

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, February 28, 2018 commenced thereafter an Organizational Meeting at 12:13 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; Robert Sadowski, Vice-Chairman; Edward Mikolajczyk, Treasurer; Emerito Ruiz, Alternate Member; Mr. Atkins, Alternate Member;

Absent: Jamel Holley, Member;

Attending: David G. Brown, Executive Director; Jeffrey A. Williams, Superintendent; Richard Rudin, Board Attorney; Howard Matteson, CDM Smith Co.; Rhashonna Cosby, Councilwoman;

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

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 24, 2017 Executive Session. Mr. Atkins abstained.

MOTION: Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the January 24, 2017 Regular Board Monthly Meeting. Mr. Atkins abstained.

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

In addition, the Executive Director added that there was legislation signed at the end of last year called the "Regional Sewerage Authority 2% cap Law". The Law mirrors the Municipalities 2% cap. This Law places a 2% cap on the Sewerage Authority, with very little exceptions. The Executive Director further stated that originally there were eleven (11) Sewerage Authorities affected by this legislation. The DCA reviewed it and expanded the Legislation to eighteen (18) Sewerage Authorities, as the Law is not clear on the exact facilities that are covered. The Executive Director was notified yesterday the LRSA is affected by the legislation. The legislation is being looked at by the League of Municipalities Association and the Association of Environmental Authorities. The DCA is responsible for the details of this legislation. The Associations are working with the DCA on amendments to this legislation. The Executive Director will keep the Board updated on the legislation as it moves forward. No questions were asked of the Executive Director's report.

BUSINESS AGENDA (continued)

Issuance of an Industrial Discharge Permit Modification to Blue Apron

Blue Apron has requested a modification to their industrial discharge permit with LRSA. Blue Apron is a food preparation facility located at 901 West Linden Avenue in Linden, NJ. The modification was requested to increase their limit for BOD, COD as they exceeded in October, November and December 2017. In addition, their Total Suspended Solids (TSS) results have been increasing. The draft permit was subject to 30-day public comment. No comments were received. Therefore the Executive Director and Staff are recommending that the Board adopts Discharge Permit Modification to Blue Apron with effective date of March 1, 2018.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Atkins, the Board unanimously approved Resolution authorizing issuance of an Industrial Discharge Permit Modification be scheduled to take effect March 1, 2018 to Blue Apron (Resolution #17-18 attached).

Resolution approving Union Contract 1/1/2016 to 12/31/2019

The Executive Director stated that the Union agreed to what was originally negotiated. There were no changes from previous negotiation meetings, therefore the Executive Director and Labor Attorney are recommending approval of the Memorandum of Agreement between LRSA and the Union Local 209D.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution with the Memorandum of Agreement of the Union Contract for the year of 2016, 2017, 2018 and 2019; based on a recommendation of the Executive Director and Labor Attorney. (Resolution #18-18 attached)

BIDS AND PURCHASES

Recommendation to Award a contract for the purchase of Financial Software Package

It has been determined that the Financial/Purchasing software system currently in use is in need of replacement. The Authority has been using a financial software package developed by a Canadian company, Harris/CSI, for approximately 20 years that was last upgraded in 2008. The technology is out of date as it is a batch based system which requires multiple repetitive steps to process transactions. It is not user friendly and is very limited with respect to basic editing functions. As a result of the deficiencies, other alternatives were researched. Edmunds & Associates is a New Jersey based company that provides a financial software package that is used by many government entities in the state. In addition this would be a marked improvement over the current system and would meet the Authority's needs and very beneficial to improving the coordination of the sewer billing process with the City of Linden. Therefore, the Executive Director is recommending that the Board authorize purchase of the Edmunds & Associates Financial /Purchasing Software System from the State of New Jersey Cooperative Purchasing Program for an amount not to exceed \$35,550.45.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Sadowski, the Board unanimously approved Resolution authorizing purchase of the Edmunds & Associates Financial/Purchasing Software system from the State of New Jersey Cooperative Purchasing Program as it is in the best interest of the Authority for an amount not to exceed \$35,550.45 (Resolution #19-18 attached)

