

## THE LINDEN ROSELLE SEWERAGE AUTHORITY

The minutes of the regular meeting held on Wednesday, June 27, 2018 at 12:35 P.M. in the office of the Linden Roselle Sewerage Authority.

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Vice Chairman Sadowski 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.

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**Present:** Robert Sadowski, Vice-Chairman; Edward Mikolajczyk, Treasurer; Jamel Holley, Member; Ralph Strano, Alternate Member and Reginald Atkins, Alternate Member via phone;

**Absent:** George Vircik, Chairman;

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

Vice Chairman recognized Mr. Strano as a Board Member of the Authority.

**MOTION:** Upon motion of Mr. Holley, and seconded by Mr. Mikolajczyk the Board unanimously approved to appoint Mr. Strano as an acting Secretary for this meeting.

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski the Board unanimously approved to appoint the Executive Director David G. Brown II as a temporary signatory for Operating Bills for this meeting.

**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 approved the minutes of the May 23, 2018 Regular Board Monthly Meeting Minutes. Mr. Atkins and Strano abstained from the vote.

**MOTION:** Upon motion of Mr. Mikolajczyk, and seconded by Mr. Sadowski, the Board approved the minutes of the May 23, 2018 Executive Session Minutes. Mr. Atkins and Strano abstained from the vote.

**MOTION:** Upon motion of Mr. Sadowski, and seconded by Mr. Mikolajczyk the Board unanimously approved to appoint Mr. Atkins as a voting Member for this meeting.

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

### **BUSINESS AGENDA**

#### **Issuance of an Industrial Discharge Permit Renewal to PSEG Fossil LLC**

PSEG Fossil LLC Linden Generating Station has requested to renew their Industrial Discharge Permit with LRSA. PSEG is an Electric Power Generating Plant, utilizing two combined cycle electric generating units. The facility purchases reclaimed water from LRSA which is used as non-contact cooling water. The by-product of this process is discharged to LRSA under this permit. The draft permit was subject to 30-day public comment. The Authority has addressed any comments from the public as a result of such notice. Therefore the Executive Director and

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**BUSINESS AGENDA (continued)**

**Issuance of an Industrial Discharge Permit Renewal to PSEG Fossil LLC (continued)**

Staff are recommending that the Board adopt Discharge Permit Renewal to PSEG Fossil LLC, with effective date of July 1, 2018.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Board unanimously approved Resolution authorizing issuance of an Industrial Discharge Permit Renewal be scheduled to take effect July 1, 2018 to PSEG Fossil, LLC Linden Generating Station. (Resolution #38-18 attached).

**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).

Mr. Strano asked what is BOD and TOC. The Superintendent explained as follows:

BOD - Biochemical Oxygen Demand (BOD, also called Biological Oxygen Demand) is the amount of dissolved oxygen needed (i.e. demanded) by aerobic biological organisms to break down organic material present in a given water sample at certain temperature over a specific time period. The BOD value is most commonly expressed in milligrams of oxygen consumed per liter of sample during 5 days of incubation at 20 °C and is often used as a surrogate of the degree of organic pollution of water.

TOC - Total Organic Carbon is the amount of carbon found in an organic compound and is often used as a non-specific indicator of water quality or cleanliness.

**BIDS AND PURCHASES**

**Recommendation to Award 2018 Auditor's Contract**

Sealed proposals to provide Audit Services were solicited through a fair and open process and were publicly opened on June 15, 2018. Only one submission was received from Suplee, Clooney & Company. The proposal was reviewed by Authority's Staff and it was determined that the submission was complete and the proposer was deemed qualified in accordance with the submission requirements in Authority's Request for Qualifications. Suplee, Clooney & Company most recently performed these services for the 2016 and 2017 fiscal years and the Authority was very satisfied with their services. Therefore, the Executive Director and Staff are recommending the Board award a contract to Suplee, Clooney & Company to provide Audit Services to the Authority for 2018 fiscal year in the amount of not to exceed \$29,500.

**MOTION:** Upon motion of Mr. Mikolajczyk, seconded by Mr. Atkins, the Board unanimously approved Resolution recommending to award of a contract to Suplee, Clooney & Company to provide Audit Services to the Authority for 2018 fiscal year in the amount of not to exceed \$29,500. (Resolution #39-18 attached)

**Recommendation to Award Contract to GLEC for 2018/2019 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 Program. The NJHDG is comprised of nine members representing eleven POTWs. The cost for services is apportioned amongst the members. The program involves the

**BIDS AND PURCHASES (continued)**

**Recommendation to Award Contract to GLEC for 2018/2019 Technical Advisor Services to the New Jersey Harbor Dischargers Group (NJHDG) continued**

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 2018/2019 services for the total amount of the contract \$122,000 of which LRSA's share is \$8,198. The level of effort has been reduced from last year, however Task 5 has been modified to include two subtasks: Task 5 (1) and Task 5 (2). Therefore, 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 \$8,198 for the period of June 1, 2018 to May 31, 2019.

