

PEQUANNOCK, LINCOLN PARK, AND FAIRFIELD SEWERAGE AUTHORITY
REGULAR MEETING MINUTES
June 11, 2025

The Regular Meeting of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority was held on Wednesday, June 11, 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 4:31 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; 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 News, Record, and Suburban Trends newspapers.

MINUTES APPROVAL

Mr. Voorman called for a motion to approve the Regular Meeting Minutes of May 14, 2025, seconded by Mr. Verdonik.

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

ABSENT: Runfeldt, Campisi

REPORTS OF COMMITTEES

FINANCE

Mr. Notte presented the Treasurer's Report for the month of June (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 presented the Personnel Actions for the month of June.

PLANT OPERATIONS

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that the DEP performed their annual inspection of TBSA's Wastewater Plant on May 22, 2025. Mr. DeGraw was accompanied by Mr. Carey, Mr. Tuohey, and Mr. Tillery for the inspection. The Enforcement Officer assigned to TBSA and his supervisor were also present at the inspection. The inspectors had questions concerning flooding, inflow and infiltration into the collection system. Mr. DeGraw stated that all procedures that are taken before, during, and after flooding events were explained during the inspection. The inspectors stated that a written report of their inspection will be provided. A discussion ensued.

PLANNING and EXPANSION

Mr. Boorady had nothing to report.

CONSTRUCTION

Mr. Verdonik referred to the Construction Report on the table. He reported on two projects, noting that one was just starting, and the other has been completed.

INSURANCE and LEGISLATIVE REVIEW

Mr. Voorman had nothing to report.

LEGAL and PUBLIC RELATIONS

Mr. Runfeldt was absent. There was nothing to report.

MANAGEMENT REPORT

Mr. Bongiovanni noted that this year's WEFTEC is being held in Chicago in October. He requested that interested Board Members let him know by next month's meeting.

Mr. Bongiovanni referred to the Budget Projection report on the table. He noted that he has been using this report for long term budget planning, including, for example, the timing of adding new debt service when existing debt service expires and adjusting contributions to the reserve for capital improvement funds. This forward outlook allows us to control the year-to-year increases by avoiding large spikes in budget allocations.

ENGINEER'S REPORT

Mr. O'Brien referred to the monthly Engineer's Report on the table and brought the members up to date on all on-going projects. A discussion ensued regarding the switchgear purchased through Russ Electric.

UNFINISHED BUSINESS

None

NEW BUSINESS

None

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 #25-034: Authorize Sale of Authority Surplus Property

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") is the owner of certain surplus property which is no longer needed for public use; and

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

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

1. The sale of the surplus property shall be conducted online through Municibid, in accordance with their Terms of Use Agreement.
2. The sale is being conducted pursuant to Local Finance Notice 2008-9.

3. The surplus property to be sold is a 2010 Ford Ranger, VIN #1FTKR1ED3APA42235, Odometer: ~42,700 miles.

4. The surplus property as identified shall be sold in an “as is” condition without express or implied warranties and the successful bidder is required to hold harmless and indemnify the Authority concerning use of said surplus property.

5. The Authority reserves the right to accept or reject any bid submitted.

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

RESOLUTION #25-035: Authorize Sale of Authority Surplus Property

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the “Authority”) is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Authority is desirous of selling said surplus property in an “as is” condition without express or implied warranties; and

WHEREAS, the Northwest Bergen County Utilities Authority a public body corporate and politic of the State of New Jersey, has expressed interest in purchasing the Surplus Equipment for its public purposes; and

WHEREAS, the Authority has determined that the sale of the Surplus Equipment to the Northwest Bergen County Utilities Authority in the amount of \$30,000.00 is in the best interest of the Authority and serves a public purpose; and

WHEREAS, the Authority desires to authorize the sale of the Surplus Equipment to the Northwest Bergen County Utilities Authority and to execute any necessary documents to effectuate the sale.

