

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

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

**ROLL CALL** Raymond Verdonik, Robert Voorman, Arthur Schmidt, David Runfeldt, Thomas Boorady, Jerry Notte, Anthony Campisi, David Kohle

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary, John Napolitano, 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:** June 12, 2024 (Regular & Closed Session)

Mr. Voorman called for a motion to approve the Regular and Closed Session Meeting Minutes of June 12, 2024, seconded by Mr. Schmidt.

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

ABSTAIN: Runfeldt, Notte

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Notte referred to the Treasurer's Report for the month of July (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**

There were no Personnel Actions for the Month of July.

**PLANT OPERATIONS**

Mr. Schmidt referred to the Operations Report on the table, noting that the flows were down and are the lowest this year due to the dry spell. Mr. DeGraw reported that the plant is holding up well in the heat.

**PLANNING and EXPANSION**

Mr. Boorady had nothing to report.

**CONSTRUCTION**

Mr. Verdonik had nothing to report. Mr. Bongiovanni reported that the Deepavaal Force Main emergency repair has been completed by Montana Construction. He noted that the Authority is pleased with the quality of the work on the project.

**INSURANCE and LEGISLATIVE REVIEW**

Mr. Voorman had nothing to report. Mr. Napolitano reported there are several new bills pending, including compensation transparency in job postings, changes to workers' compensation

petitioners' lawyers' payments, a solid waste amendment requiring food waste recycling, and a bill providing options for towns to reduce sewer bills for low income residents.

### **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt had nothing to report. Mr. Bongiovanni reported that we received correspondence from the Department of Labor inquiring about prevailing wage compliance on a duct cleaning project. The Authority has responded and is waiting to hear back from the DOL.

### **MANAGEMENT REPORT**

Mr. Bongiovanni reported Audit Report is being finalized now and will be presented at the August meeting. The Capital Budget tables will be presented in August as well. He noted that while reviewing the tables and assigning funding sources to each project, that the Boiler Project was originally being funded under the R&R account. He chose to move the project to the Construction fund account as most of the project includes new parts. This also further ensures sufficient funds for future R&R projects over the next 5-year period.

### **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: Preliminary FY 2025 Budget**

Ms. Napolitano referred to the Preliminary 2025 Budget on the table. She reviewed the budget approval and adoption schedule. She then proceeded to review the highlights of the budget, noting that the DCA & Capital Budget is being developed and will be presented in August. Ms. Napolitano noted that the overall impact on Participant charges is a 3.1% increase over the 2024 Budget. She discussed changes in expenses from the 2024 Budget, noting the following: the contribution to the Reserve for Capital Improvements remains at \$500,000; Administration expenses are budgeted higher in 2025 by about 1% due to salary and benefits increases; Operating expenses are up 4% primarily due to salary increases and anticipated increases in healthcare premiums. Energy costs are slightly down. Overall expenses are up 3.2% over the 2024 Budget.

### **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 #24-036: Authorize Engineering Services for Electrical Maintenance and Testing**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for Electrical Maintenance and Testing; and

**WHEREAS**, the Authority has determined that Mott MacDonald's (hereinafter "MM") proposal dated July 9, 2024 meets the needs of the Authority; 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 Electrical Maintenance and Testing; 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 Electrical Maintenance and Testing, in accordance with its July 9, 2024 proposal, in an amount not to exceed \$99,500.00.

2. Notice of this action shall be published in one of the official Authority newspapers.

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

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

**RESOLUTION #24-037: Authorize 1-Year Contract Extension for Polyaluminum Chloride**

**WHEREAS**, by previous Resolution, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") entered into an agreement with USALCO, LLC ("USALCO") for polyaluminum chloride; and

**WHEREAS**, the original contract terms allow for a one-year contract extension; and

**WHEREAS**, the Authority has determined that USALCO has successfully performed its contracted services; and

**WHEREAS**, the Local Public Contracts Law allows for a contract extension to include approved price changes; and

**WHEREAS**, the Authority approves a unit price change from \$2.9116/gallon to \$2.9822/gallon; and

**WHEREAS**, the approved price change is below the current index rate at that time and permissible under the Local Public Contracts Law; and

**WHEREAS**, the Authority wishes to formally authorize an extension of the agreement between the parties for a one-year period under the current terms and conditions; 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 one-year extension of the agreement between the Authority and USALCO, LLC for polyaluminum chloride, commencing September 15, 2024, is hereby approved.