**MOTION:** Upon motion of Mr. Atkins, 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 \$122,000, of which the Authority's share is \$8,198 for the June 1, 2018 to May 31, 2019 period. (Resolution #40-18 attached).

**Recommendation to Award Contract for Copier Lease**

The Authority's current four year copier lease under the New Jersey State Contract will be expiring in July 2018. Three vendors who currently hold the NJ State Contract for Copiers were contacted to determine the current pricing structure available for a multi-function 45 page per minute color copier. Therefore, the Executive Director and Staff are recommending the Board authorizes to approve a four year lease agreement with Complete Document Solutions for Xerox C8045H model which provides the lowest cost option that meets the Authority's needs of \$145.95 per month.

**MOTION:** Upon motion of Mr. Atkins, seconded by Mr. Sadowski, the Board unanimously approved Resolution approving a four year lease agreement with Complete Document Solutions for Xerox C8045H model for a not to exceed amount of \$7,005.60 (Resolution #41-18 attached)

**Authorize Purchase from National Cooperative Purchasing Program**

The Authority has typically spent between \$14,000-\$17,000 annually with Fisher Scientific on laboratory supplies and equipment. These purchases were made under a long standing N.J. State Contract. It has been determined that a cooperative contract with Fisher Scientific is available through the U.S. Communities National Cooperative. The Authority has been very satisfied with Fisher Scientific's product quality and responsiveness. Therefore the Executive Director and Staff are recommending that the Board approve the use of U.S. Communities, a National Cooperative, as a procurement option and authorize the purchase of laboratory suppliers and equipment from Fisher Scientific.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Mikolajczyk, the Board unanimously approved and authorized as it is in the best interest of the Authority that the use of U.S. Communities, a National Cooperative Purchasing Program as a procurement option to make purchases from Fisher Scientific, on an as needed basis. (Resolution #42-18 attached)

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**BIDS AND PURCHASES (continued)**

**Award of Contract to provide Financial Advisory Services**

The Authority is in need to retain the services of a Financial Advisor specifically in regard to the Aries Linden Gasification Project. The Authority requested and received a cost proposal from NW Financial Group, LLC to perform the financial advisory services. NW Financial proposed a fee for Financial Consulting services based on an hourly rate schedule with the maximum amount of the contract not to exceed \$12,000 with one half of the contract cost to be paid by Aries Clean Energy, LLC. Therefore, the Executive Director and Staff are recommending that the Board award contract to retain NW Financial Group, LLC to provide Financial Advisory Services in conjunction with the project known as Aries Linden Gasification with the upper limit of \$12,000.

**MOTION:** Upon motion of Mr. Holley, seconded by Mr. Atkins, the Board unanimously approved Resolution awarding a contract to retain NW Financial Group, LLC to provide Financial Advisory Services in conjunction with the project known as Aries Linden Gasification for the purpose of analyzing the financial agreement between LRSA and Aries Clean Energy with the compensation in the amount of not to exceed \$12,000, with one half of the contract cost will be paid by Aries Clean Energy, LLC. (Resolution #43-18 attached)

**ENGINEERS REPORT**

Tom Laustsen added (to his written report) that the Main Street Pumping Station project is essentially completed, only final inspection needed to be done. There were no other questions of the engineer.

**PUBLIC COMMENT**

There were no public in attendance.

Mr. Holley welcome aboard Mr. Strano as a new Board Member.

**BILLS AND CLAIMS**

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

**Operating Fund**

**MOTION:** Upon motion of Mr. Mikołajczyk, seconded by Mr. Sadowski, the Board unanimously approved payment of the Operating Bills in the amount of \$737,562.80 (Resolution attached).

**Renewal and Replacement Fund**

**MOTION:** Upon motion of Mr. Sadowski, seconded by Mr. Holley the Board unanimously approved payment of the Renewal and Replacement Bills in the amount of \$71,032.24 (Resolution attached).

Vice-Chairman apologized for being late today.

**ADJOURNMENT**

**MOTION:** Upon motion of Mr. Mikołajczyk, seconded by Mr. Sadowski, the meeting was adjourned at 1:00 P.M. and it was ordered that the monthly Board Meeting of the LRSA be held on Wednesday, July 25, 2018 at 12:00 P.M. in the office of the Authority.