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

1. The surplus property to be sold is twelve (12) Tuyere Castings.
2. The sale of the surplus property shall be conducted per the terms of the Interlocal Agreement in the amount of thirty-thousand dollars and zero cents (\$30,000.00).
3. The labor, materials, and shipping necessary to facilitate the transfer of ownership shall be borne by the Northwest Bergen County Utilities Authority.
4. The surplus property as identified shall be sold in an “as is” condition without express or implied warranties.
5. The Executive Director, or their designee, is hereby authorized to execute any and all documents necessary to effectuate the sale of the Surplus Equipment.
6. All actions taken in furtherance of this Resolution are hereby ratified and approved.

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

RESOLUTION #25-036: Operating Vouchers Approval (copy attached)

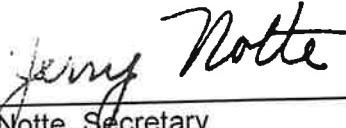
MOTIONED BY: Mr. Notte; SECONDED BY: Mr. Boorady
AYES: Notte, Boorady, Verdonik, Voorman, Schmidt, Kohle
ABSENT: Runfeldt, Campisi

RESOLUTION #25-037: Construction Fund Vouchers Approval (copy attached)

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

ADJOURNMENT

There being no further business to come before the Authority, on motion by Mr. Verdonik, seconded by Mr. Notte and all in favor, the meeting was adjourned at 4:55 p.m.



Jerry J. Notte, Secretary
Dated: June 11, 2025



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

June 11, 2025

Period Ending May 31, 2025

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$10,481,540.11	
Revenue - NJCMF	\$4,022,348.78	
Revenue - CD	\$4,475,558.06	
Operating Checking Account	138,169.18	
Payroll Checking Account	231,887.08	
Renewal & Replacement - NJCMF	3,264,695.43	
Renewal & Replacement - CD	<u>4,466,249.99</u>	\$27,080,448.63

CONSTRUCTION AND GENERAL

Construction Fund	\$1,978,456.81	
Construction Fund - CD	<u>4,462,755.87</u>	<u>6,441,212.68</u>

TOTAL FUNDS MAY 31, 2025

\$33,521,661.31

MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$1,102,660.77 *	
Payroll - Salaries & Wages	218,257.51	
- Benefits	65,307.10 *	
- Taxes	<u>15,712.28</u>	\$1,401,937.66

