The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, March 11, 2020 at 4:30 p.m. in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Voorman called the meeting to order at 4:34 p.m.

#### **ROLL CALL:**

On roll call, the members present were: Raymond Kerwin, Raymond Verdonik, Art Schmidt, Jerry Notte, Anthony Campisi, Robert Voorman

ABSENT: David Runfeldt, Richard Phelan (excused)

#### ALSO PRESENT:

Cleary Giacobbe:

Victoria Leblein

Mott MacDonald:

John Scheri Chuck Cuvulis

Engineered Solutions: TBSA:

Robert Bongiovanni, Ernie DeGraw, Thomas Bongiovanni,

Karen Napolitano

# **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 the Borough of Lincoln Park, and the Townships of 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 said notice thereof to The Progress, Herald News, The Record and Suburban Trends newspapers.

# MINUTES APPROVAL:

On motion by Mr. Verdonik, seconded by Mr. Notte, the Regular and Closed Session Meeting Minutes of February 13, 2020 were approved by the following vote:

VOTED AYE: VERDONIK, NOTTE, KERWIN, SCHMIDT, VOORMAN

**ABSTAINED: CAMPISI** 

**ABSENT: RUNFELDT. PHELAN** 

At this time the meeting moved to Closed Session.

# **RESOLUTIONS:**

On motion by Mr. Schmidt, seconded by Mr. Verdonik, and all in favor, Resolution #20-029, Closed Session, was approved.

# **RESOLUTION #20-029**

#### **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:

- The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7B of the Act:
  - Cyber Security Matters
- The matters will be considered at this meeting and the public shall not be admitted to this discussion.
- It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

ATTEST:

n.

Robert A. Voorman, Chairman

David A. Runfeldt, Secretary Dated: March 11, 2020

The meeting went into Closed Session at 4:36 p.m. and was reconvened to the public at 5:08 p.m.

The meeting returned to the regular agenda format.

# REPORTS OF COMMITTEES:

#### FINANCE:

Mr. Kerwin had nothing to report.

### PURCHASING and PERSONNEL:

Mr. Phelan was absent. Mr. Bongiovanni noted that there were no Personnel Actions for the month of March, however he would like to acknowledge awards being presented by the NJWEA to two of the Authority's employees. Ernie DeGraw will receive the Water Environment Federation William D. Hatfield Award, recognizing his outstanding performance and professionalism as an operator of a wastewater treatment plant. Kimberly Marquez will receive the NJWEA Robert Rowe Award, recognizing her outstanding contributions toward the water quality analysis laboratory profession. The Board congratulated both on this recognition.

#### **PLANT OPERATIONS:**

Mr. Schmidt noted the Operating Report on the table, noting that flows were down. Mr. DeGraw reported that a transformer went out on the February 24<sup>th</sup> noting that the new substation performed properly and within ten seconds the plant was switched over to the other side of the power. Spare parts were used to repair the transformer and get it back in service. He also noted that we do have two new transformers that will be installed shortly. He also reported that the tank clean out work has been less than expected and as a result the Authority will be able to complete additional work for the same authorized cost. Mr. Tom Bongiovanni reported that as a follow up to the meter investigation, he was able to hire an independent company (ABB) to review the M14 meter installation. ABB reported that all calibration and installation checks performed indicated that the flume and meter are installed correctly and that the system is operating properly. However, ABB did also note that the meter heads "appeared"

to be mounted less than 3" upstream of the convergence of the flume, which is the ideal location. Mr. T. Bongiovanni will discuss and attempt to confirm this observation with Flow Assessment, who currently performs the meter calibrations and who installed the new meters in their current locations. Additional actions may result pending confirmation.

# PLANNING and EXPANSION:

Mr. Notte had nothing to report. Mr. DeGraw reported that he and the staff have been having "lunch and learns" with several manufacturers of clarifiers and filters to evaluate the equipment in case there is a need in the future. Mr. R. Bongiovanni informed the Board that the Two Bridges Road Project has recently become active. He also mentioned there is discussion regarding Lincoln Park abandoning the pipes on Lincoln Boulevard and servicing the existing homes with pressure systems. This would involve the Authority closing its existing pipes.

