

November 21, 2017

Public comments will be permitted for those specific resolutions to be removed from consent approval.

Please read the synopsis of the resolutions, which have been prepared by the Authority's Staff. Each is informative and self-explanatory. However, if you wish to address a specific resolution, the Board will entertain questions on it.

RESOLUTIONS

Executive Session Resolution #20E-17

1. Resolution appointing David G. Brown II to the position of Assistant Director commencing 12/4/17 to 12/31/17; thereafter appointing to the position of Executive Director commencing 1/1/18 to 12/31/18 - **#44-17**
2. Resolution appointing Jeffrey A. Williams to the position of Plant Superintendent commencing 12/18/17 to 12/17/18 - **#45-17**
3. Resolution to award a contract for Payroll Services to ADP for an amount not to exceed \$10,500 for the year 2018 - **#46-17**
4. Resolution to award a contract for Insurance Brokerage and Consulting Services to Acrisure, LLC - **#47-17**
5. Resolution to award a contract for Maintenance and Warranty Services as an Extraordinary Unspecifiable Service in the amount of \$55,000 for a one year period to APG-Neuros commencing April 8, 2018 - **#48-17**
6. Resolution to authorize Disposal of surplus property /miscellaneous office and computer equipment - **#49-17**
7. Resolution to authorize Change Order Number 1 to the Main Street Pumping Station Improvements Project in the amount of \$32,025.50 - **#50-17**

APPROVAL FOR PAYMENTS

1. By Motion and "O&M Resolution", there is an Operating Fund Payment in the total amount of **\$576,841.91**
2. By Motion and "R&R Resolution", there are payments from the Authority's Renewal and Replacement Fund totaling of **\$18,560.00**

**RENEWAL AND REPLACEMENT “R&R” BILLS
SUMMARY**

Meeting of November 21, 2017

<u>PROJECT</u>	<u>PAYEE</u>	<u>AMOUNT</u>
Engineering and O&M Services Construction of Main St. Pump Station Imp. Project Services from 9/17 – 10/21/17	CDM Smith	\$18,560.00
	TOTAL	\$18,560.00

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #20E-17

EXECUTIVE SESSION

WHEREAS, THE Linden Roselle Sewerage Authority has determined at a meeting of November 21, 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 Matters

and

Any other matters as may come before the Members

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 November 21, 2017.


Emerito Ruiz Jr., Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #44-17

Appointing David G. Brown II to the position of Assistant Director commencing

December 4, 2017 to December 31, 2017

AND

Appointing David G. Brown II to the position of Executive Director commencing

January 1, 2018 to December 31, 2018

WHEREAS, at a duly convened meeting of the Linden Roselle Sewerage Authority (the "Authority") on November 1, 2017, the Authority adopted a motion appointing David G. Brown, II, ("Mr. Brown") to the position of Assistant Director for the period of December 4, 2017 through December 31, 2017, at an annual salary of \$130,000, pro-rated; and


WHEREAS, at its meeting on November 1, 2017, the Authority adopted a motion appointing Mr. Brown to the position of Executive Director commencing on January 1, 2018 through December 31, 2018, at an annual salary of \$130,000, pro-rated; and

WHEREAS, the Authority and Mr. Brown wish to enter into an Employment Agreement, setting forth the terms and conditions of Mr. Brown's employment as the Assistant Executive Director and Executive Director of the Authority.

NOW THEREFORE, BE IT RESOLVED, the Authority hereby affirms the appointment of David G. Brown, II, to serve as Assistant Executive Director, effective December 4, 2017 through December 31, 2017, and Executive Director, effective January 1, 2018 through December 31, 2018, and approves the Employment Agreement between the Authority and Mr. Brown; and

BE IT FURTHER RESOLVED, that the Chairman and Secretary are authorized and directed to execute the Employment Agreement between the Authority and Mr. Brown.

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on November 21, 2017.


