. They could not repair the thermometer and a new thermometer was issued at no cost.



Respectfully Submitted,
Jeffrey A. Williams
Superintendent

J