# PEQUANNOCK, LINCOLN PARK, AND FAIRFIELD SEWERAGE AUTHORITY REGULAR MEETING MINUTES January 8, 2025

The Regular Meeting of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority was held on Wednesday, January 8, 2025, 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.

Raymond Verdonik, Robert Voorman, Arthur Schmidt, David Runfeldt, Jerry

Notte, Anthony Campisi, David Kohle

Absent: Thomas Boorady

Also Present: Thomas Bongiovanni, Executive Director; Karen Napolitano, Secretary; Brian

Carey, Authority Engineer; Victoria Holmes, 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, Record, and Suburban Trends newspapers.

#### MINUTES APPROVAL: December 18, 2024 (Regular Meeting & Closed Session)

Mr. Runfeldt called for a motion to approve the Regular and Closed Session Meeting Minutes of December 18, 2024, seconded by Mr. Verdonik.

AYES: Runfeldt, Verdonik, Voorman, Schmidt, Notte, Campisi, Kohle

ABSENT: Boorady

#### 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. Campisi presented the Personnel Actions for the month of January.

#### PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table.

#### PLANNING and EXPANSION

Mr. Boorady was absent. Mr. Bongiovanni noted that there was nothing to report.

#### CONSTRUCTION

Mr. Verdonik had nothing to report.

#### INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report. Mr. Carey reported that the insurance coverage rates for equipment came in a little higher than his reported estimate last month, due primarily to the underground storage tank removal.

#### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report. Ms. Holmes reported that the Governor signed a law which will allow public entities to publish and continue advertisements and public notices in the newspaper even if the papers are only available in digital format. This is a temporary fix until March.

#### MANAGEMENT REPORT

Mr. Bongiovanni referred to the Executive Director Objectives for fiscal year 2025 list on the table. He stated that there is a total of 154 actions on the list, including five additional items since last year. More items may be added as the year progresses. He welcomed any comments or questions.

#### **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:** 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 2025 Board Meeting Dates

Mr. Kohle referred to the list of 2025 meeting dates on the table, noting that the July meeting is scheduled for the third Wednesday due to a conflict. The schedule will be approved at the February Reorganization Meeting.

#### CORRESPONDENCE

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

#### PUBLIC DISCUSSION

None

#### **RESOLUTIONS:**

## RESOLUTION #25-001: 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 13, 2024 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 13, 2024 for computer systems engineering services, in an amount not to exceed \$84,000.00, commencing on February 1, 2025 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. Runfeldt; SECONDED BY: Mr. Voorman

AYES: Runfeldt, Voorman, Verdonik, Schmidt, Notte, Campisi, Kohle

ABSENT: Boorady

### <u>RESOLUTION #25-002</u>: 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 13, 2024 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 13, 2024 for instrumentation engineering services, in an amount not to exceed \$37,000.00, commencing on February 1, 2025 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. Voorman; SECONDED BY: Mr. Runfeldt

AYES: Voorman, Runfeldt, Verdonik, Schmidt, Notte, Campisi, Kohle

ABSENT: Boorady

#### RESOLUTION #25-003: 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 13, 2024 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 13, 2024 for engineering services for the SCADA Network Upgrade, in an amount not to exceed \$135,000.00.
- 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. Verdonik; SECONDED BY: Mr. Voorman

AYES: Verdonik, Voorman, Schmidt, Runfeldt, Notte, Campisi, Kohle

ABSENT: Boorady

## RESOLUTION #25-004: Authorize Award of Contract for Solids Building Boiler Replacement and Mechanical Improvements

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage advertised for bids for the Solids Building Boiler Replacement and Mechanical Improvements, and received two bids on December 10, 2024;

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

1. The contract is hereby awarded to the following low bidder:

DeSesa Engineering Company, Inc.

