

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**March 8, 2023**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, March 8, 2023 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, Anthony Campisi, David Kohle

Absent: David Runfeldt

Also Present: Thomas Bongiovanni, Executive Director, Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; 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:** February 8, 2023 (Reorganization Meeting)

Mr. Voorman called for a motion to approve the Reorganization Meeting Minutes of February 8, 2023, seconded by Mr. Notte.

AYES: Voorman, Notte, Verdonik, Schmidt, Kohle

ABSTAINED: Boorady, Campisi

ABSENT: Runfeldt

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Notte presented the Treasurer's Report for the month of March (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 had nothing to report.

**PLANT OPERATIONS**

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

**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 that a piece of Legislation was just introduced banning the sale of non-flushable wipes.

## **LEGAL and PUBLIC RELATIONS**

Mr. Runfeldt was absent. Mr. Bongiovanni had nothing to report.

## **MANAGEMENT REPORT**

Mr. Bongiovanni updated the Board on the status of the Service Agreements. He reported that he, Mr. Napolitano, and Ms. Holmes are planning to meet to discuss the outstanding questions and comments resulting from the last Committee meeting. Following those discussions, he will present the recommendations to the Committee.

## **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**

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**

Mr. Bongiovanni gave a brief overview on the Energy Resolution, noting that the Authority is expecting to receive bids on March 22, 2023.

### **RESOLUTION #23-018: Authorize Energy Agent Contract and Authorize Plant Superintendent to Award a Contract and/or Reject Bids in Response to the Request for Bids for Electric Generation Service Issued on Behalf of the New Jersey Sewerage and Municipal Utility Authority Electrical Supply Aggregation**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") has participated in the formation and implementation of the New Jersey Sewerage and Municipal Utility Authority Electrical Supply Aggregation ("NJSMUAESA"), which is a consortium of New Jersey Sewerage and Municipal Utility Authorities formed for the purpose of soliciting and securing bids on an aggregated basis for electric generation service from licensed electric power suppliers pursuant to the provisions of the "Electric Discount and Energy Competition Act" (P.L. 1999, c.23, N.J.S.A. 48:3-49 *et. seq.*, "the Act"), and thereby and thereby enjoying the benefits of joint purchasing and bulk power purchasing discounts; and

**WHEREAS**, the existing electric power supply contract(s) for the Authority's electric accounts, awarded and entered as a result of a bid conducted by the NJSMUAESA in March 2022 and then refreshed in July 2022 and August 2022, will expire upon the meter read dates in May 2023 for each Authority electric account; and

**WHEREAS**, the Authority desires to continue its purchase of electric generation service for its electric accounts as a participant in the NJSMUAESA to derive the benefits of bulk purchasing discounts; and

**WHEREAS**, the NJSMUAESA issued a Request for Bids ("RFB") on February 17, 2023 for the purpose of seeking bids for electric generation service from licensed electric power suppliers to replace the current supply contract(s) scheduled to expire in May 2023; and

**WHEREAS**, as a participant in the NJSMUAESA the Authority requires the services of an "Energy Agent," as defined in the "Electric Discount and Energy Competition Act," to administer the bid process and arrange for the sale of retail electric generation service by a licensed retail electric power supplier to the Authority; and

**WHEREAS**, the Energy Agent shall provide the Authority with services, including but not limited to, analyzing the Authority's energy needs, quantifying the Authority's load profile, developing an energy plan for the Authority, preparing bid specifications and, upon approval of the bid specifications, bidding a contract for the supply of electric generation service to the Authority; and

**WHEREAS**, the Energy Agent shall not receive and monetary compensation directly from the Authority for the services to be provided; and

**WHEREAS**, the Authority and the Energy Agent agree that the electricity supply contract(s) ("ESC") between the Authority and the awarded supplier(s) shall provide that the awarded supplier pay the Energy Agent a monthly administrative fee for each account served at a rate of \$.0005 per kilowatt-hour for all months of the ESC; and

**WHEREAS**, Gabel Associates, Inc., with a principal place of business located at 417 Denison Street, Highland Park, New Jersey 08904, is a duly registered Energy Agent pursuant to the Act; and

**WHEREAS**, the Authority is desirous of authorizing the award of a contract to Gabel Associates, Inc. to serve as Energy Agent in connection with the bid for electric generation service through the NJSMUAESA, as an extraordinary, unspecifiable service without competitive bidding pursuant to N.J.S.A. 40A:11.1 *et. seq.*; and