#### **CONSTRUCTION:**

Mr. Verdonik referred to the Construction Reports on the table, noting there are currently five active projects. Mr. DeGraw reported there was a kick-off meeting for the transformer project. The contractor has already been onsite testing the new transformers which will be installed to the 500-year flood elevation. He also noted that the Deepavaal roof project is just about finished, as is the intermediate settling tank work.

#### **INSURANCE & LEGISLATIVE REVIEW:**

Mr. Runfeldt was absent. Mr. R. Bongiovanni reported that the bill to allow private companies to purchase authorities without public referendum has resurfaced.

### **LEGAL & PUBLIC RELATIONS:**

Mr. Campisi had nothing to report.

#### EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni reported on the status of the revisions of the Service Agreements. Due to scheduling conflicts, the meeting of the Committee will most likely be postponed until May. He noted that all four participants should be represented in these discussions.

# **ENGINEER'S REPORT:**

Mr. Scheri referred to the copies of the monthly Engineers Report on the table and brought the members up-to-date on all on-going projects. A discussion ensued regarding the discharge permit nitrate limits.

#### **UNFINISHED BUSINESS:** Assignment of Committees

Mr. Voorman advised that he would have the committee assignments at the next Board Meeting.

#### **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.

Mr, Campisi left the meeting at 5:25 p.m.

#### **RESOLUTIONS:**

On motion by Mr. Verdonik, seconded by Mr. Notte, Resolution #20-030, Consent to Proposed Northeast Water Quality Management Plan Amendment, was approved by the following vote:

VOTED AYE: VERDONIK, NOTTE, KERWIN, SCHMIDT, VOORMAN

ABSENT: RUNFELDT, PHELAN, CAMPISI

#### RESOLUTION #20-030

# Consent to the Proposed Northeast Water Quality Management Plan Amendment

WHEREAS, the Pequannock, Lincoln Park & Fairfield Sewerage Authority ("Authority"), has been advised that on December 16, 2019, the New Jersey Department of Environmental Protection approved an application for a site specific amendment to the Northeast Water Quality Management Plan; and

WHEREAS, the Water Quality Management Planning rules, specifically N.J.A.C. 7:15-3.5(g)(6), require an amendment applicant to request a written statement of consent from all identified governmental entities, sewerage agencies, and BPU related sewer and water utilities that may be affected by, or otherwise have a substantial interest in, approval of the amendment proposal; and

**WHEREAS,** the proposed amendment would expand the Authority's sewer service area by 0.2 acres to serve a single-family home on Block 12, Lot 10, Riverdale Borough, Morris County; and

WHEREAS, the Authority is desirous of consenting to the proposed amendment to the Northeast Water Quality Management Plan;

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

- 1. The Authority hereby consents to the Proposed Amendment to the Northeast Water Quality Management Plan, New Jersey Department of Environmental Protection Program Interest No. 435442AMD180009, for the purpose of its incorporation into the applicable Water Quality Management Plan(s).
- 2. This consent shall be submitted to the New Jersey Department of Environmental Protection in accordance with N.J.A.C. 7:15-3.5(g)(6).

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

PEQUANNOCK, LINCOLN PARK March 11, 2020 4:	AND FAIRFIELD S 30 pm	SEWERAGE AUTHORITY REGULAR MEETING
ATTEST:	Bank of	16
David A. Runfeldt, Secretary  Dated: March 11, 2020  I do hereby certify that the fore	Robert A. Voorman,	Chairman  of a Resolution passed by the
Pequannock, Lincoln Park and Fairfield		•
11, 2020.	Saren Ko	No
On motion by Mr. Verdonik, seco the Operating Vouchers (copy attached),	onded by Mr. Kerwin, was approved by the	Resolution #20-031, Payment of following vote:
VOTED AYE: VERDONIK, KERWIN, SC ABSENT: RUNFELDT, PHELAN, CAMP		ORMAN
On motion by Mr. Verdonik, seco the Construction Vouchers (copy attached	nded by Mr. Kerwin, d), was approved by t	Resolution #20-032, Payment of he following vote:
VOTED AYE: VERDONIK, KERWIN, SC ABSENT: RUNFELDT, PHELAN, CAMP	HMDIT, NOTTE, VOC ISI	ORMAN
ADJOURNMENT:		
On motion by Mr. Schmidt, secon no further business to come before the Au	nded by Mr. Verdonik uthority, the meeting v	, and all in favor and there being vas adjourned at 5:31 p.m.
David A Runfeldt, Secretary Dated: March 11, 2020	Karen Napolitar	Capolitaur no, Recording Secretary

# PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

# TREASURER'S REPORT Board Meeting 3/11/20

# Period Ending February 29, 2020

#### **ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION Revenue Account Operating Checking Account Payroll Checking Account Renewal & Replacement  CONSTRUCTION AND GENERAL Construction Improvements General	\$12,743,843.67 96,073.15 22,777.79 5,112,114.28 \$4,031,564.86 236,924.07	\$17,974,808.89 4,268,488.93
TOTAL FUNDS FEBRUARY 29, 2020		\$22,243,297.82
MONTHLY EXPENDITURES:		a a
OPERATIONS AND ADMINISTRATION Operating Bills Payroll - Salaries & Wages - Benefits - Taxes	\$371,017.21 * 176,420.30 311,518.88 * 13,246.95	\$872,203.34
CONSTRUCTION		72,068.45_*
TOTAL EXPENDITURES FOR FEBRUARY 2020		\$944,271.79

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

Jerry J. Motte, Treasurer

Karen Napolitano, Secretary to the Board

#### OPERATING RESOLUTION #20-031

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 #20655 through #20746 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.

2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
AEA		20655	770.00	Regististration/RNB & TB	31.24
Accurate Pest Control, Inc.		20656		Pest Control/Feb'20	51.41
ADP, Inc (Louisville)		20657		Quarterly/Year End Reports/W-2's	31.38
Allen Paper & Supply Co.		20658		Cleaning Supplies	51.41
Amazon		20659		1099 Forms/Admin Supplies	31.33
American Express/RNB		20660		NJBIA Leave Seminar/D. Tresca (2/26)	31.24
American Wear		20661		Uniforms	51.43
Applied Analytics, Inc.		20662	150.00	ABB Keypad/JPS Low Pump	51.31
Applied Analytics, Inc.		20663		ABB Service/Flowmeter/M14	51.56
Applied Analytics, Inc.		20664		VFD Contol Panel/SPS Pump#3	61.10
Borough of Lincoln Park Water & Sewer		20665		Ryerson/Pine Brook Rd(11/1/19-1/31/20)	51.14
Cintas		20666		Re-Stock First Aid Kits	51.44
City Ladder Co.		20667		Aluminum Ext. Ladder/Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		20668		General & Retainer/Jan'20	51.58
Constellation NewEnergy, Inc.		20669		Plant (1/21-2/18/20)	51.11
Constellation NewEnergy, Inc.				Pumpstations (1/7-2/4/20)	51.12
Costello's Hardware		20670		Shop & Operations Supplies	51.31
Country Road Automotive	l	20671		Front End Repair/Ford F350	51.36
Daskal, LLC		20672		Deepavaal Roof Replacement	61.10
Electronic Drives and Controls		20673		Ser/Bad VFD/SPS Pump#3	51.32
Engineered Solutions Corp.		20674		Monthly Domain Name/Reflexion N/C	51.52
Engineered Solutions Corp.				Monthly Off Site Backup Storage N/C	51.52
Engineered Solutions Corp.				Cybersecurity	51.52
Engineered Solutions Corp.				Computer Support/Operations	51.52
Engineered Solutions Corp.				Network Extension/Collection System	61.10
Engineered Solutions Corp.				Computer Support/UASI	61.10
Environmental Resource Assoc.		20675		Lab Samples	51.65
Fairfield Maintenance Inc.		20676		Paper Rolls/Icon Units/UST	51.31
Fairfield Maintenance Inc.		20677		Monthly UST Inspection/Feb'20	51.65
FedEx		20678		Postage/ADP Security Breach to Former EEs	31.34
Finch Fuel Oil Co. Inc.		20679		Fuel Oil/Plant (2/7)	51.13
Fisher Scientific		20680		Lab Supplies	51.42
Fisher Scientific		20681		Spectrophotometer/Lab	51.42
Garden State Laboratories		20682		Chemical Anaylsis/Dec-Jan	51.65
Grainger, Inc.		20683		Parts/Shop & Operations Supplies	51.31
Grainger, Inc.				Cleaning Supplies	51.41
Grainger, Inc.				Safety Supplies	51.44
Hach Company		20684		Lab Supplies	51.42
Home Depot		20685		Nozzles/Operations	51.31
Home Depot				Cycle Oil/Operations	51.34
Home Depot			88.98	Paint Supplies/Operations	51.35
Home Depot				Soap/Operations	51.41
Institute for Professional Development		20686		Local Public Procurement/K.Napolitano (4/2)	31.24
Jersey Central Power&Light		20687	12,903.98		51.11
Jersey Central Power&Light				Pumpstations	51.12
Kaman Automation, Inc.		20688		PLC Annual Support Renewal	51.52
Loraine Tuohey		20689		Retiree Health Benefits Mar'20	21,12R
Maraziti Falcon, LLP		20690		NJPDES Permit - Dec'19-Jan.'20	51.68
McMaster-Carr Supply Co.		20691		Parts/Hypo & RAS Pumps/Shop Supplies	51.31
MGL Printing Solutions		20692		Checks/Manual Payroll	31.33
Michael E. Solla		20693		Retiree Health Benefits Mar'20	21.12R
Mott MacDonald Group, Inc.		20694		GIS Services	51.53
Mott MacDonald Group, Inc.		-5555		Operations	51.53
Mott MacDonald Group, Inc.				Site Restoration/Conduits	51.53
Mott MacDonald Group, Inc.				General Consulting/Feb'20	51.53
Mott MacDonald Group, Inc.				Grit Pump Room Gravity Drain	51.53
Mott MacDonald Group, Inc.		20695		LSRP Services 2019-20	51.63
Mott MacDonald Group, Inc.		20696		Permit Assistance	51.63
Mott MacDonald Group, Inc.		20697		Unit Substations	61.10
ITTOO TO TO WILL THE TOTAL TO THE TOTAL TOTAL TO THE TOTAL TO TH	1	20698		Deepavaal Roof Replacement	61.10