CONSTRUCTION

102,202.55 *

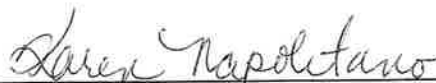
TOTAL EXPENDITURES FOR MAY 2025

\$1,504,140.21

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



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #25-036

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 #25741 through #25839 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.		25741	89.17	Pest Control/May'25	51.41
Amazon		25742	106.94	Sympathy Basket/Nix	31.36
American Wear		25743	461.08	Uniforms	51.43
Atlantic Health Sys-Chilton Med Ctr		25744	309.00	Hep B Vaccine	51.64
Balco Industries, Inc.		25745	240.00	Gloves/Coveralls/PPE/Shop Supplies	51.44
BioTriad Environmental, Inc.		25746	324.00	Quarterly Maintenance/Vapor Phase System	51.21
Blue Diamond Disposal, Inc.		25747	527.00	Garbage Disposal/May'25	51.51
Blue Diamond Disposal, Inc.		25748	686.40	Grit & Screening Disposal/May'25	51.51
Blue Diamond Disposal, Inc.		25749	1,248.00	Grit & Screening Disposal/May'25	51.51
Borough of Lincoln Park Water		25750	450.00	Two Bridges Hydrants (3/1-5/31/25)	51.14
Broadvoice		25751	766.47	Telephone (5/21-6/20/25)	31.35
Camden Group Infrastructure		25752	3,605.00	Chemical Grouting/Tunnel	51.33
Cintas First Aid & Safety		25753	290.12	Re-Stock First Aids Kits	51.44
Ciocca FMFL Inc.		25754	46,460.40	2025 Ford F150	61.10
Clark/BDS		25755	800.05	V-Belts/Shop Supplies H&V PM	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		25756	986.00	General & Retainer/Apr'25	51.58
Cleary Giacobbe Alfieri Jacobs		25757	2,125.50	General & Retainer/May'25	51.58
Costello's Hardware		25758	9.38	Water/Admin	31.36
Costello's Hardware			28.17	Batteries/Shop Supplies	51.31
Costello's Hardware			56.73	Paint & Supplies	51.35
Costello's Hardware			18.79	Tyvek Coveralls/Shop Supplies	51.44
Direct Energy Business		25759	42,504.81	Plant Electric (4/22-5/20/25)	51.11
Direct Energy Business			8,243.40	Pumpstation Electric (4/10-5/12/25)	51.12
Donna Peteja		25760	698.26	Retiree Health Benefits/Jun'25	21.12R
Dynamic Equipment, LLC		25761	1,850.00	Vibration Analysis/Odor Control & ML Blower	51.31
Engineered Solutions Corp.		25762	1,000.00	Symantec Software Renewal	51.52
Engineered Solutions Corp.			7,724.00	Computer Support/Operations	51.52
Engineered Solutions Corp.			3,698.80	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			5,618.40	Network Upgrade 2025	61.10
FedEx		25763	91.60	Eurofins/Lab Sample	31.34
Fisher Scientific		25764	1,753.85	Chemicals/Lab Supplies	51.42
Flow Assessment Services		25765	2,962.80	Service/Calibration of M3,M13,M14,M15	51.56
G.M.H. Associates of America, Inc.		25766	58,532.00	Stage 1 Aerator Drive	61.10
Garden State Laboratories		25767	1,635.00	Chemical Anaylsis/Apr'25 & IPP Annuals	51.65
Grainger, Inc.		25768	2,362.48	Parts/LED Bulbs/Shop Supplies	51.31
Grainger, Inc.			367.80	Cleaner/Hand Soap	51.41
Grainger, Inc.			603.81	Rain Jackets/Shop & Operations Supplies	51.43
Grainger, Inc.			484.43	Lanyard/Body Belts/Harnesses/PPE	51.44
Health Equity/WageWorks		25769	75.00	HC FSA Admin Fee/May'25	31.38
Home Depot		25770	143.79	Label Refills/Spray Bottles/Operations	51.31
Home Depot			14.33	Paint Pails/Operations	51.35
Home Depot			527.00	Sample Refrigerator/Freezer/Lab	51.42
Home Depot			99.88	Weed Killer/Operations	51.54
In-Line Air Conditioning Co., Inc.		25771	243.81	Repair Leaky Valve/Switchgear HVAC #1	51.33
Jersey Central Power & Light		25772	15,045.95	Plant Electric	51.11
Jersey Central Power & Light			3,085.17	Pumpstation Electric	51.12
Loraine Tuohey		25773	700.00	Retiree Health Benefits/Jun'25	21.12R
Maximum Material Handling, LLC		25774	714.74	Lifting Cable/HW Scum Pump	51.31

