

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**April 10, 2024**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, April 10, 2024 at 4:30 p.m. in the Administration Building, 188 Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Kohle called the meeting to order at 4:32 p.m.

**ROLL CALL**

Members Present: Arthur Schmidt, David Runfeldt, Thomas Boorady, Jerry Notte, David Kohle

Absent: Raymond Verdonik, Robert Voorman, Anthony Campisi (*all excused*)

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary, John Napolitano, Matthew Marotta, Cleary Giacobbe; Kevin O'Brien, Mott MacDonald

**OPEN MEETING STATEMENT**

Adequate notice of this meeting has been provided in accordance with the Open Public Meetings Act by filing written Notice and Agenda with the Authority Secretary and Municipal Clerks of Lincoln Park, Fairfield and Pequannock, and the Pequannock River Basin Regional Sewerage Authority, by having said notice and agenda posted on the public bulletin boards in the respective municipal buildings and by serving notice thereof to the Herald News, Record, and Suburban Trends newspapers.

**MINUTES APPROVAL:** March 20, 2024 (Regular Meeting)

Mr. Schmidt called for a motion to approve the Regular Meeting Minutes of March 20, 2024, seconded by Mr. Boorady.

AYES: Schmidt, Boorady, Runfeldt, Kohle

ABSTAINED: Notte

ABSENT: Verdonik, Voorman, Campisi

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Notte referred to the Treasurer's Report for the month of April (copy attached), the monthly financial reports for Mott MacDonald and Cleary Giacobbe, and the vouchers. He recommended the vouchers be paid as presented.

**PURCHASING and PERSONNEL**

Mr. Campisi was absent. Mr. Kohle referred to the proposed changes to the Personnel Policies Manual and opened the floor to discuss any comments. Mr. Bongiovanni noted that maintaining consistency with the recently negotiated CBA drove the policy changes. No other comments were offered.

**PLANT OPERATIONS**

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that this was our 5<sup>th</sup> minor flood since December. He noted that major I & I improvements made to the Lincoln Boulevard gravity main has significantly reduced flows and, subsequently, plant impacts during flooding events.

**PLANNING and EXPANSION**

Mr. Boorady had nothing to report.

**CONSTRUCTION**

Mr. Verdonik was absent. Mr. Bongiovanni reported on the emergency force main repair. The Authority developed the scope and details of the repair with assistance from Mott MacDonald,

which was forwarded to Montana Construction for pricing. Preliminary order-of-magnitude cost estimates were discussed.

### **INSURANCE and LEGISLATIVE REVIEW**

Mr. Voorman was absent. Mr. Napolitano reported that the EPA adopted the new PFAS limits. The new limits potential impact on TBSA were discussed.

### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report.

### **MANAGEMENT REPORT**

Mr. Bongiovanni reminded the Board that WEFTEC is being held in New Orleans in October and the NJWEA Conference is in Atlantic City in May. He requested that any Board Members who are interested in attending either conference let us know as soon as possible. He also noted that the deadline for filing the Financial Disclosure Statements is April 30<sup>th</sup>.

### **ENGINEER'S REPORT**

Mr. O'Brien referred to the monthly Engineer's Report provided and brought the members up-to-date on all on-going projects.

### **UNFINISHED BUSINESS**

None

### **NEW BUSINESS**

None

### **CORRESPONDENCE**

None

### **PUBLIC DISCUSSION**

There was no public present.

### **RESOLUTIONS:**

#### **RESOLUTION #24-024: Authorize Engineering Services for Deepavaal Force Main Emergency Assistance**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for Deepavaal Force Main Emergency Assistance; and

**WHEREAS**, the Authority has determined that Mott MacDonald's (hereinafter "MM") proposal dated April 2, 2024 meets the needs of the Authority; and

**WHEREAS**, by Resolution dated February 14, 2024, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

**WHEREAS**, the Agreement provides the Authority may request MM to do additional consulting services; and

**WHEREAS**, the Authority wishes to retain MM to provide additional engineering services for Deepavaal Force Main Emergency Assistance; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. Mott MacDonald is hereby authorized under its General Consulting Engineer's Agreement to provide additional engineering services for Deepavaal Force Main Emergency Assistance, in accordance with its April 2, 2024 proposal, in an amount not to exceed \$55,000.00.
2. Notice of this action shall be published in one of the official Authority newspapers..