Mott MacDonald Group, Inc.	1	20699	5 750 83	Medium Voltage Transformer	61.10
Mott MacDonald Group, Inc.		20700		Intermediate Settling Tanks	61.10
Neozyme International, Inc.	ß II	20701		EcoCatalyst/Degreaser/PS	51.21
Nestle Pure Life		20702		Water/Feb'20	51.14
New Jersey Manufacturers Ins., Co.	1	20703		W. Comp/Pym't #3 of 11	51.48
NJDEP/Environmental Lab. Certif. Prog.		20704		Renew Lab Certification Fee	51.62
NJWEA, Registrar		20705		Workshop/Registration (10) & Member Fees (2)	31.24
North Central Laboratories		20706		Lab Supplies	51.42
North Jersey Media Group Inc .		20707		Public Notice/Board Meeting Schedule	31.32
North Jersey Pump & Controls		20708		Level Transducer System/JPS	51.32
One Call Concepts		20709		One Call Messages/Jan'20	51.62
Optimum (Cablevision)		20710		Internet Service (2/16-3/15/20)	31.35
Parker Publications		20711		Legal Notices/Mtg Schedule/Contracts	31.32
Passaic Valley Sewerage Commission		20712		Liquid Sludge (2/1-2/29/20)	51.55D
Pitney Bowes Credit Corp.		20713		Postage Meter Lease/Feb-Apr'20	31.34
PSE&G		20714		Jane & Fairfield Roads	51.12
PSE&G		20715		Glenroy Road	51.12
Quality Controls,Inc.		20716		Nylon Air Valve/PF#3 Backwash Line	51.31
R&D Trucking		20717		Sludge Removal (2/1-2/28/20)	51.55H
Raritan Supply Company		20718		Saddle/Shop Supplies	51.31
Seton Identification Products		20719		Phenolic Name Plates/Safety	51.44
Sherwin Williams		20720		Paint/Operations	51.35
Skyline Environmental, Inc.		20721		Health & Safety Training	51.64
Spectraserve, Inc.		20722		Residual Solids Removal & Tank Cleaning	61.10
State of NJ/Pensions & Benefits/PERS		20723		Annual Appropriation	21.11
State of NJ/Pensions & Benefits/SHBP		20724		Health and Dental Benefits	21.12
Suburban Energy Services		20725		Tank Rental (1 Year)	51.26
TBSA/Hector Cadavid		20726		Mileage/Math Refresher Course (2/12)	31.21
TBSA/Karen Napolitano		20727		Mileage/Purchasing Seminar (2/2)/HR (2/27)	31.21
TBSA/Karen Napolitano				Admin & Board Mtg Supplies	31.33
TBSA/Michael A. Nix		20728		Mileage/Math Refresher Course (2/12)	31.21
TBSA/Petty Cash		20729	53.19	Mileage/L. Ciampa/PO/D. Tresca Seminar (2/26)	31.21
TBSA/Petty Cash			193.75	Food/Board Mtg (1/8 & 2/12)	31.36
TBSA/Petty Cash			20.00	Flu Shots/1 Employee	51.64
TBSA/Robert N.Bongiovanni		20730	180.30	Cell Phone (11/21-2/20/20)	31.35
Tek-Sales Inc.		20731	741.00	Knife Gate Valve/Shop Supplies	51.31
Tessco Technologies		20732	239.70	Cable/Lease Line Equipment/SPS/DPS/Plant	61.10
United Business Systems		20733		Canon Copier/9 of 20 Quarterly Pymts	31.31