BIDS AND PURCHASES (continued)

Award Contract Extension for Removal, Transportation and Disposal of Grit and Screening

At the Board Meeting of March 23, 2016 the Board awarded a two (2) year contract to Environmental Protection & Improvement Company, LLC for the removal, transportation and disposal of grit and screenings at a price of \$128.26 per ton for a total not to exceed amount of \$66,695.20. The New Jersey Local Public Contracts Law allows for the extension of a contract by the mutual agreement of the parties as long as the terms and condition of the contract remain substantially the same. Their service was found to be very satisfactory. They were contacted and agreed to extend the contract for one year. Therefore, the Executive Director and Staff are recommending contract extension for a one year period, commencing April 1, 2018 at a price of \$128.26 per ton for a total not to exceed amount of \$33,348 at the same terms and conditions as the original bid for the Removal, Transportation and Disposal of Grit and Screenings to Environmental Protection & Improvement Co.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved Resolution awarding a one year contract extension for Removal, Transportation and Disposal of Grit and Screening with Environmental Protection & Improvement Company, LLC for the total contract amount of \$33,348 on its bid of \$128.26 per ton, commencing April 1, 2018. (Resolution #20-18 attached)

Awarding a contract for Furnishing and Delivering 1,900 UV Disinfection Lamps

Bid specifications were developed for the furnishing and delivering of 1,900 UV lamps. Specifications were picked up by two firms, however only one bid was submitted and publicly opened. The submission of First Light Technologies, Inc. was deemed responsible and responsive. Their sample lamp, which was submitted with the bid as required, was reviewed and met all the specifications. The First Light Technologies, Inc. is the current contract holder and supplied the lamps to the Authority in 2016 at the price of \$13.50 per lamp. Therefore, the Executive Director and Staff are recommending that the Board award a contract for the furnishing and delivering of 1,900 Ultraviolet Disinfection Lamps at a price of \$13.95 per lamp to First Light Technologies, Inc. in the total amount of \$26,505.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved Resolution award a contract to Furnish and Deliver 1,900 Ultraviolet Disinfection Lamps to First Light Technologies, Inc. in the sum of \$26,505, on its bid of \$13.95 per lamp. (Resolution #21-18 attached)

SUPERINTENDENT'S REPORT

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

ENGINEERS REPORT

There were no questions of the engineer.

The Executive Director added that the User Charge System Biennial Review Final Report will be presented by Tom Laustsen at the next Board Meeting.

PUBLIC COMMENT

There were no public in attendance.

BILLS AND CLAIMS

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

Operating Fund

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Sadowski, the Board unanimously approved payment of the Operating Bills in the amount of \$925,804.04 (Resolution attached).

Renewal and Replacement Fund

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Atkins the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$82,008.13 (Resolution attached).

Howard Matteson, CDM Smith and Rhashonna Cosby left the meeting due to Executive Session.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Atkins, 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 12:38 P.M., Resolution #02E-18 attached).

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Sadowski, the Executive Session was closed 12:45 P.M. and the regular business meeting resumed.

Howard Matteson and Rhashonna Cosby joined the meeting.
Executive Session did not require any action.

ADJOURNMENT

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the meeting was adjourned at 12:46 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, **March 28, 2018 at 12:00 P.M.** in the office of the Authority.

ANNUAL ORGANIZATIONAL MEETING

TIME: 12:00 P.M. February 28, 2018

PLACE: Board Room of the Linden Roselle Sewerage Authority

PURPOSE: To elect Officers of the Board and appoint Professional Consultants

CALL TO ORDER

Vice Chairman announced that public notice of time and date of the Organizational Meeting has been duly executed in accordance with the Open Public Meeting Act at least 48 hours prior to the meeting. Notification was given to The Progress, the Home News Tribune, and to the municipal Clerks of Linden and Roselle for posting in a public place.