Emerito Ruiz Jr., Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #45-17

**Appointing Jeffrey A. Williams to the position of Plant Superintendent commencing
December 18, 2017 to December 17, 2018**


WHEREAS, at a duly convened meeting of the Linden Roselle Sewerage Authority (the "Authority") on November 1, 2017, the Authority adopted a motion appointing Jeffrey A. Williams ("Mr. Williams") to the position of Plant Superintendent, effective December 18, 2017 through December 17, 2018, at an annual salary of \$125,000, pro-rated; and

WHEREAS, the Authority and Mr. Williams wish to enter into an Employment Agreement, setting forth the terms and conditions of Mr. Williams' employment as the Plant Superintendent of the Authority.

NOW THEREFORE, BE IT RESOLVED, the Authority hereby affirms the appointment of Jeffrey A. Williams to serve as Plant Superintendent, effective December 18, 2017 through December 17, 2018, and approves the Employment Agreement between the Authority and Mr. Williams; and

BE IT FURTHER RESOLVED, that the Chairman and Secretary are authorized and directed to execute the Employment Agreement between the Authority and Mr. Williams.

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on November 21, 2017.


Emerito Ruiz Jr., Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #46-17

**AUTHORIZING THE AWARD OF A CONTRACT FOR THIRD PARTY PAYROLL
DISBURSEMENT**

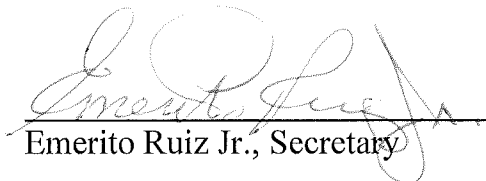
WHEREAS, there exists a need by the Linden Roselle Sewerage Authority for the services of a vendor to provide third party payroll disbursement processing services for 2018; and

WHEREAS, the Members have reviewed the memorandum of the Executive Director and Purchasing Manager recommending that such services be provided by Automatic Data Processing Services, Inc. (ADP) for a contract amount of not to exceed \$10,500.00; and

WHEREAS, the Certifying Finance Officer has certified that there are sufficient funds available in the Authority's 2018 budget for said contract in Account No. 01-100-7540 (Payroll Services) as evidenced by the Certification of Funds attached; and

NOW THEREFORE, BE IT RESOLVED, that the Chairman and Secretary are authorized and directed to execute a contract with ADP Inc. for payroll processing services for the sum of not to exceed \$10,500.00 for the year 2018.

I certify that the foregoing is a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on November 21, 2017.

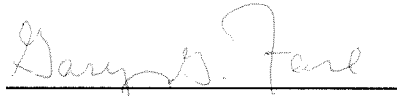

Emerito Ruiz Jr., Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

CERTIFICATION OF FUNDS

I certify that sufficient funds are available in the Linden Roselle Sewerage Authority's 2018 Budget (Account No. 01-100-7540 "Payroll Services") for payroll processing services with Automatic Data Processing Services, Inc. (ADP) in the sum of not to exceed \$10,500.00

DATED: November 21, 2017

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Gary G. Fare
Certifying Finance Officer

THE LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #47-17

AWARDING A CONTRACT FOR INSURANCE BROKERAGE AND CONSULTANT SERVICES

WHEREAS, there exists a need by the Linden Roselle Sewerage Authority for Insurance Brokerage and Consultant Services to procure insurance coverage and provide consulting services related thereto; and

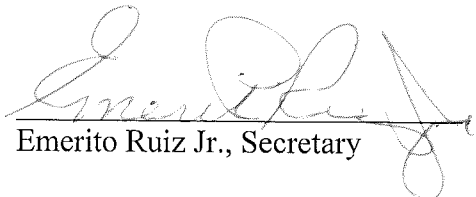
WHEREAS, pursuant to a Fair and Open process in accordance with N.J.S.A. 19:44A-20.4, Acrisure, LLC was awarded the contract to provide these services to the Authority for a one year period commencing November 2016 by Resolution #46-16, with the option to extend the contract for two additional one year periods, for a maximum contract term of three years, as permitted by N.J.S.A. 40A:11-15 (6); and

WHEREAS, the Board Members have reviewed a memorandum recommending the award of a contract to Acrisure, LLC to provide this service for an additional year to be in the best interest of the Authority; and the Members having reviewed said recommendation have determined the contract award to be in the Authority's best interest.