2. The Authority is hereby authorized and directed to execute any documents necessary to effectuate the terms of this Resolution.

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

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

**RESOLUTION #24-038: Operating Vouchers Approval (copy attached)**

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

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

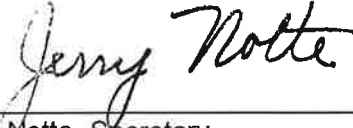
**RESOLUTION #24-039: Construction Fund Vouchers Approval**

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

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

**ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Boorady, seconded by Mr. Runfeldt, and all in favor, the meeting was adjourned at 4:51 p.m.



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Jerry J. Motte, Secretary  
Dated: July 10, 2024



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Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 7/10/24

Period Ending June 30, 2024

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Revenue Account	\$10,212,366.97	
Revenue - CD	\$7,494,935.58	
Operating Checking Account	102,135.78	
Payroll Checking Account	216,897.56	
Renewal & Replacement -NJCMF	2,315,322.37	
Renewal & Replacement - CD	<u>4,204,534.25</u>	\$24,546,192.51

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,724,100.89	
Certificates of Deposit - Construction	<u>4,192,177.78</u>	<u>5,916,278.67</u>

TOTAL FUNDS JUNE 30, 2024

\$30,462,471.18

**MONTHLY EXPENDITURES:**

OPERATIONS AND ADMINISTRATION

Operating Bills	\$827,235.06 *	
Payroll - Salaries & Wages	200,895.27	
- Benefits	52,017.40 *	
- Taxes	<u>14,527.95</u>	\$1,094,675.68

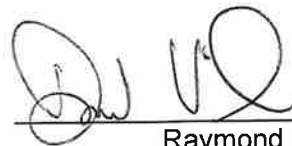
CONSTRUCTION

1,452.00 \*

TOTAL EXPENDITURES FOR JUNE 2024

\$1,096,127.68

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



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING  
RESOLUTION #24-038

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 #24775 through #24861 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.

