

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
January 17, 2024

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday January 17, 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 4:30 p.m.

ROLL CALL

Members Present: Raymond Verdonik, Robert Voorman, Arthur Schmidt, Thomas Boorady, Jerry Notte, David Kohle

Absent: David Runfeldt. Anthony Campisi

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; John Napolitano, (*arrived 4:36 p.m.*), Victoria Holmes, Cleary Giacobbe; John Scheri, 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 Progress, Herald News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL: December 13, 2023 (Regular Meeting & Closed Session)

Mr. Voorman called for a motion to approve the Regular & Closed Session Meeting Minutes of December 13, 2023, seconded by Mr. Boorady.

AYES: Voorman, Boorady, Verdonik, Schmidt, Notte, Kohle

ABSENT: Runfeldt, Campisi

REPORTS OF COMMITTEES

FINANCE

Mr. Notte referred to the Treasurer's Report for the month of January (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. Kohle requested that approval of any Personnel Actions take place following Closed Session discussion.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that three major flood events occurred from late December to mid-January. The first flood event occurred on December 18 through December 23 and required 24/7 operations at the plant and three of the remote pumping stations. Mr. DeGraw reported that flows peaked as high as 30 mgd to the treatment plant. The second flood event occurred on December 28 through December 30. During that event, flows peaked at 19 mgd. The third flood event occurred on January 9 through January 14. The flows during that event peaked at 25 mgd.

Mr. DeGraw explained that the NJDEP was provided with daily updates during each of the events, no infrastructure damage occurred, and the staff did an excellent job operating and maintaining the treatment plant and the three major pump stations during all the events.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik had nothing to report.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report. Ms. Holmes reported on one piece of legislation that was tabled in committee. This bill would exempt redevelopment that has been connected for over 20 years from a new connection fee.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt was absent.

MANAGEMENT REPORT

Mr. Bongiovanni reported that at last month's Service Agreement meeting it was decided to discontinue discussions regarding revising the agreements for the time being. TBSA may revisit this endeavor once PRBRSA'S flow minimums are no longer a factor.

He referred to his Objectives for 2024 list on the table. He stated that there are 151 total tasks thus far and provided a summary status update. He noted that the roofing program is scheduled to start this year and will be an ongoing project for the next several years.

Mr. Bongiovanni discussed removing The Progress as one of our official papers. The paper only prints weekly which sometimes makes it difficult to publish legal notices on a timely basis. Mr. Bongiovanni noted that eliminating The Progress from our designated newspaper list will not reduce TBSA's legal posting coverage.

ENGINEER'S REPORT

Mr. Scheri 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: Appointment of Nominating Committee

Chairman Kohle appointed the following Board Members to the Nominating Committee: Jerry Notte as Chairman, Arthur Schmidt, Raymond Verdonik, and Thomas Boorady.

NEW BUSINESS: Schedule FY 2024 Board Meeting Dates

The Board reviewed the scheduling of the 2024 Board Meetings, including moving the May meeting to May 15th to accommodate the NJWEA conference, and the October meeting to October 16th to accommodate WEFTEC.

CORRESPONDENCE

All members received copies of the correspondence prior to the meeting. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION

There was no public present.

RESOLUTIONS:

RESOLUTION #24-001: Authorize Renewal of Contract for Computer Systems Engineering Services

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") requires the services of a computer systems engineer to assist the Authority with its operations; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 16, 2023 to perform said services; and

WHEREAS, it is the Authority's desire to award a contract to ESC for this work; and

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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. The firm of Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 16, 2023 for computer systems engineering services, in an amount not to exceed \$77,000.00, commencing on February 1, 2024 for a period of one (1) year.

2. The Authority Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the official Authority newspapers.

MOTIONED BY: Mr. Verdonik; SECONDED BY: Mr. Voorman

AYES: Verdonik, Voorman, Schmidt, Boorady, Notte, Kohle

ABSENT: Runfeldt, Campisi

RESOLUTION #24-002: Authorizing Renewal of Contract for Instrumentation Engineering Services

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") has a need for engineering services of an instrumentation service engineer which includes, but is not limited to, the inspection, analysis, and electrical repair of instrumentation and controls; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 16, 2023 to perform said services; and

WHEREAS, it is the Authority's desire to award a contract to ESC for this work; and

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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. The firm of Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 16, 2023 for instrumentation engineering services, in an amount not to exceed \$34,000.00, commencing on February 1, 2024 for a period of one (1) year.

2. The Authority Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the official Authority newspapers.

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

AYES: Notte, Verdonik, Voorman, Schmidt, Boorady, Kohle

ABSENT: Runfeldt, Campisi

RESOLUTION #24-003: Authorize Engineering Services for SCADA Network Upgrade

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") has a need for engineering services for the SCADA Network Upgrade; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 26, 2023 to perform said services; and

WHEREAS, it is the Authority's desire to award a contract to ESC for this work; and

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law; 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. Engineered Solutions Corporation is hereby retained in accordance with its proposal dated December 26, 2023 for engineering services for the SCADA Network Upgrade, in an amount not to exceed \$30,000.00.

2. The Authority Chairman is authorized and directed to execute a contract in accordance with the terms of this resolution.

3. This contract is awarded in compliance with the requirements of N.J.S.A. 19:44A-20.4 et seq.

4. Notice of this contract shall be published in one of the official Authority newspapers.

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

AYES: Voorman, Notte, Verdonik, Schmidt, Boorady, Kohle

ABSENT: Runfeldt, Campisi

RESOLUTION #24-005: Operating Vouchers Approval (copy attached)

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

AYES: Notte, Boorady, Verdonik, Voorman, Schmidt, Kohle

ABSENT: Runfeldt, Campisi

RESOLUTION #24-006: Closed Session

WHEREAS, The Open Public Meeting Act, Chapter 231 of the Laws of 1975 provides that a public body may exclude the public from that portion of a meeting at which the public body discusses certain matters for which confidentiality is required as permitted in Section 7b of the Act;

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

1. The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7B of the Act:

- a. Union Negotiations
- b. Personnel Matters

2. The matters will be considered at this meeting and the public shall not be admitted to this discussion.

3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

On motion by Mr. Voorman, seconded by Mr. Verdonik, and all in favor, Closed Session was approved. The meeting went into Closed Session at 4:50 p.m. and reconvened to the public at 5:28 p.m.

On motion by Mr. Verdonik, seconded by Mr. Voorman, the salary increases for the non-union staff presented in the Personnel Actions were approved.

AYES: Verdonik, Voorman, Schmidt, Boorady, Notte, Kohle

ABSENT: Runfeldt, Campisi

ADJOURNMENT

There being no further business to come before the Authority, on motion by Mr. Voorman, seconded by Mr. Boorady, and all in favor, the meeting was adjourned at 5:29 p.m.

Jerry J. Notte, Secretary
Dated: January 17, 2024

Karen Napolitano, Recording Secretary