Livingston, New Jersey

Total Bid Price: \$2,840,000.00

2. The Chairman is hereby authorized to proceed with a written contract with the successful bidder.

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

AYES: Runfeldt, Verdonik, Voorman, Schmidt, Notte, Campisi, Kohle

ABSENT: Boorady

#### RESOLUTION #25-005: Operating Vouchers Approval (copy attached)

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

AYES: Notte, Verdonik, Voorman, Schmidt, Runfeldt, Campisi, Kohle

ABSENT: Boorady

#### RESOLUTION #25-006: Construction Fund Vouchers Approval (copy attached)

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

AYES: Notte, Verdonik, Voorman, Schmidt, Runfeldt, Campisi, Kohle

ABSENT: Boorady

#### **ADJOURNMENT**

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

Jerry J. Norte, Secretary

Dated: January 8, 2025

Saur Rapolitans

Karen Napolitano, Recording Secretary

#### PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

#### TREASURER'S REPORT

January 8, 2025

#### Period Ending December 31, 2024

#### **ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION Revenue Account Revenue - CD Operating Checking Account Payroll Checking Account Renewal & Replacement -NJCMF Renewal & Replacement - CD  CONSTRUCTION AND GENERAL	\$9,386,684.09 \$7,630,027.19 71,807.13 123,613.98 3,207,656.58 4,311,878.35	\$24,731,667.32
Construction Fund	\$2,075,256.68	
Construction Fund - CD	4,368,920.39	6,444,177.07
TOTAL FUNDS DECEMBER 31, 2024	2	\$31,175,844.39
MONTHLY EXPENDITURES:		
OPERATIONS AND ADMINISTRATION		
Operating Bills	\$422,957.65 *	
Payroll - Salaries & Wages	308,037.14	
- Benefits	56,312.81 *	
- Taxes	21,456.52	\$808,764.12
CONSTRUCTION		2,037.49 *
TOTAL EXPENDITURES FOR DECEMBER 2024		\$810,801.61

<sup>\*</sup> Amount shown has not been deducted from above account balances.

Raymond Verdonik, Treasurer

Karen Napolitano, Secretary to the Board

#### OPERATING RESOLUTION #25-005

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 25289 through #25382 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
2024 BUDGET		-			
Cleary Giacobbe Alfieri Jacobs, LLC		25289	1 530 00	  General & Retainer Thru Nov'24	51.58
Costello's Hardware		25299	· ·	Part/Shop Supplies	51.30
Costello's Hardware		20290		Paint Brushes/Shop Supplies	51.35
Costello's Hardware				Carpet Cleaner & Rental/Operations	51.41
Gannett Media Corp		25291		Legal/Bid Notices	31.32
Garden State Laboratories		25291		Chemical Analysis/Nov'24	51.65
Grainger, Inc.		25292			
JDA Contracting		25293		Snaps/Couplings/Cartridges/Shop Supplies	51.31
Mott MacDonald Group, Inc.		25294		Yard Hydrant/Clarifier#1/Remove Shrubs LSRP Services	51.33
Mott MacDonald Group, Inc.		25295			51.63
Mott MacDonald Group, Inc.		25296		IPP Services 2024-2025	51.63
·				Permitting Services	51.63
Mott MacDonald Group, Inc. Mott MacDonald Group, Inc.		25298		Jane Road PS Upgrade	61.26e
• '		25299		Electrical Maintenance & Testing	61.28e
Primepoint, LLC PSE&G		25300		Payroll Processing/Nov'24	31.38
		25301		Glenroy Road	51.12
Raritan Supply Company		25302		Plug Valves/Chain/Wheels/1st Stg	51.31
Skyline Environmental, Inc.		25303		Energy Control Program/Lockout/Tagout	51.64
Verizon Wireless		25304	380.72	PS Modems	31.37
2024 BUDGET TOTAL			28,258.24		
<u>2025 BUDGET</u>					
Accurate Pest Control, Inc.		25305	89.17	Pest Control/Dec'24	51.41
AEA		25306	5,797.00	Regular Member Dues	31.22
Amazon		25307		Sympathy Basket/Selvaggi	31.36
American Wear		25308		Uniforms	51.43
AP/Certified Testing		25309	525.00	Field Test/Backflow Preventor/Plant&PS'	51.65
AWISCO		25310	133.00	Cutting Wheels/Shop Supplies	51.31
Blue Diamond Disposal		25311		Garbage Disposal/Dec'24	51.51
Blue Diamond Disposal		25312		Grit & Screenings Disposal/Dec'24	51.51
Broadvoice		25313		Telephone (12/21-1/20/25)	31.35
Camden Group, Inc.		25314		Tunnel Pipe Painting/Stage 1 Area	51.33
Camden Group, Inc.		25315		Chemical Grouting/WWTP Tunnels	51.33
Cintas First Aid & Safety		25316		Re-Stock First Aids Kits	51.44
Clark/BDS		25317		Supplies	51.31
Costello's Hardware		25318		Parts/Sump Pumps/SPS/PF Cleaning	51.31
Direct Energy		25319		Plant (11/21-12/20/24)	51.11
Direct Energy				Pumpstations (11/5-12/11-24)	51.12
Donna Peteja		25320		Retiree Health Benefits/Jan'25	21.12R
Engineered Solutions Corp.		25321		Computer Support/Operations	51.52
Engineered Solutions Corp.				Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.				Network Upgrade 2024	61.10
Fairfield Maintenance Inc.		25322		Monthly UST Inspection/Dec'24	51.65
FedEx		25323		Postage	31.34
Field Environmental Instruments, Inc.		25324		Analyzer Rental	51.34
Fisher Scientific		25325		Lab Supplies	51.36
Fisher Scientific		_5520		Gloves/Lab	51.42
GE Digital LLC		25326			
GE DIGITAL LLC		25326	10,432.78	Renewal/Support iFIX SCADA Software	51.52