**WHEREAS**, it is the NJSMUAESA's intent to receive bid price submittals on or about March 22, 2023 in response to the RFB issued on February 17, 2023; and

**WHEREAS**, due to the fact that the electricity market is highly volatile and bid prices will not be guaranteed past 3:00 p.m. on the day that bids are accepted, the award or rejection of bid(s) must be made on the Authority's behalf by its designated representative by no later than 3:00 p.m. on bid day;

**NOW, THEREFORE, BE IT RESOLVED** that the Pequannock, Lincoln Park and Fairfield Sewerage Authority ("Authority") is hereby authorized to participate with the NJSMUAESA for the purpose of securing bids for electric generation service from licensed electric power suppliers for a contract to replace the existing electricity supply contract(s) expiring in May 2023, pursuant to the "Electric Discount and Energy Competition Act" (P.L. 1999, c.23, N.J.S.A. 48:3-49 *et. seq.*, "the Act"), Local Public Contracts Law, N.J.S.A. 40A:11-1 *et. seq.*, and applicable regulations.

**BE IT FURTHER RESOLVED** that the Authority hereby approves the retention of Gabel Associates, Inc. as the Authority's Energy Agent in connection with the procurement of electricity supply for the Authority's electric accounts.

**BE IT FURTHER RESOLVED** that the Executive is hereby authorized and directed to execute any documents reasonably required to effectuate the retention of Gabel Associates, Inc. as the Authority's Energy Agent.

**BE IT FURTHER RESOLVED** that the Authority's Plant Superintendent, or in his absence the Authority Counsel, is hereby authorized to act in his sole discretion as the Authority's designated representative to award a contract for the applicable Bid Group(s) to the low, qualified bidder for the contract term and pricing product deemed most beneficial to the Authority, by executing an Award Letter on the day of bid receipt and subsequently executing the Model Supply Contract, or reject an electricity bid, in conjunction with the NJSMUAESA Request for Bids issued on February 17, 2023. Such authorization to award a contract to the low bidder as the Authority's designated representative is subject to the low bid being equal to or less than the Trigger Price(s) to be established for the applicable Bid Group(s) containing the Authority's accounts prior to the data of receipt of bids by the NJSMUAESA, under the advisement of the Energy Agent.

**BE IT FURTHER RESOLVED** that, notwithstanding the foregoing, the Authority's Plant Superintendent, or in his absence the Authority Counsel, may reject any bid, including, if necessary, all bids (and not award a contract), and if desirable, to authorize the NJSMUAESA to rebid the contract, provided that such rejection is in accordance with the provisions Newspapers. of the Local Public Contracts Law, N.J.S.A. 40A:11-1 *et. seq.*

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

**RESOLUTION #23-019: Operating Vouchers Approval (copy attached)**

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

**ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Campisi, seconded by Mr. Schmidt, and all in favor, the meeting was adjourned at 4:40 p.m.

  
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Jerry J. Notte, Secretary  
Dated: March 8, 2023

  
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Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

**TREASURER'S REPORT**

Board Meeting 3/8/23

Period Ending February 28, 2023

**ACCOUNT BALANCES:**

**OPERATIONS AND ADMINISTRATION**

Revenue Account	\$8,363,868.02	
Certificates of Deposit - Revenue	\$7,011,237.50	
Operating Checking Account	146,031.57	
Payroll Checking Account	139,878.62	
Renewal & Replacement	1,516,776.36	
Certificates of Deposit - R&R	<u>4,000,000.00</u>	\$21,177,792.07

**CONSTRUCTION AND GENERAL**

Construction Improvements	\$1,828,868.44	
Certificates of Deposit - Construction	\$4,000,000.00	
General	<u>0.00</u>	<u>5,828,868.44</u>

TOTAL FUNDS FEBRUARY 28, 2023		<u><u>\$27,006,660.51</u></u>
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**MONTHLY EXPENDITURES:**

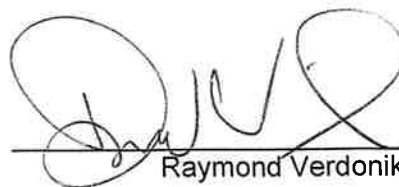
**OPERATIONS AND ADMINISTRATION**

Operating Bills	\$384,635.64 *	
Payroll - Salaries & Wages	191,193.61	
- Benefits	44,827.77 *	
- Taxes	<u>14,014.45</u>	\$634,671.47

CONSTRUCTION		<u>0.00 *</u>
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TOTAL EXPENDITURES FOR FEBRUARY 2023		<u><u>\$634,671.47</u></u>
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\* Amount shown has not been deducted from above account balances.



