

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, June 28, 2017 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 12/29/16 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

Absent: Reginald Atkins, Alternate Member;

Late: Jamel Holley, Member;

Attending: Gary G. Fare, Executive Director; Margaret Miller, Board Attorney; Thomas Laustsen, CDM Smith, Co.

Chairman introduced and welcome a new Board Member from City of Linden Mr. Emerito Ruiz. Mr. Emerito Ruiz introduced himself to the Board.

- MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously appointed Mr. Ruiz both as an Acting Secretary and voting member.
- 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 May 24, 2017 Executive Session.
- MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board unanimously approved the minutes of the May 24, 2017 Regular Board Monthly Meeting.
- MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Ruiz, the Board unanimously accepted Treasury Report as read.

BUSINESS AGENDA

Acceptance of 2016 Audit Report

At last month's meeting the Auditors, Suplee, Clooney & Company gave a presentation of the 2016 Audit Report. The Authority is required to accept the Audit Report and any of the Auditor's recommendations within 30 days. The Audit Report then has to be submitted to the Local Finance Board with the Group Affidavit. In review the Executive Director was pleased to report that there were no comments or recommendations made by the Auditor. The Executive Director and Staff are recommending that the Board by Resolution #33-17 accept the 2016 Audit Report as was presented by Suplee, Clooney & Company.

- MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved the acceptance of 2016 Audit Report certifying to the New Jersey Local Finance Board that each Member has reviewed the 2016 Audit Report and specifically the "General Comments and Recommendations" section, and executed a Group Affidavit to that effect. (Resolution #33-17 attached)

BUSINESS AGENDA (continued)

Approval of 2016 Surplus Disposition and Funds Transfer

The audited financial statements, as prepared by Suplee, Clooney & Company, reflected a net surplus in excess of \$875,000 from the 2016 fiscal year end, bringing the Authority's surplus total to just over \$4.8 million at 12/31/16. The Executive Director also detailed to the Board the current allocation of surplus funds.

The Executive Director and Staff are recommending that \$100,000 of this surplus be transferred from US Bank (LRSA Trustee) Account to Northfield Bank account named Reserve for Chapter 88 Retiree Benefits; also \$500,000 surplus be transferred from US Bank General Account to US Bank Account Renewal & Replacement Fund; and \$275,000 will be allocated by the Authority to increase funds available for "Rate Stabilization Reserve" which are at US Bank.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved recommendation of the Executive Director and Staff that \$100,000 of the 2016 Surplus be transfer from US Bank General Account to Northfield Bank for Chapter 88 Retiree Benefits Account; \$500,000 surplus be transferred from US Bank General Account to US Bank Renewal & Replacement Fund; \$275,000 will be allocated by the Authority to increase funds available for Rate Stabilization Reserve, which are at US Bank. Mr. Ruiz abstained from the vote due to his first Board Meeting at the Authority. (Resolution #34-17 attached)

Mr. Holley arrived and he became voting Member.

EXECUTIVE DIRECTOR'S REPORT

The Executive Director presented to the Board his monthly report (see attached report).

In addition the Executive Director reported that there was another failure of the filter on blower #2. The Authority contacted Neuros Co., and they were at the plant immediately. There are not the manufacture, it's another company, but a good thing is that the blowers and filters are still under warranty. Recently, in February there was failure of the same blower #2. The Executive Director stated that he is concerned of the longevity of the equipment due to a history of the failure of the blowers as well as filters, however a good thing is that Neuros Co. is very responsive each time there is a problem. Further, the Executive Director said as it was previously reported to the Board the Authority is trying to enter into Maintenance Extended Warranty Agreement with Neuros Co., due to a constant failures of the blowers and/or filters.

There were no questions of the Executive Director's Report.

BIDS AND PURCHASES

Award Contract to purchase V-13 Sludge Transfer Pump

The Authority needs to replace the progressive cavity sludge V-13 pump with the purchase of a new complete pump, rather than a rebuild with replacement parts. This pump is considered essential to the plant as its purpose is to transfer processed sludge from the gravity belt thickeners to the anaerobic digesters. The pump is available from an authorized vendor under the North Jersey Wastewater Cooperative. Therefore the Executive Director and Staff are recommending that the Board approve the issuance of a purchase order to Hisco Pump Inc., for an amount not to exceed \$10,531.