NOW THEREFORE, BE IT RESOLVED, by the Linden Roselle Sewerage Authority as follows:

1. The Chairman and Secretary are authorized and directed to execute an agreement with Acrisure, LLC whose office is located at 1460 Route 9 North, Suite 310, Woodbridge, New Jersey, 07095, on behalf of the Authority. The contract is to be awarded for a one year period, with the option to extend for an additional one year period, at the discretion of the Authority, for a maximum contract term of three years, in accordance with N.J.S.A. 40A:11-15 (6).
2. This contract is awarded without competitive bidding as an "Extraordinary, Unspecifiable Service", in accordance with N.J.S.A. 40A:11-5 (1) (m).
3. The Authority will not pay Acrisure, LLC, pursuant to the agreement, as Acrisure, LLC will be compensated by commissions received from the insurance carriers for any insurance policies procured on behalf of the Authority.
4. A notice of this action shall be printed once in the Local Source.

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on November 21, 2017.


Emerito Ruiz Jr., Secretary

THE LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #48-17

**AWARDING A CONTRACT FOR MAINTENANCE AND WARRANTY SERVICES AS AN
EXTRAORDINARY UNSPECIFIABLE SERVICE**

WHEREAS, there exists a need for the Authority to obtain maintenance and warranty services for three Neuros Blowers, whose continued operation is critical to ensure proper wastewater treatment and compliance with the Authority's operating permit; and

WHEREAS, such services are deemed extraordinary, unspecifiable services, which pursuant to N.J.S.A. 40A:11-5(1) (a) (ii) may be awarded without competitive bidding; and

WHEREAS, the Executive Director has recommended a one year contract with APG-Neuros in the sum of \$55,000.00 with the option to renew at the Authority's discretion for two additional one year periods at the same cost, to be in the best interest of the Authority, the said APG-Neuros having submitted a proposal in response to a Request for Proposals under a fair and open process under N.J.S.A. 19-44A-20.1 et. seq.; and

WHEREAS, it is the advice of the Authority's Legal Counsel that this meets the statute and regulations governing the award of such contracts. The Certification Declaration of such is attached hereto, pursuant to N.J.A.C. 5:34-2.3 (b); and

WHEREAS, the maximum amount of the contract is \$55,000.00 and funds are available in the 2018 budget in Account No. 01-225-6625 ("Corrective Contract Services"), as evidenced by the Certifying Finance Officer's certification attached hereto; and

WHEREAS, the Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.) requires that the resolution authorizing the award of contracts for "Extraordinary Unspecifiable Services" without competitive bids and the contract itself must be available for public inspection;

NOW, THEREFORE, BE IT RESOLVED by the Board of the Linden Roselle Sewerage Authority as follows:

1. The award of a contract with APG-Neuros for maintenance and warranty services for three (3) Neuros Blowers is approved. The contract is to be awarded in the amount of \$55,000.00 for a one year period commencing April 8, 2018, with the option to extend for two one year periods at the discretion of the Authority, for a maximum contract term of three years.
2. This contract is awarded without competitive bidding in accordance with N.J.S.A. 40A:11-5(1) (a) (ii) because the subject matter thereof consists of extraordinary unspecifiable services.
3. This contract is awarded pursuant to a fair and open process as set forth and in accordance with the provisions of N.J.S.A. 19:44A-20.4 et seq.
4. A notice of this action shall be printed once in the "The Local Source".

I certify the foregoing to be a true copy of a Resolution adopted by the Linden Roselle Sewerage Authority at a meeting held on November 21, 2017.