MOTIONED BY: Mr. Boorady; SECONDED BY: Mr. Schmidt  
AYES: Schmidt, Boorady, Runfeldt, Notte, Kohle  
ABSENT: Verdonik, Voorman, Campisi

**RESOLUTION #24-025: Authorize Engineering Services for Stage I Process Aeration Evaluation**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for Stage I Process Aeration Evaluation; and

**WHEREAS**, the Authority has determined that Mott MacDonald's (hereinafter "MM") proposal dated April 1, 2024 meets the needs of the Authority; and

**WHEREAS**, by Resolution dated February 14, 2024, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

**WHEREAS**, the Agreement provides the Authority may request MM to do additional consulting services; and

**WHEREAS**, the Authority wishes to retain MM to provide additional engineering services for Stage I Process Aeration Evaluation; and

**WHEREAS**, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

**NOW, THEREFORE**, Be It Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. Mott MacDonald is hereby authorized under its General Consulting Engineer's Agreement to provide additional engineering services for Stage I Process Aeration Evaluation, in accordance with its April 1, 2024 proposal, in an amount not to exceed \$35,000.00.
2. Notice of this action shall be published in one of the official Authority newspapers.

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Boorady  
AYES: Runfeldt, Boorady Schmidt, Notte, Kohle  
ABSENT: Verdonik, Voorman, Campisi

**RESOLUTION #24-026: AUTHORIZE EXECUTION OF EASEMENT AND RIGHT OF WAY AGREEMENT WITH NEW JERSEY NATURAL GAS**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") has negotiated with New Jersey Natural Gas Company ("NJNG") for the installation of natural gas facilities to the Authority's facility located at Block 104, Lot 4 in the Borough of Lincoln Park (the "Project"); and

**WHEREAS**, the Project requires the Authority to provide a 10-foot-wide easement to NJNG for the installation of the natural gas lines; and

**WHEREAS**, the Authority Attorney has reviewed the Easement and Right of Way Agreement prepared by NJNG for the Project and has found same to be acceptable; and

**WHEREAS**, the Authority is desirous of entering into the Easement and Right of Way Agreement with NJNG for the installation of natural gas facilities.

**NOW THEREFORE**, be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority as follows:

1. The aforesaid recitals are incorporated herein as if fully set forth at length.
2. The Authority hereby authorizes an Easement and Right of Way to New Jersey Natural Gas Company for the purpose of installing natural gas facilities to the Authority's facility located at Block 104, Lot 4 in the Borough of Lincoln Park.
3. The Authority's Executive Director is hereby authorized and directed to execute the Easement and Right of Way Agreement, a form of which is attached hereto or as otherwise approved

by the Authority Attorney, and such other documents that may be necessary in order to effectuate the purpose of this Resolution.

4. This Resolution shall take effect immediately upon passage.

MOTIONED BY: Mr. Runfeldt; SECONDED BY: Mr. Schmidt

AYES: Runfeldt, Schmidt, Boorady, Notte, Kohle

ABSENT: Verdonik, Voorman, Campisi

**RESOLUTION #24-027: Approve Adoption of Revised Personnel Policies**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority wishes to revise its Personnel Policies to provide clarification and consistency with recent law/regulation changes and the new union contract; and

**WHEREAS**, copies of the revised Personnel Policies are incorporated by reference herein;

**NOW THEREFORE**, be it Resolved by the Pequannock, Lincoln Park and Fairfield Sewerage Authority that the revised Personnel Policies are hereby adopted.

MOTIONED BY: Mr. Schmidt; SECONDED BY: Mr. Notte

AYES: Schmidt, Notte, Runfeldt, Boorady, Kohle

ABSENT: Verdonik, Voorman, Campisi

**RESOLUTION #24-028: Operating Vouchers Approval (copy attached)**

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady

AYES: Notte, Boorady, Runfeldt, Schmidt, Kohle

ABSENT: Verdonik, Voorman, Campisi

**RESOLUTION #24-029: Construction Vouchers Approval (copy attached)**

MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Runfeldt

AYES: Notte, Runfeldt, Schmidt, Boorady, Kohle

ABSENT: Verdonik, Voorman, Campisi

**ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Runfeldt, seconded by Mr. Boorady, and all in favor, the meeting was adjourned at 4:43 p.m.



Jerry J. Notte, Secretary

Dated: April 10, 2024



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 4/10/24

Period Ending March 31, 2024

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Revenue Account	\$8,707,141.43	
Revenue - CD	\$7,398,186.18	
Operating Checking Account	153,195.80	
Payroll Checking Account	200,637.41	
Renewal & Replacement -NJCMF	2,285,039.86	
Renewal & Replacement - CD	<u>4,204,534.25</u>	\$22,948,734.93

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,807,073.46	
Certificates of Deposit - Construction	<u>4,192,177.78</u>	<u>5,999,251.24</u>

TOTAL FUNDS MARCH 31, 2024 \$28,947,986.17

**MONTHLY EXPENDITURES:**

OPERATIONS AND ADMINISTRATION


Operating Bills	\$216,221.16 *	
Payroll - Salaries & Wages	204,248.82	
- Benefits	52,604.52 *	
- Taxes	<u>14,936.79</u>	\$488,011.29

CONSTRUCTION 3,720.75 \*

TOTAL EXPENDITURES FOR MARCH 2024 \$491,732.04

\* Amount shown has not been deducted from above account balances.