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved a Resolution awarding a contract to purchase the V-13 Sludge Transfer Pump from Hisco Pump Inc., for an amount not to exceed \$10,531. (Resolution #35-17 attached)

Recommendation to Award Contract to GLEC for 2017/2018 Technical Advisor Services to the New Jersey Harbor Dischargers Group (NJHDG)

Since 1993, the NJHDG has retained Great Lakes Environmental Center (GLEC), a professional consultant, to act as a technical advisor on matters relating to regulation of discharges to the NY/NJ Harbor Estuary. The NJHDG is comprised of nine members representing eleven POTWs. The cost for services is apportioned amongst the members. The program involves the study of impacts to the NY/NJ Harbor Estuary from identified pollution sources, including POTWs.

The task of the HEP program is to study the impacts to the harbor estuary from pollution sources, and to act as an advisor to the State and Federal Regulatory Agencies on solutions for pollution abatement. GLEC has represented the members at the HEP workgroups and advocate for more scientifically based regulations. GLEC has also obtained funding from HEP to assist with studies of nutrient impacts and Dissolve Oxygen (DO) deficiencies in the harbor and Hackensack River. The goal is that this data is recognized and used in the regulatory process.

GLEC submitted proposal for 2017/2018 services for the total amount of the contract \$130,000 of which LRSA's share is \$8,736. The level of effort has been reduced from last year for Task 5 because of the uncertainty with the Federal and State agency priorities and the transition of EPA management of HEP to oversight by the Hudson River Foundation. The Executive Director and Staff are recommending the Board authorize the award of a contract to Great Lakes Environmental Center for the Authority's share of \$8,736.

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Board unanimously approved Resolution awarding a contract for Technical Advisory Services to the Great Lakes Environmental Center (GLEC) at a total cost to the NJHDG of \$130,000, of which the Authority's share is \$8,736 for the June 1, 2017 to May 31, 2018 period. (Resolution #36-17 attached).

ENGINEERS REPORT

There were no questions of the engineer.

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. Sadowski, seconded by Mr. Holley, the Board unanimously approved payment of the Operating Bills in the amount of \$784,892.26 (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 \$25,893.00 (Resolution attached).

Tom Laustsen left the meeting due to Executive Session.

June 28, 2017

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 12:35 P.M., Resolution #06E-17 attached).

MOTION: Upon motion of Mr. Holley, seconded by Mr. Sadowski, the Executive Session was closed 1:20 P.M. and the regular business meeting resumed.

The following action has to be taken by Motion:

MOTION: Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk, the Board approved Minutes of the Personnel Committee Meeting held on June 8, 2017. Mr. Holley abstained from voting.

ADJOURNMENT

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the meeting was adjourned at 1:21 P.M. and it was ordered that the next monthly meeting of the LRSA be held on Wednesday, **July 26, 2017 at 12:00 P.M.** in the office of the Authority.

THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the Meeting held on Thursday, June 29, 2017 in the office of the Linden Roselle Sewerage Authority.

Present: George Vircik, Chairman; Robert Sadowski, Vice Chairman;
Edward Mikolajczyk, Treasurer;
Attending: Gary G. Fare, Executive Director; Victor R. Gilardi III

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 6/23/17 to the Home News Tribune.

EXECUTIVE SESSION

MOTION: Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the Board unanimously approved the Resolution to hold an Executive Session to conduct an interview for the position of Assistant Executive Director.
(At 9:03 A.M., Resolution # 07E-17 attached).

MOTION: Upon motion of Mr. Sadowski, seconded by Mr. Mikolajczyk, the Executive Session was closed at 10:55 A.M. Mr. Gilardi then left the meeting and the regular meeting resumed.

REGULAR MEETING

The Board requested that the Executive Director be prepared to present at the next meeting of the Personnel Committee which is scheduled for July 13, 2017, the charts for the proposed changes to the Authority's Table of Organization and the job descriptions for the Executive Director and Plant Superintendent positions.

ADJOURNMENT MOTION:

Upon motion of Mr. Mikolajczyk, seconded by Mr. Sadowski, the meeting was adjourned at 11:15 A.M.

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #07E-17

EXECUTIVE SESSION

WHEREAS, THE Linden Roselle Sewerage Authority has determined at a meeting of June 29, 2017 to which the public is admitted, that it is necessary to **exclude the public** from a portion of that said meeting for the following reasons;

The Authority will discuss:

Personnel

Conducting interview for position of Assistant Executive Director

NOW, THEREFORE BE IT RESOLVED, that this meeting be closed to the public until such discussion will be made available to the public within thirty (30) days, unless it is determined by the Authority that disclosure of those Minutes would defeat the intent and purpose of N.J.S.A. 10:14-12(b).

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on June 29, 2017.


Robert Sadowski, Acting Secretary