Emerito Ruiz, Secretary

**STANDARD CERTIFICATION DECLARATION FOR AN EXTRAORDINARY
UNSPECIFIABLE SERVICE**

TO: Board Members
FROM: Mary Richers, Purchasing Manager
DATE: November 21, 2017
SUBJECT: This is a contract for Extended Maintenance and Warranty for Neuros Blowers

This is to request your approval of a resolution authorizing contracts to be executed as follows:

Firm: APG-Neuros
Cost: \$55,000.00
Duration: One Year, with the option to extend for two additional one year periods
Purpose: Obtain extended warranty and maintenance coverage for Neuros Blowers

This is to request an award of a contract without the receipt of formal bids as an Extraordinary Unspecifiable Service N.J.S.A. 40A:11-5(1) (a) (ii) and N.J.A.C. 5:34-2.3(b). I do hereby certify to the following:

1. **Provide a clear description of the nature of the work to be done.**
Obtain warranty/maintenance coverage for 3 Neuros blowers whose operation is considered critical to ensure proper wastewater treatment and compliance with the Authority's operating permit.
2. **Describe in detail why the contract meets the provisions of the statute and rules:**
Insurance is exempt by virtue of N.J.S.A. 40A:11-5(1) (a) (ii) and 40A:11-5(1) (m).
In addition, the blowers are critical component parts of the Authority's wastewater treatment system and by virtue of N.J.S.A. 40A:11-5(1) (gg) is exempt from competitive bidding.
3. **The service is of such a specialized and qualitative nature that the performance of the service cannot be reasonably described by written specifications.**
The Neuros blowers are highly engineered pieces of equipment. The core, air bearings, impeller, VFD software and PLC programming components are proprietary and can only be sourced or serviced by APGN. They utilize cutting edge technology requiring a specialized service person with extensive training and without proper preventative maintenance the efficiency and reliability of the equipment can be negatively affected.
4. **Describe the process for solicitation of proposals:**
Requests for Proposals were solicited under a fair and open process in accordance with N.J.S.A. 19-44A-20.1 et seq.
5. **I have reviewed the rules of the Division of Local Government Services pursuant to N.J.A.C. 5:34-2.1 et seq. and certify that the proposed contract may be considered an extraordinary unspecifiable service in accordance with the requirements thereof.**

Respectfully,

Name Mary Richers
(Signature)

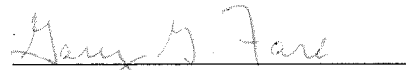
Title Purchasing Manager

LINDEN ROSELLE SEWERAGE AUTHORITY

CERTIFICATION OF FUNDS

I hereby certify that sufficient funds are available in the Linden Roselle Sewerage Authority's 2018 Budget in Account No. 01-225-6625 (Corrective Contract Services") for a contract in the total amount of \$55,000.00 with APG-Neuros now pending approval by the Authority.

Dated: November 21, 2017

A handwritten signature in cursive script, reading "Gary G. Fare", is written over a horizontal line.

Gary G. Fare
Certifying Finance Officer

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #49-17

AUTHORIZING DISPOSAL OF SURPLUS PROPERTY

WHEREAS, the Linden Roselle Sewerage Authority is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Members are desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Linden Roselle Sewerage Authority as follows:

- (1) The sale of surplus property shall be conducted through GovDeals pursuant to State Contract A-70967/T2581 in accordance with the terms and conditions of the State Contract. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com and also available at the Authority's Main Office.
- (2) The sale will be conducted online and the address of the auction site is govdeals.com.
- (3) The sale is being conducted pursuant to Local Finance Notice 2008-9.
- (4) A list of the surplus property to be sold is attached as Exhibit A.
- (5) The surplus property as identified shall be sold in "as is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning use of said surplus property.
- (6) The Authority reserves the right to accept or reject any bid submitted.