  
Raymond Verdonik, Treasurer

  
Karen Napolitano, Secretary to the Board

OPERATING  
RESOLUTION #24-028

BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #24542 through #24611 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

Payee	Check #	Voucher #	Amount	Description	Account
Allen Paper & Supply Co.		24542	1,422.39	Cleaning Supplies	51.41
American Wear		24543	311.20	Uniforms	51.43
AP/Certified Testing		24544	525.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Balco Industries, Inc.		24545	255.00	Wipes/Shop Supplies	51.31
Balco Industries, Inc.			70.00	Gloves/Shop Supplies	51.44
Blue Diamond Disposal, Inc.		24546	470.80	Garbage Disposal/Apr'24	51.51
Blue Diamond Disposal, Inc.		24547	2,336.25	Grit & Screening Disposal/Mar'24	51.51
Broadvoice		24548	733.46	Telephone (3/21-4/20/24)	31.35
Costello's Hardware		24549	69.94	Weed Killer/Operations	51.54
Direct Energy Business		24550	44,957.23	Plant Electric	51.11
Direct Energy Business			280.53	Pumpstation Electric	51.12
Divita Balance Service Co.,LLC		24551	3,612.00	Analytical Balance/Lab	51.42
Donna Peteja		24552	630.09	Retiree Health Benefits/Apr'24	21.12R
Eastern Lift Truck Co., Inc.		24553	263.58	PM Fork Lift	51.33
Electronic Drives and Controls		24554	1,114.23	Program New Level Controller/UV Channel #1	51.32
Engineered Solutions Corp.		24555	8,720.50	Computer Support/Operations	51.52
Engineered Solutions Corp.			680.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			2,313.50	Network Upgrade 2024	61.10
Environmental Resource Assoc.		24556	618.55	Quarterly Samples	51.65
ESRI		24557	880.00	Annual Renewal/GIS Hosting (7/3/24-7/2/25)	51.52
Extel Communications		24558	3,850.00	Hosted Phone System Installation	31.35
Fairfield Maintenance Inc.		24559	358.00	Monthly UST Inspection/Mar'24	51.62
Fisher Scientific		24560	338.80	Glass Ph Electrode/Lab	51.42
Garden State Laboratories		24561	400.00	Chemical Analysis/Feb'24	51.65
Grainger, Inc.		24562	2,547.35	Parts/VFD Install/Headworks/Shop Supplies	51.31
Grainger, Inc.			203.36	Flame Resistant Pants/Shirts	51.44
Hogan Security Group, LLC		24563	3,702.40	Door Repairs/CPS & DPS	51.33
In-Line Air Conditioning Co., Inc.		24564	284.79	Service Call/Lab HVAC	51.33
Jersey Central Power & Light		24565	15,149.05	Plant Electric	51.11
Loraine Tuohy		24566	700.00	Retiree Health Benefits/Apr'24	21.12R
Maple Rock Communications LLC		24567	3,665.00	Fiber Network Terminations w/Hardware	51.52
McMaster-Carr Supply Co.		24568	851.44	Parts/PAC Transfer Pump/Shop Supplies	51.31
Michael E. Solla		24569	700.00	Retiree Health Benefits/Apr'24	21.12R
Mott MacDonald Group, Inc.		24570	2,300.00	General Consulting/Mar'24	51.53
Mott MacDonald Group, Inc.		24571	2,395.35	Transformer & Switchgear	51.53
Mott MacDonald Group, Inc.		24572	1,799.52	Permitting Services	51.63
Mott MacDonald Group, Inc.		24573	1,977.87	IPP Services 2024-2025	51.63
New Jersey Manufacturers Ins. Co.		24574	8,312.00	Workers Compensation	51.48
North Jersey Pump & Controls, LLC		24575	450.00	Program Backup Level Pump Controller/JPS	51.32
Omni Services, Inc.		24576	2,094.00	PVC Hose/PAC Transfer Tanks	51.31
One Call Concepts		24577	66.49	One Call Messages/Mar'24	51.62
Optimum		24578	180.23	Internet Service (3/16-4/15/24)	31.35
Pace Analytical Services, LLC		24579	1,272.00	PFAS Testing	51.65
Passaic Valley Sewerage		24580	39,757.50	Liquid Sludge Disposal (3/1-3/31/24)	51.55D
Pitney Bowes (Supplies)		24581	108.98	Ink/Sealing Solution/Postage Meter	31.33
Power Place		24582	353.40	Repair Parts/Riding Mower	51.54
Primepoint		24583	227.37	Payroll Processing/Mar'24	31.38
PSE&G		24584	3,064.61	Jane & Fairfield Roads Electric	51.12