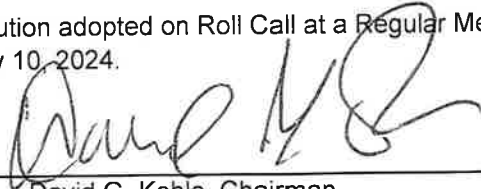
Payee	Check #	Voucher #	Amount	Description	Account
Accurate Pest Control, Inc.		24775	89.17	Pest Control/Jun'24	51.41
Allen Paper & Supply		24776	1,408.32	Janitorial Supplies	51.41
Amazon		24777	1,097.59	Winch/Worklights/Batteries/Chargers	51.31
American Wear		24778	311.20	Uniforms	51.43
AP/Certified Testing		24779	525.00	Field Test/Backflow Preventor/Plant&PS'	51.65
Blue Diamond Disposal, Inc.		24780	470.80	Garbage Disposal/Jun'24	51.51
Blue Diamond Disposal, Inc.		24781	1,620.59	Grit & Screening/Jun'24	51.51
Broadvoice		24782	731.39	Telephone (6/21-7/20/24)	31.35
Bureau of Fire Prevention		24783	70.00	Annual Inspection Permit Fee	51.62
Camden Group, Inc.		24784	16,394.80	Remove Failed Liner/Steps/Manhole Rehab	61.24
Cintas First Aid & Safety		24785	253.40	Re-Stock First Aids Kits	51.44
Cleary Giacobbe Alfieri Jacobs, LLC		24786	1,180.00	General & Retainer/May'24	51.58
Costello's Hardware		24787	300.33	Shop & Operations Supplies	51.31
Costello's Hardware			97.53	Hose Wand/Weed Killer/Shop Supplies	51.54
Direct Energy Business		24788	41,116.85	Plant Electric	51.11
Direct Energy Business			277.24	Pumpstation Electric	51.12
Donna Peteja		24789	630.09	Retiree Health Benefits/Jul'24	21.12R
Engineered Solutions		24790	2,543.00	Computer Support/Operations	51.52
Engineered Solutions			2,199.00	Instrumentation Troubleshooting	51.56
Engineered Solutions			3,365.00	Network Upgrade Project	61.10
Fairfield Maintenance Inc.		24791	358.00	Monthly UST Inspection/Jun'24	51.62
Fede Construction Inc.		24792	2,500.00	Remove/Replace Cement & Curbing/SPS	51.33
Fisher Scientific		24793	445.62	Flask/Chemicals/Lab	51.42
Gannett Media Corp		24794	71.36	Legal Notice/IPP	31.32
Garden State Laboratories		24795	565.00	Chemical Analysis/May'24	51.65
Grainger, Inc.		24796	1,917.73	Parts/Shop Supplies/Exhaust Fans	51.31
Grainger, Inc.			40.28	Marking Paint/Shop Supplies	51.35
Grainger, Inc.			1,963.34	AED/Oxygen Sensor/Electrical Pants	51.44
Home Depot		24797	23.22	5 Gal. Spring Water/Shop Supplies	51.14
Home Depot			254.93	Power Washer/Mailbox Post	51.31
Home Depot			134.36	Weed Killer/Trimmer Parts/Saw Chain	51.54
In-Line Air Conditioning Co., Inc.		24798	206.41	Reset High Pressure Alarms/HVAC	51.33
Jersey Central Power & Light		24799	12,819.13	Plant Electric	51.11
Jersey Central Power & Light			6,772.92	Pumpstation Electric	51.12
LensCrafters		24800	175.00	Safety Glasses	51.44
Lorraine Tuohy		24801	700.00	Retiree Health Benefits/Jul'24	21.12R
McMaster-Carr Supply Co.		24802	224.04	Strut Routing Clamps/Tunnel Conduit Rewiring	51.31
Miller Energy Inc.		24803	2,785.94	Quarterly Calibration/PS Flowmeters	51.56
Montana Construction		24804	470,132.32	Emergency Repair/DPS FM/Deer Park Rd	61.27
Mott MacDonald		24805	2,300.00	General Consulting/Jun'24	51.53
Mott MacDonald		24806	215.55	Stage 2 Structural Inspection	51.53
Mott MacDonald			3,765.68	Stage 1 Aeration	51.53
Mott MacDonald			12,269.90	Deepavaal FM	51.53
Mott MacDonald		24807	1,759.57	IPP Services 2024-2025	51.63
Mott MacDonald		24808	35,768.58	Solids Disposal Building Boiler	61.25e
Mott MacDonald		24809	66,218.75	Jane Road PS Upgrade	61.26e
New Jersey Manufacturers Ins. Co.		24810	8,312.00	Workers Compensation	51.48
NJDEP/UST Program		24811	50.00	Registration/UST Program	51.62