I hereby certify that the foregoing Resolution is a true and exact copy of the Resolution adopted at the meeting held on November 21, 2017

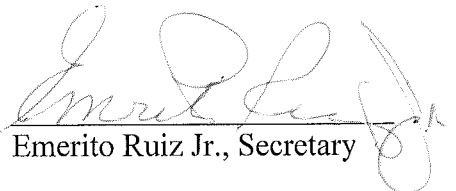

Emerito Ruiz Jr., Secretary

EXHIBIT A

Miscellaneous Office/Computer Equipment as follows:

Canon Pixma MX882 Printer
HP 2035N Printer-Water damage
APC XS 1000 Battery Backup
Dell Dimension 8200 Tower
Dell Power Edge 1900 Server
3 Dish Network DV3 Receivers
Canon MX 882 Printer
Dell PictBridge Photo 924 printer
Dell Power Edge 2300 server
HP Compaq DC 7800p Minitower
Dell Optiflex 745 desktop
HPv72 monitor (old)
Dell Model M782 monitor (old)
WXGA 1440 x 900 19 inch LCD screen
Curtis Mathes Tronics TV Screen
IBM Wheelwriter 30 Series II typewriter
Epson Printer P270A
Okidata Microline 395 24 pin Printer
Okipage 20 DXn Page Printer
Dell HX 227 Model DCM
HP Printer C6431A
HP Photosmart D5160
Brother HL 2040 Laser Printer
Southwestern Bell Fc250m telephone
Compaq 7550 CRT
AT&T phone with cord no model #
Dell Monitor
Dell Optiflex 3010
Avaya 6221 phone
2 Dell keyboards
HP dc 7800p minitower

LINDEN ROSELLE SEWERAGE AUTHORITY

RESOLUTION #50-17

**AUTHORIZING CHANGE ORDER NUMBER 1 TO THE MAIN STREET PUMPING
STATION IMPROVEMENTS PROJECT**

WHEREAS, a contract was awarded to Coppola Services, Inc. by Resolution #30-17 on May 24, 2017, for Construction Services for the Main Street Pumping Station Improvements Project in the amount of \$680,392.00; and

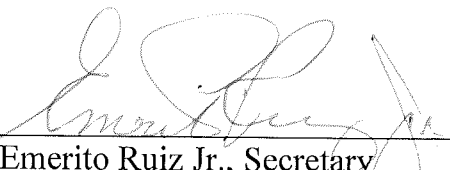
WHEREAS, the Executive Director and the Authority's consulting engineer on the project, CDM Smith, have recommended Change Order Number 1 in the amount of \$32,025.50; and

WHEREAS, this Change Order consists of a cost increase for replacement fencing, installation of a removable handrail for safety purposes and piping modifications due to unforeseen conditions at the work site, thereby increasing the total Contract amount to \$712,417.50; and

WHEREAS, the Certifying Finance Officer has certified that sufficient funds are available in the FEMA Hazard Mitigation Grant #HMP-DR-02NJ-4086-466R as evidenced by the Certification of Funds attached; and

NOW THEREFORE, BE IT RESOLVED by the Linden Roselle Sewerage Authority that Change Order Number 1 in the amount of \$32,025.50, is hereby authorized for the aforementioned Contract, bringing the total Contract amount to not to exceed \$712,417.50.

I certify that the foregoing resolution is a true and exact copy of the Resolution adopted at the meeting held on November 21, 2017.



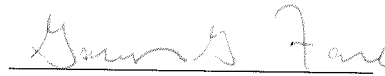
Emerito Ruiz Jr., Secretary

LINDEN ROSELLE SEWERAGE AUTHORITY

CERTIFICATION OF FUNDS

I hereby certify that sufficient funds are available in FEMA Hazard Mitigation Grant #HMP-DR-02NJ-4086-466R for Change Order Number 1 to the contract with Coppola Services, Inc., in the amount of \$32,025.50 for the Main Street Pumping Station Improvements Project.

Dated: November 21, 2017

A handwritten signature in cursive script, appearing to read "Gary G. Fare", written over a horizontal line.

Gary G. Fare
Certifying Finance Officer