Payee	Check #	Voucher #	Amount	Description	Account
Global Equipment Company, Inc.		25327	203.15	Utility Cart/Bin/Ladder Hook/Shop Supplies	51.31
Grainger, Inc.		25328		Parts/Tools/Enclosure/1st Stage WAS	51.31
lealth Equity/WageWorks		25329		HC FSA Admin Fee/Dec'24	31.38
Home Depot		25330		Sink Pump & Alarm/Kitchenette	51.31
dexx Laboratories		25331		Quanti-Trays/Vessels/Lab	51.42
n-Line Air Conditioning Co., Inc.		25332		Service HW H&V/Install Display Front Room	51.33
In-Line Air Conditioning Co., Inc.		25333		Replace Coil & Insulation/H&V #4	61.10
lersey Central Power & Light		25334	13,594.08		51.11
Jersey Central Power & Light				Pumpstations	51.12
oraine Tuohey		25335		Retiree Health Benefits/Jan'25	21.12R
Magnum Vac Services		25336		Jetvac Holes	51.33
Maresca Lumber		25337	·	Rock Salt/Plant	51.31
AcMaster-Carr Supply Co.		25338		Parts/Enclosure/Shop & 2nd Stage RAS #2	51.31
lichael Solla		25339	·	Retiree Health Benefits Jan'25	21.12R
Ailler Energy Inc.		25340		Pressure Switch/Shop Supplies	51.31
		25340		Quarterly Calibration/PS Flowmeters (4)	51.56
Miller Energy Inc. Notion Ai		25341	· ·	1 ' '	51.50
		25342		PLC/Annual Support Renewal	51.52
Nott MacDonald Group, Inc.				General Consulting/Dec'24	
Mott MacDonald Group, Inc.		25344		IPP Services 2024-2025	51.63
Mott MacDonald Group, Inc.		25345	·	Permitting Services	51.63
Mott MacDonald Group, Inc.		25346		Jane Road PS Upgrade	61.26e
Mott MacDonald Group, Inc.		25347		Electrical Maintenance & Testing	61.28e
New Jersey Manufacturers Ins. Co.		25348		Workers Comp/Pym't # 1 of 11	51.48
IJDEP/Physical Connection Permit		25349		Renewal/2025 Physical Connection Permit	51.62
Omni Services, Inc.		25350		Hose/Fitting/Headworks H&V Unit	51.31
One Call Concepts		25351		One Call Messages/Dec'24	51.62
One Water Consulting		25352		Review PFAS Results	51.65
Optimum		25353		Internet Service (12/16-1/15/25)	31.35
Optimum Fiber		25354		Fiber Service (12/16-1/15/25)	31.35
Passaic Valley Sewerage		25355		Liquid Sludge Disposal (12/1-12/31/24)	51.55D
Pitney Bowes Credit Corp.		25356		Postage Meter Lease/Oct'24-Jan'25	31.34
Precision Electric Motor Works		25357		Rebuild WWTP Effluent Pump	61.10
Primepoint, LLC		25358		Payroll Processing/Dec'24	31.38
R & D Trucking		25359		Sludge Removal (12/1-12/31/24)	51.55H
Rare The Steak House		25360		Board Holiday Dinner	51.47
ReadyRefresh		25361		Water/Dec'24	51.14
Robert Bongiovanni		25362	700.00	Retiree Health Benefits/Jan'25	21.12F
Sherwin Williams		25363	240.28	Paint/Operations	51.35
State of NJ/Pensions & Benefits		25364	72,535.44	Health & Dental Benefits	21.12
Suburban Energy Services		25365	72.00	Annual Tank Rental	51.26
BSA/Karen Napolitano		25366	177.53	Office Supplies/Plant/Admin	31.33
BSA/Petty Cash		25367	7.24	Bank & Post Office Mileage	31.21
TBSA/Petty Cash			248.24	Food/Board Meetings (12/11,12/18)	31.36
BSA/Thomas Bongiovanni		25368	821.00	Municipal Finance Administration Course	31.24
TBSA/Thomas Bongiovanni				Employee Holiday Luncheon	51.47
ownship of Fairfield		25369		Water/Pumpstations (9/16-12/26/24)	51.14
ownship of Randolph		25370		2025 Morris County Co-op Membership Fee	31.22
Inited Business Systems/LEAF		25371		Canon Copier Lease	31.31
ISA Blue Book		25372		Link Seal Belt/Shop Supplies & Lab Supplies	51.31
JSALCO Baltimore Plant, LLC		25373		Polyaluminum Chloride	51.25
'erizon		25374		Telephone 12/17-1/27/25	31.35
/SP Vision Insurance		25375		Vision Coverage/Jan'25	21.12
V. B. Mason Co., Inc.		25376		Office Supplies	31.33
Vallington Plumbing & Heating		25377		Split Hangers/Shop Supplies	51.31
Vayne Auto Supply		25378		Commerical Batteries/Flood Pumps	51.31