**THE LINDEN ROSELLE SEWERAGE AUTHORITY**

**MONTHLY RECEIPTS**

*May 1, 2018 - May 31, 2018*

**REVENUE FUND**

**Non-Major User**

City of Linden	129,145.83
Phillips 66 Company	41,170.83
General Magnaplate	5,204.26
ST. George/ Linden Center	5,133.52
Hartz Mountain Industries, Inc.	4,968.76
Buckeye Partners	1,719.79
Brunswick Park Associates	897.12
Solar Compounds Corp.	659.22
William Transco	482.60
Unique Elegant Seating (Hershel Friedman)	166.57

**Municipality**

Borough of Roselle	739,579.50
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**Major Industry Users**

PSE&G	531,498.21
Cogen Technologies	398,120.48
Merck	299,625.60
Unitex	221,281.09
North East Linen	48,632.73
Blue Apron	57,644.00
Paramount Plating Co.	31,793.90

**Miscellaneous**

PSE&G (Mo. Effluent April-18)	20,481.50
City of Linden - City Properties	15,010.67
ST Linden Terminal - (Easement)	1,679.91

**Total Revenue Fund** \$2,554,896.09

**OPERATING FUND**

City of Linden (Sandy Claim - PW#4086-2963)	5,488.71
Northfield Transfer	950,000.00

**Total Operating Fund** \$955,488.71

**Linden Property Holding Escrow Account**

Beginning Balance as of 05/01/18	78,140.71
LPH Negotiations & Agreement for Easements/Licenses	0.00

**Ending Balance as of 05/31/18** \$78,140.71

**LINDEN ROSELLE SEWERAGE AUTHORITY  
EXECUTIVE DIRECTOR'S REPORT  
June 27, 2018**

**ADMINISTRATIVE ACTIVITIES**

**1. Edmunds**

Coordinated with Edmunds the installation of the City of Linden Lookup Utility in the main Office.

**2. New Employees**

Schedule the new employees for pre-employment physical and background checks.

**3. Financial Advisor & Bond Counsel**

Started working on RFP's for Financial Advisor & Bond Counsel. Intend to award in the July 2018 meeting.

**DEPARTMENTS**

**A. Monitoring Department**

1. All EPA and NJDEP reports were completed and submitted on time.
2. On June 4, 2018, Blue Apron notified the Authority that the installation of their pretreatment system could not be met since they have not successfully acquired a contractor. The Authority is considering an extension.
3. PSEG Effluent Reuse in down from an average of 3.43 MG to 2.49 MG.
4. The rainfall for May 2018 is 2.04". The rainfall through May 2018 is up at 18.45" for the first five months as compared to last year, 2017 at this time it was 16.99"
5. BOD/TOC track-down began April 30, 2018. BOD source narrowed down to Sherman and Essex Street manhole. Likely source is Capital Foods. The Authority will continue to monitor and take the appropriate action.

**B. BUSINESS DEPARTMENT**


**1. Revenue**

Residential billing revenue in the amount of \$117,533.53 was received in May 2018 along with \$11,612.30 in interest payments and \$347.73 in prepayments.

**2. Expenses**

Currently O & M Expenses YTD as of May 31, 2018 is \$4,210,274 or approximately 44.63% of the total annual budget for O & M.

Respectfully submitted

  
David G. Brown II  
Executive Director

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# Superintendents Report to the Board

## June 27, 2018

### Highlighting Departments

#### Operations:

1. Plant performance The plant operated well during May 2018 meeting all permits limits. See attached
2. We used the BAE (Biological Activity Enhancer) from Prodex from May 5 to May 16. It improved sludge settling, blanket depths, and clarity of the effluent. It brought us back into compliance. We saw a rapid rise in all bacteria counts including Filamentous which we had to control with sodium hypochlorite for a couple of days. We have stopped using it as it improved our bacteria profile to be self-sustaining.
3. We have had several meetings with Aries Energy on the Proposal of the site.
4. NJWEA Conference was Week of 5/7/18 several operators attended.
5. No sludge was barged in May.
6. With the increased BOD we have seen increases of sludge disposal volumes and power consumption. It is common for us to have to run 3 to 4 cores now compared to running 2 before. We have seen an increase of 8.8% increase in power use over 2017.

#### Maintenance:

1. Performed Monthly Preventive Maintenance, electrical safety checks and normal packing maintenance.
2. Cleaned and changes filters for blowers and harmonic filters.
3. Repaired Blower on lab Hood
4. Dropped #2 primary tank hosed inspected
5. Cut grass
6. Worked on main plant gate
7. Pumped cat walks at aeration
8. UV communication repair
9. SPCC (Spill Prevention Control and Countermeasure) inspections of tall plant transformers.
10. Unclogged several clarifier up draft tubes.

#### Laboratory:

1. Monthly quality controls were completed for May
2. Increased the frequency of checks for working thermometers with the NIST certified Thermometer to two times per year
3. Fume hood were PMed, checked and cleaned
4. RTK for lab survey was performed and submitted to Rich



Respectfully Submitted,  
Jeffrey A. Williams  
Superintendent