Present: George Vircik, Chairman; Robert Sadowski, Vice-Chairman; Edward Mikolajczyk, Treasurer; Emerito Ruiz, Secretary;

Late: Mr. Atkins, Alternate Member (Nominating Committee)

Absent: Jamel Holley, Member

Attending: David G. Brown, Executive Director; Jeffrey A. Williams, Superintendent; Richard Rudin, Board Attorney; Tom Laustsen, CDM Smith; Rhashonna Cosby, Councilwoman;

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

Chairman appointed Mr. Ruiz as a voting Member until Mr. Atkins or Mr. Holley arrives.

ELECTION OF OFFICERS

The Nominating Committee Mr. Robert Sadowski proposed the following Slate of Officers positions for the year 2018.

Mr. Vircik, Chairman;

Mr. Sadowski, Vice Chairman;

Mr. Mikolajczyk, Treasurer;

Mr. Ruiz, Secretary;

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved Resolution #04-18 (attached) and accepted the following Slate of Officers for 2018.

The Executive Director reported that, as usual, the Authority advertised under the Fair and Open Process in soliciting and selecting our Professionals.

PROFESSIONAL SERVICES

Awarding Annual Professional Engineering Services

Six engineering firms submitted proposals. All proposals submitted by the engineering firms have been reviewed by the Executive Director and Staff. The lowest cost proposal received from Suburban Consulting based on a review of their proposal indicated that their client base experience is oriented more to water utility/collection systems rather than wastewater treatment as they do not serve as the Consulting Engineer for any sewer authority. The second lowest proposal was from T&M Associates and it was lower only by \$65.00 than CDM Smith

Awarding Annual Professional Engineering Services (continued)

therefore, it was the judgement of the evaluating Committee that it would be in the best interest of the Authority to award the contract for Annual Engineering Services to CDM Smith given their experience and knowledge of the Authority's operations and its air permitting issues. Therefore, it was the recommendation of the Committee to award the contract to provide Annual Engineering Services in 2018-2019 for the not to exceed amount of \$106,210 to CDM Smith.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution and a recommendation coming from the Committee that CDM Smith be awarded the contract as the Authority's Annual Engineering Consultant in 2018-2019 for the not to exceed amount of \$106,210. (Resolution #05-18 attached)

Qualifying Consultants for General Engineering Services

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution for Qualification of Consultants for General Engineering Services qualifying those Consultants who submitted proposals. (Resolution #06-18 attached).

Qualifying Consultants for Water Quality Services

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved the Resolution for Qualification of Consultants for Water Quality Services qualifying those Consultants who submitted proposals. (Resolution #07-18 attached).

Awarding Professional Water Quality Consultant Services

Two engineering firms submitted proposals for Water Quality Consultant Services and were qualified to provide the services as is reflected with Qualification of Consultants for Professional Services for Water Quality Consultant Services (Resolution #07-18). All proposals submitted by the engineering firms have been reviewed by the Committee. There is a recommendation made by the Committee that it is in the best interest of the Authority to award the contract for Water Quality Consultant Services to Mott MacDonald in the sum of \$18,000. These services are on an as needed basis only with a level of effort of 90 hours.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved the Resolution and a recommendation coming from the Committee that Mott MacDonald be awarded the contract for Water Quality Consultant Services as it is in the best interest of the Authority in the not to exceed amount of \$18,000, to be utilized on an as needed basis, with a level of effort of 90 hours. (Resolution #08-18 attached)

Qualifying Firms for Professional Legal Services

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Ruiz, the Board unanimously approved the Resolution qualifying those firms who submitted proposals. (Resolution #09-18 attached)

Awarding Professional Legal Services

Four proposals from Legal firms were received. The proposals were reviewed and it was determined that the submissions were complete and met all the submittal requirements of the RFQ. These proposals have been reviewed by the Committee (Executive Director and Staff), and

PROFESSIONAL SERVICES (continued)