Payee	Check #	Voucher #	Amount	Description	Account
McMaster Carr Supply		25775	414.60	Parts/Shop Supplies	51.31
MGL Printing Solutions		25776	222.00	Checks/Operating Account	31.33
Michael E. Solla		25777	700.00	Retiree Health Benefits/Jun'25	21.12R
Miller Energy Inc.		25778	4,675.64	Qtly Calibration/PS Flowmeter/Feb&May'25	51.56
Mott MacDonald Group, Inc.		25779	464.76	Transformer & Switchgear	51.53
Mott MacDonald Group, Inc.		25780	2,400.00	General Consulting/May'25	51.53
Mott MacDonald Group, Inc.		25781	4,478.88	IPP Services 2025-2026	51.63
Mott MacDonald Group, Inc.		25782	7,885.61	LSRP Services/Gas USTs	51.63
Mott MacDonald Group, Inc.		25783	966.69	Jane Road PS Upgrade	61.26e
Mott MacDonald Group, Inc.		25784	933.56	Electrical Maintenance & Testing	61.28e
Mott MacDonald Group, Inc.		25785	930.39	Administrative Building Roof	61.29e
New Jersey Manufacturers Ins. Co.		25786	5,867.00	Workers Compensation	51.48
NJDEP/Annual Site Remediation		25787	1,265.00	Soil/Groundwater Permits	51.62
*NJDEP/NJPDES Permit		25788	21,482.02	Surface Water/Stormwater Permit Renewal	51.62
NJWEA, Registrar		25789	850.00	Registrations/NJWEA Conference (5/5-9)	31.22
Omni Services, Inc.		25790	1,946.40	Heavy Duty Hoses/Plant Supply	51.31
One Call Concepts		25791	95.50	One Call Messages/May'25	51.62
One Water Consulting		25792	1,922.15	Prepared PFAS Data/PFAS Sludge Testing Protocol	51.65
Optimum		25793	180.37	Internet Service (5/16-6/15/25)	31.35
Optimum Fiber		25794	175.00	Fiber Service (5/16-6/15/25)	31.35
Passaic Valley Sewerage		25795	41,776.25	Liquid Sludge Disposal (5/1-5/31/25)	51.55D
Power Place		25796	50.28	Deck Wheels/Riding Mower	51.54
Primepoint, LLC		25797	268.78	Payroll Processing/May'25	31.38
PSE&G		25798	2,943.40	Jane & Fairfield Roads Electric	51.12
PSE&G		25799	3,880.02	Glenroy Road Electric	51.12
Quality Controls, Inc.		25800	3,323.25	4" Valve w/ Pneumatic Actuator/PF Parts	51.31
R&D Trucking		25801	32,541.50	Sludge Removal (5/1-5/31/25)	51.55H
Reiner Pump Systems, Inc.		25802	29,018.00	ABS Pump Dry Pit Type/2nd RAS Pump #2	61.10
Robert N. Bongiovanni		25803	700.00	Retiree Health Benefits/Jun'25	21.12R
Skyline Environmental		25804	5,950.00	Health & Safety Training	51.64
State of NJ/Pensions & Benefits		25805	78,068.54	Health & Dental Benefits/Jun'25	21.12
TBSA/Brian Carey		25806	225.53	Mileage/Tolls/Parking/NJWEA Conf (5/5-8)	31.21
TBSA/Brian Carey			40.00	NJWEA 5K Run Registration	31.24
TBSA/Collin Hernandez		25807	55.00	NJWEA Associate Membership	31.22
TBSA/Ernest DeGraw		25808	873.80	Expenses/NJWEA Conference (5/5-9)	31.21
TBSA/Ernest DeGraw			200.00	Safety Shoes	51.43
TBSA/Greg Daly		25809	796.30	Expenses/NJWEA Conference (5/5-9)	31.21
TBSA/Jason Tillery		25810	805.86	Expenses/NJWEA Conference (5/5-9)	31.21
TBSA/Julia Skowronski		25811	169.99	Safety Shoes	51.43
TBSA/Karen Napolitano		25812	199.93	Office Supplies/Plant/Admin	31.33
TBSA/Matthew Keller		25813	141.28	Safety Shoes	51.43
TBSA/Michael A. Nix		25814	277.58	Expenses/NJWEA Conference (5/6-7)	31.21
TBSA/Nicholas Stein		25815	856.28	Expenses/NJWEA Conference (5/5-8)	31.21
TBSA/Patrick Tuohey		25816	971.64	Expenses/NJWEA Conference (5/6-9)	31.21
TBSA/Petty Cash		25817	25.69	Mileage/Bank & PO	31.21
TBSA/Petty Cash			121.51	Food/Board Meeting (5/14)	31.36
TBSA/Petty Cash			41.95	Maintenance/Operation Supplies	51.31
TBSA/Petty Cash			60.00	New Truck Registration	51.36
TBSA/Petty Cash			5.29	Lab Ice	51.42
TBSA/Petty Cash			89.53	Coffee/PFAS Meeting (5/21)	51.47
TBSA/Richard Walter		25818	612.82	Expenses/NJWEA Conference (5/5-8)	31.21
TBSA/Thomas Bongiovanni		25819	931.82	Expenses/NJWEA Conference (5/6-9)	31.21
Teledyne Isco, Inc.		25820	1,286.00	Power Supply/SPS Composite Sampler	51.31
Unified Power		25821	1,232.20	Replace Cooling Fan/Plant Sewer UPS	51.32
Unified Power		25822	2,418.40	Batteries/UPS #4&5/Headworks & Plant Sewer	51.32
Unified Power		25823	6,580.00	Annual Maintenance/UPS	51.32