Payee	Check #	Voucher #	Amount	Description	Account
Pumping Services, Inc.		24585	1,122.81	Emergency Call/Reprogram PLC/CPS	51.32
R&D Trucking		24586	800.00	Sludge Truck/DPS Pipe Repair	51.55H
R&D Trucking		24587	22,850.10	Sludge Removal (3/1-3/31/24)	51.55H
Raritan Supply Company		24588	2,036.70	Replace Plant Hydrant/Clarifier #1	51.31
Robert N. Bongiovanni		24589	700.00	Retiree Health Benefits/Apr'24	21.12R
Semel's Embroidery, Inc.		24590	99.50	Sweatshirts/Employees	51.43
Sherwin Williams		24591	51.99	Paint/Plant	51.35
Siemens Industry, Inc.		24592	1,440.00	Spare Level Controller/UV Channel	51.31
State of NJ/SHBP		24593	62,411.25	Health & Dental Benefits/Apr'24	21.12
State of NJ/Unemployment		24594	7,056.00	State Reimbursement	3102
Sunair Co.		24595	232.03	Battery Packs/Grit Washers/Headworks	51.31
TBSA/Arthur J. Schmidt		24596	319.26	Expenses/AEA Conference	31.21
TBSA/David Kohle		24597	319.26	Expenses/AEA Conference	31.21
TBSA/Patrick Tuohey		24598	149.00	Microwave/Operations	31.31
TBSA/Patrick Tuohey			59.03	Various Operations Supplies	51.31
TBSA/Patrick Tuohey			60.90	Drain Snake/Cleaner/Operations	51.41
TBSA/Petty Cash		24599	10.79	Bank Mileage	31.21
TBSA/Petty Cash			119.86	Food/Board Meeting (3/20)	31.36
TBSA/Petty Cash			8.97	Ice/Lab	51.42
TBSA/Thomas Bongiovanni		24600	319.26	Expenses/AEA Conference (3/12-13)	31.21
TBSA/Thomas Bongiovanni			80.00	PE License Renewal	51.61
TBSA/Tyler Mrocka		24601	159.99	Safety Boots	51.43
Technical Components Co., Inc.		24602	1,561.42	Torque Transducers/Rotork Spare Parts	51.31
Township of Fairfield		24603	199.50	Pumpstation Water	51.14
United Business Systems/LEAF		24604	603.00	Canon Copier Lease	31.31
USA Blue Book		24605	987.44	Asst'd Buffers/Lab	51.42
Verizon		24606	759.77	Telephone (2/28-3/27/24)	31.35
Verizon Wireless		24607	380.68	PS Modems	31.37
W. B. Mason Co., Inc.		24608	2,966.40	Conference Room Chairs	31.31
W. B. Mason Co., Inc.			100.05	Office Supplies	31.33
Wallington Plumbing & Heating		24609	106.23	Parts/Shop Supplies	51.31
Wayne Electrical Supply Company		24610	2,487.46	Shop Supplies/Replace Street Light	51.31
William Murphy		24611	700.00	Retiree Health Benefits/Apr'24	21.12R

2024 BUDGET TOTAL

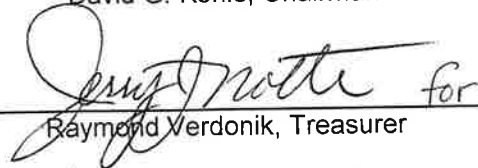
278,632.41

IT IS HEREBY CERTIFIED, this is a true and correct copy of a Resolution adopted on Roll Call at a Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority held on April 10, 2024.

Dated: April 10, 2024



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

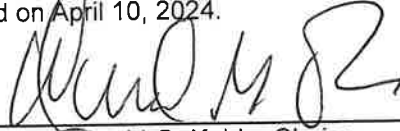
CONSTRUCTION  
RESOLUTION #24-029

BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #1079 through #1079 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

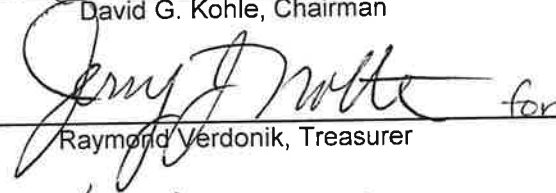
Payee	Check #	Voucher #	Amount	Description	Account
Engineered Solutions Corp.		1079	3,720.75	Contol Enhancements/Headworks	81.10
2024 BUDGET TOTAL			3,720.75		

IT IS HEREBY CERTIFIED, this is a true and correct copy of a Resolution adopted on Roll Call at a Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority held on April 10, 2024.

Dated: April 10, 2024



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board