Awarding Professional Legal Services (continued)

it was the judgement of the evaluation Committee that a contract award to Weiner Law Group, LLP would be in the Authority's best interest. They have consistently provided the Authority with a high level of service and as the range of the hourly billing rates for all of the firms does not vary significantly, the retention of Weiner Law Group, LLP provides the Authority with the continuity and the depth of experience needed in regard to ongoing legal issues. The Authority has been very satisfied with the level of service they have provided. Therefore, the Executive Director and Staff are recommending awarding Professional Legal Services contract to Weiner Law Group, LLP in the amount of not to exceed \$100,000 for Annual Legal Services in 2018-2019.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee that the Law Firm of Weiner Law Group, LLP be awarded the contract for Annual Legal Services in 2018-2019 for the not to exceed amount of \$100,000. (Resolution #10-18 attached)

Mr. Atkins arrived and became voting member, until Mr. Holley shows up.

Information Technology Consulting Services

Two proposals from Information Technology firms were received. Submitted proposals were reviewed by the Committee and it was determined that they met all the submittal requirements of the RFQ. These services are necessary to support the Authority's computer network and provide ongoing maintenance of the Disaster Recovery Plan. Therefore, it was the recommendation of the Committee (Executive Director and Staff) that it is in the best interest of the Authority to award the contract for Information Technology Consultant Services to Aton Computing in the sum of not to exceed of \$12,240. Aton Computing, Inc. is the Authority's current Information Technology Consultant and is familiar with the network. The Authority has been very satisfied with their service and support.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Board unanimously approved the Resolution and a recommendation coming from the Committee to use Aton Computing Inc. as the Authority's Information Technology Consultants for the contract amount of not to exceed \$12,240 in 2018-2019. (Resolution #11-18 attached)

Awarding Professional Safety Consultant Services

Authority needs to retain the services of a Safety Consultant to provide assistance with various aspects of its Safety Program. Much of the required annual safety training of employees will be conducted by the PEOSH Safety Training Unit, which is at no cost to the Authority. Only one engineering firm submitted proposal for Safety Consultant Services. Proposal was reviewed by the Executive Director and Staff. It was the recommendation of the Committee to award the contract for Professional Safety Consultant Services to T&M Associates, for a not to exceed amount of \$19,300. They have appropriate expertise in the areas of Municipal Utility Employee Health and Safety Programs. Also they provided an excellent level of service in prior years.

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the Board unanimously approved the Resolution and a recommendation coming from the Committee to award an Annual Services Contract for Safety Consultant Services in 2018 – 2019 to T&M Associates in the sum of not to exceed of \$19,300. (Resolution #12-18 attached)

ORGANIZATIONAL RESOLUTIONS FOR ADOPTION

Designated signatures for Authority checks -

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Mikolajczyk, the following persons are designated to sign Authority's checks: Mr. George R. Vircik, Chairman; Mr. Robert Sadowski, Vice Chairman; Mr. Edward Mikolajczyk, Treasurer; Mr. Emerito Ruiz Jr., Secretary and Mr. David G. Brown II, Executive Director. In addition Authority's Member Mr. Jamel C. Holley and Alternate Member Mr. Reginald Atkins are designated when properly acting as Chairman, Vice Chairman, Secretary or Treasurer in that individual officer's absence. (Resolution #13-18 attached)

Designated signatures for payment of salaries and wages -

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Executive Director is authorized and designated to sign such checks; and that in his absence the Authority's Chairman, Vice Chairman, Treasurer, or Secretary are authorized and designated as such signatory. Alternate Board Members are not authorized to sign unless they are acting as a Secretary, Treasurer, Vice-Chairman or Chairman. (Resolution #14-18 attached)

Designated Banks -

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Board unanimously approved the Resolution designating the Authority's depository banks as Northfield Bank and US Bank as Trustee under the Trust Agreement dated June 7, 1984. (Resolution #15-18 attached)

Newspapers -

MOTION: Upon motion of Mr. Atkins, seconded by Mr. Sadowski, the Board unanimously approved the Resolution designating The Local Source, The Star Ledger and Home News Tribune as the Authority's official newspapers. (Resolution #16-18 attached)

Adjournment -

Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Organizational Meeting was adjourned at 12:12 P.M. All approved.