Payee	Check #	Voucher #	Amount	Description	Account
NJWEA/Registrar		24812	145.00	Registration/R.Walter (3/4-7)	31.24
North Central Laboratories		24813	140.94	BOD Standard/Lab	51.42
One Call Concepts		24814	95.43	One Call Messages/Jun'24	51.62
Optimum		24815	180.13	Internet Service (6/16-7/15/24)	31.35
Pace Analytical Services, LLC		24816	2,549.00	PFAS Testing	51.65
Passaic Valley Sewerage		24817	36,836.25	Liquid Sludge Disposal (6/1-6/30/24)	51.55D
Pitney Bowes Credit Corp.		24818	184.44	Postage Meter Lease/Apr-Jul'24	31.34
Ploger Crane Service		24819	750.00	Repair/Dimminutor Picks/Plant Sewer	51.38
Power Place		24820	262.09	Parts/Lawn Mower	51.54
Precision Electric Motor Works, Inc.		24821	561.63	Spare Motor/Final Settling Tank Drive	51.31
Primepoint, LLC		24822	237.14	Payroll Processing/Jun'24	31.38
PSE&G		24823	4,026.24	Glenroy Road Electric	51.12
Pumping Services, Inc.		24824	2,976.00	Sensaphone Remote Monitoring System/PPS	51.31
R&D Trucking		24825	21,171.15	Sludge Removal (6/1-6/30/24)	51.55H
ReadyRefresh		24826	1,449.72	Water/Jun'24	51.14
Recchia Landscaping, Inc		24827	1,030.00	Deer Park Road Landscaping	51.54
Recchia Landscaping, Inc		24828	1,970.71	Lawn Maintenance/Jun'24	51.54
Rich Tree Service, Inc.		24829	3,300.00	Clear Bush & Sappling/Daniel Rd/JPS	51.54
Robert Bongiovanni		24830	700.00	Retiree Health Benefits/Jul'24	21.12R
Seton		24831	166.95	Phenolic Name Plates	51.44
Sherwin Williams		24832	221.07	Paint & Supplies	51.35
Skyline Environmental, Inc.		24833	4,050.00	Confined Space Entry/Surface Rescue	51.64
State of NJ/Pensions & Benefits		24834	62,411.25	Health & Dental Benefits	21.12
Suburban Propane		24835	159.47	Remove In-Ground Propane Tank	51.33
TBSA/Ernest DeGraw		24836	417.95	Airfare/WEFTEC	31.21
TBSA/Ernest DeGraw			680.00	Registration/WEFTEC	31.24
TBSA/Evan Napolitano		24837	173.76	Safety Boots	51.43
TBSA/Jason Tillery		24838	185.00	Safety Boots	51.43
TBSA/Joseph Gibson		24839	196.00	Safety Boots	51.43
TBSA/Julia Skowronski		24840	159.99	Safety Boots	51.43
TBSA/Karen Napolitano		24841	199.91	Office Supplies/Plant/Admin	31.33
TBSA/Patrick Tuohey		24842	559.94	Airfare/WEFTEC	31.21
TBSA/Patrick Tuohey			680.00	Registration/WEFTEC	31.24
TBSA/Petty Cash		24843	16.08	Bank & PO Mileage	31.21
TBSA/Petty Cash			8.52	Soda/Board Meeting (6/12)	31.36
TBSA/Petty Cash			119.86	Food/Board Meeting (6/12)	31.36
TBSA/Richard Walter		24844	187.36	Safety Boots	51.43
TBSA/Robert Villanova		24845	195.00	Safety Boots	51.43
Teledyne Isco, Inc.		24846	1,281.00	Sensor & Pump Assy/Pump Roller Kit	51.31
Township of Fairfield		24847	199.50	Pumpstation Water (3/18-6/14/24)	51.14
Trojan UV		24848	5,160.50	Cylinder Wipers/UV Parts	61.10
Unified Power		24849	6,014.84	Annual Maintenance	51.52
United Business Systems/LEAF		24850	603.00	Canon Quarterly Copier Lease	31.31
USA Blue Book		24851	166.23	TSB/Lab	51.42
USALCO		24852	11,651.87	Polyaluminum Chloride	51.25
Verizon		24853	399.34	Telephones (6/17-7/27/24)	31.35
Verizon Wireless		24854	381.90	PS Modems	31.37
VSP Vision Insurance Co. (CT)		24855	347.81	Vision Insurance/Jul'24	21.12
W. B. Mason Co., Inc.		24856	139.15	Office Supplies	31.33
Water Environment Federation		24857	2,638.00	WEF Membership Renewals	31.22
Wayne Auto Supply		24858	507.70	DEK Batteries/CPS Generator	51.31
Wayne Electrical Supply Company		24859	950.37	Parts/LED Lighting	51.31
William Murphy		24860	700.00	Retiree Health Benefits/Jul'24	21.12R
Wright National Flood Insurance Company		24861	2,068.00	Flood Insurance Renewal (8/18/24-8/18/25)	51.48

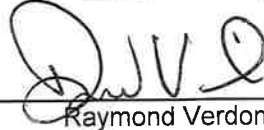
Payee	Check #	Voucher #	Amount	Description	Account
2024 BUDGET TOTAL			889,994.12		

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 July 10, 2024.

Dated: July 10, 2024



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board



CONSTRUCTION  
RESOLUTION #24-039

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 #xxxx through #xxxx 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		1082	1,452.00	Control Enhancements/Headworks	81.10
2024 BUDGET TOTAL			1,452.00		

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 July 10, 2024.

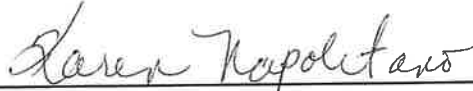
Dated: July 10, 2024



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board