Raymond Verdonik, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING  
RESOLUTION #23-019

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 #23499 through #23572 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.		23499	89.17	Pest Control/Feb'23	51.41
Allen Paper & Supply Co.		23500	1,903.68	Cleaning Supplies	51.41
American Wear		23501	311.20	Uniforms	51.43
Borough of Lincoln Park Water		23502	229.93	Pumpstations (11/1-1/31/23)	51.14
Cintas First Aid & Safety		23503	353.68	Re-Stock First Aids Kits	51.44
Clark Transmission Co.		23504	112.00	V-Belts	51.31
Cleary Giacobbe Alfieri Jacobs		23505	1,400.00	General & Retainer thru Jan'23	51.58
Corrosion Products, Inc.		23506	631.57	Sheet Gasket Materials	51.31
Costello's Hardware		23507	100.70	Shop Supplies	51.31
Costello's Hardware			16.98	Paint Brushes	51.35
Direct Energy Business		23508	70,124.44	Plant Electric (1/20-2/17/23)	51.11
Donna Peteja		23509	577.19	Retiree Health Benefits/Mar'23	21.12R
Engineered Solutions Corp.		23510	570.00	Annual/Microsoft 365	51.52
Engineered Solutions Corp.			1,200.00	Annual Off Site Back Up Storage	51.52
Engineered Solutions Corp.			9,479.20	Computer Support/Operations	51.52
Engineered Solutions Corp.			2,437.00	Instrumentation Troubleshooting	51.56
Fairfield Maintenance Inc.		23511	339.00	Monthly UST Inspection/Jan'23	51.65
FedEx		23512	114.64	Postage	31.34
Finch Fuel Oil Co. Inc.		23513	18,512.56	Fuel Oil/Plant (2/1)	51.13
First Light Technologies Inc.		23514	1,533.88	Quartz Sleeves/Safeguard Box/UV System	51.31
Fisher Scientific		23515	1,559.71	Lab Supplies	51.42
Flow Assessment Services LLC		23516	2,782.00	Calibration/M3, M13,M14, M15	51.56
Garden State Laboratories		23517	1,005.00	Chemical Analysis/Jan'23-IPP Annual Manheim	51.65
Grainger, Inc.		23518	964.47	Shop Supplies	51.31
Grainger, Inc.		23519	5,491.08	Electric Ceiling Heater/2nd Stage	61.10
Hero's Salute Awards Company		23520	84.00	Board Member Name Plates	31.33
Home Depot		23521	279.00	Utility Cabinet/Operations	31.31
Institute for Prof, Development		23522	50.00	LPCL Webinar/Napolitano (3/22)	31.24
Jersey Central Power&Light		23523	14,996.34	Plant	51.11
Jersey Central Power&Light			6,626.43	Pumpstations	51.12
Loraine Tuohey		23524	700.00	Retiree Health Benefits Mar'23	21.12R
Maximum Material Handling, LLC		23525	900.00	Annual OSHA/PM Hoist & Crane Inspections	51.44
Maxon Supplies LLC		23526	614.50	Gloves/Lab	51.31
McMaster-Carr Supply Co.		23527	719.44	Shop Supplies	51.31
MGL Printing Solutions		23528	170.00	Checks/Operating Account	31.33
Michael Solla		23529	700.00	Retiree Health Benefits Mar'23	21.12R
Miller Energy Inc.		23530	1,900.00	Filter Fans & Mats/SPS VFD Cabinets	51.31
Mott MacDonald Group, Inc.		23531	2,000.00	General Consulting/Feb'23	51.53
Mott MacDonald Group, Inc.		23532	111.50	GIS Services	51.53
Mott MacDonald Group, Inc.			5,056.50	Park Avenue	51.53
Mott MacDonald Group, Inc.		23533	894.00	Permitting Tasks	51.63
Mott MacDonald Group, Inc.		23534	1,592.00	LSRP Services	51.63
Mott MacDonald Group, Inc.		23535	8,844.65	IPP Services 2022-2023	51.63
Mott MacDonald Group, Inc.		23536	99.00	Medium Voltage Transformers/Construction	61.10
Mott MacDonald Group, Inc.		23537	4,728.00	Solids Disposal Building Boiler	61.25
National Water Main Cleaning Co.		23538	10,628.20	Grouting Leak/MH842-MH841	61.24
New Jersey Hills Media Group		23539	211.29	Legal Notices	31.32
New Jersey Manufacturers Ins.		23540	8,691.00	Workers Comp/Pym't #3 of 11	51.48