Payee	Check #	Voucher #	Amount	Description	Account
Wayne Auto Supply Wayne Electrical Supply Company Wayne Electrical Supply Company William Murphy Willis Towers Watson Northeast		25379 25380 25381 25382	741.31 5,967.00 700.00	Wiper Fluid/Trucks Shop Supplies RAB LED Bay Lights/Water Pump Room Retiree Health Benefits/Jan'25 Liability Insurance	51.36 51.31 61.10 21.12R 51.48
2025 BUDGET TOTAL GRAND TOTAL			467,582.66 495,840.90		

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 January 8, 2025.

Dated: January 8, 2025

David G. Kohle, Chairman

Raymond Verdonik, Treasurer

Karen Napolitano, Secretary to the Board

## CONSTRUCTION RESOLUTION #25-006

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 #1089 through #1090 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
2024 BUDGET Mott MacDonald Group, Inc.		1089	748.99	Solids Building Boiler Replacement	81.62
2024 BUDGET TOTAL			748.99		
2025 BUDGET Mott MacDonald Group, Inc.		1090	1,288.50	Solids Disposal Building Boiler	81.62
2025 BUDGET TOTAL			1,288.50		
GRAND TOTAL			2,037.49		į.

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Dated: January 8, 2025

David G. Kohle, Chairman

Raymond Verdonik, Treasurer

Karen Napolitano, Sécretary to the Board