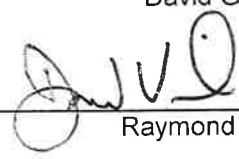
Payee	Check #	Voucher #	Amount	Description	Account
USA Blue Book		25824	301.85	Lab Supplies	51.42
USALCO Baltimore Plant, LLC		25825	23,878.68	Polyaluminum Chloride	51.25
Verizon		25826	408.10	Telephone (5/17-6/16/25)	31.35
Verizon Wireless		25827	381.50	PS Modems	31.37
VSP Vision Insurance Co. (CT)		25828	383.38	Vision Insurance/Jun'25	21.12
W. B. Mason Co., Inc.		25829	159.99	Printer/Maintenance	31.31
W. B. Mason Co., Inc.			238.44	Office Supplies/Plant/Admin	31.33
Wallington Plumbing & Heating		25830	433.63	Parts/Shop Supplies	51.31
Wallington Plumbing & Heating			14.96	Primer/Shop Supplies	51.35
Wayne Auto Supply		25831	109.67	Antifreeze/CPS Jockey Pump	51.31
Wayne Auto Supply			21.34	Wiper Blades/Pickup	51.36
Wayne Electrical Supply		25832	812.15	Parts/Shop Supplies	51.31
Wayne Electrical Supply		25833	3,000.18	Parts/1st Stage Aerator Push Station	51.31
Wayne Electrical Supply		25834	6,201.00	RAB Bay LED Lights/Plant Lighting	61.10
Weatherproofing Technologies, Inc.		25835	503,837.26	Admin Building Roof Replacement	61.29
WEX Bank/Quick Chek		25836	285.71	Fuel Purchases/Apr-May	51.34
William Murphy		25837	700.00	Retiree Health Benefits/Jun'25	21.12R
Willis Towers Watson Northeast		25838	4,465.00	Public Officials Liability Insurance	31.15
Willis Towers Watson Northeast			36,505.00	Insurance Renewal w/Auto Pymt #3	51.48
Willis Towers Watson Northeast		25839	1,009.00	Additional Auto Premium/New Truck	51.48
2025 BUDGET TOTAL			1,078,910.14		

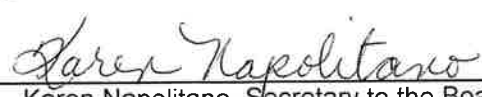
*This item was approved by motion at the May 14, 2025 Board Meeting and paid on May 15, 2025 through the NJDEP Portal.

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 June 11, 2025.

Dated: June 11, 2025


David G. Kohle, Chairman


Raymond Verdonik, Treasurer


Karen Napolitano, Secretary to the Board

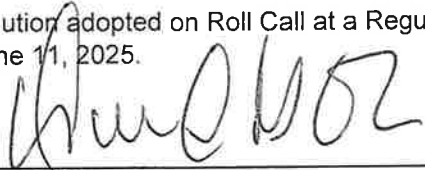
CONSTRUCTION
RESOLUTION #25-037

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 #1097 through #1098 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
DeSesa Engineering Company		1097	99,545.46	Solids Building Boiler Replacement	81.63
Mott MacDonald		1098	2,657.09	Solids Building Boiler Replacement	81.63
2025 BUDGET TOTAL			102,202.55		

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 June 11, 2025.


Dated: June 11, 2025



David G. Kohle, Chairman



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board