Payee	Check #	Voucher #	Amount	Description	Account
NJDEP/Environ. Lab. Certif. Prog.		23541	1,915.00	Renew Lab Certification Fee	51.62
North Jersey Pump & Controls		23542	898.79	Monitoring Enclosure/Shop Supplies	51.31
Omni Services, Inc.		23543	725.80	Shop Supplies	51.31
One Call Concepts		23544	61.49	One Call Messages/Jan-Feb'23	51.62
Optimum (Cablevision)		23545	181.08	Internet Service (2/16-3/15/23)	31.35
Passaic Valley Sewerage		23546	36,860.00	Liquid Sludge Disposal (2/1- 2/28/23)	51.55D
Primepoint, LLC		23547	426.20	Payroll Processing/Feb'23	31.38
PSE&G		23548	2,246.86	Jane & Fairfield Roads	51.12
PSE&G		23549	3,355.27	Glenroy Road	51.12
Pumping Services		23550	3,217.77	Spare PLC Parts/Remote Pumpstations	51.31
R&D Trucking		23551	21,173.16	Sludge Removal (2/1-2/28/23)	51.55H
Raritan Supply Company		23552	21,007.50	Plug Valves/1st Stage Suction Valves	61.10
Robert Bongiovanni		23553	700.00	Retiree Health Benefits Mar'23	21.12R
Russell Reid/United Site Services		23554	2,379.17	Waste Disposal/Jan-Feb'23	51.51
Skyline Environmental, Inc.		23555	4,582.50	CSE/LOTO Respiratory Protection	51.44
State of NJ/Pensions & Benefits		23556	54,035.15	Health & Dental Benefits	21.12
TBSA/Brian Carey		23557	7.60	Mileage/License Testing Center	31.21
TBSA/Brian Carey			51.65	C-2 License	51.61
TBSA/Karen Napolitano		23558	18.58	Board Meeting Supplies	31.33
TBSA/Karen Napolitano			156.96	Office Supplies/Plant/Admin	31.33
TBSA/Petty Cash		23559	14.67	Mileage/PO&Hero's Salute	31.21
TBSA/Petty Cash			114.85	Food/Board Mtg (2/8)	31.36
TBSA/Petty Cash			4.98	Ice/Lab Supplies	51.42
Trojan UV		23560	42,278.44	UV Lamp Replacements	61.10
Unified Power		23561	3,184.37	Battery Modules/Computer Room UPS#1	51.52
Unified Power		23562	6,363.00	Annual Maintenance/UPS	51.52
USA Blue Book/HD Supply, Inc.		23563	409.36	Pod Level Controller/SPS Gen Fuel Level	51.31
UV Doctor Lamps, LLC		23564	755.81	Spare Parts/UV System	51.31
Verizon		23565	745.60	Telephone 2/13-3/19/23	31.35
Verizon Wireless		23566	380.56	PS Modems	31.37
W. B. Mason Co., Inc.		23567	499.77	Office Supplies	31.33
Wallington Plumbing & Heating		23568	223.58	Shop Supplies	51.31
Wayne Auto Supply		23569	97.12	Wiper Blades/Antifreeze	51.36
Wayne Electrical Supply		23570	339.83	Shop Supplies	51.31
William Murphy		23571	700.00	Retiree Health Benefits/Mar'23	21.12R
Willis of New Jersey, Inc.		23572	16,163.43	Insurance/Boiler & Machinery	51.48
Willis of New Jersey, Inc.			36,123.31	Insurance Package w/ Auto Pymt #1	51.48

2023 BUDGET TOTAL

454,834.14

Chubb	23432	-16,163.35	Bookkeeping Correction	51.48
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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 March 8, 2023.

Dated: March 8, 2023

David G. Kohle, Chairman

Raymond Verdonik, Treasurer

Karen Napolitano, Secretary to the Board