United Cooling & Refrigeration Inc.		20734		PM/Feb-Apr'20/Pym't 4 of 4	51.33
United Equipment & Fabricators		20735		1st Stage Aerator Blades/Aerator #110	51.31
UPS		20736		Shipping Service	31.34
USA Blue Book		20737		Lab Supplies	51.42
Verizon	14	20738		Telephone (2/13-3/27/20)	31.35
Verizon				Lease Line (2/13-3/12/20)	31.37
Verizon Wireless		20739		Modems (Jan-Feb)	31.37
W. B. Mason Co., Inc.		20740		Admin/Operations Supplies	31.33
Wallington Plumbing & Heating Supply		20741		Parts/Shop Supplies	51.31
Waste Mgmt. of New Jersey, Inc.		20742		8 Yard Dumpster/Mar	51.51
Wayne Electrical Supply Company		20743		Parts/Grip Pump/Shop/Plant Lighting	51.52
William Murphy		20744		Retiree Health Benefits Mar'20	21.12R
Willis of New Jersey, Inc.		20745		Renew/Package/Auto Pymt #2	51.48
Wizard Printing Co.		20746	139.03	Signature Stamp/Letterhead	31.33
2020 BUDGET TOTAL		i.	690,003.51	'	<b>!</b> ?
McMaster Carr Supply Co.	40180	20612	-3 011 95	Bookkeeping Correction	51.31
McMaster Carr Supply Co.	40180	20612		Bookkeeping Correction	51.31
Mott MacDonald	40182	20614		Bookkeeping Correction	51.53
Mott MacDonald	40182	20614		Bookkeeping Correction	81.10
Corrosion Products	39854	20335		Bookkeeping Correction	61.00
Corrosion Products	39854	20335		Bookkeeping Correction	61.10
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IT IS HEREBY CERTIFIED, this is a true and correct copy of a Lincoln Park and Fairfield Sewerage Authority held on March 11,	Resolution adopted on Roll Call at a Regular Meeting of the Pequannock, 2020.
Dated: March 11, 2020	Robert A. Voorman, Chairman  Suff Toutle  Jerry J. Notte, Treasurer  Rapoletano
	Karen Napolitano, Sécretary to the Board

# CONSTRUCTION RESOLUTION #20-032

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 #1003 through #1009 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.

2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Cleary Giacobbe Alfieri Jacobs, LLC		1003	370.00	Plant Improvements/Jan'20	84.41
Engineered Solutions Corp.		1004	14,077.00	Project #1 Completion/Headworks	84.23
Iron Hills Construction, Inc.		1005		Beam & Hoist Installation/CPS	81.10
Kievit Concrete & Masonary, LLC		1006	7,650.00	Wall & Handrail Installation	84.24
Mott MacDonald Group, Inc.		1007		CPS Jockey Pump	81.10
Mott MacDonald Group, Inc.		1008	11,080.31	Future Plant Improvement/Nitrate Study	82.30
Mott MacDonald Group, Inc.		1009	5,510.28	Odor Control Platform	84.23
Mott MacDonald Group, Inc.			10,957.63	Proj. #1 Closeout Tasks/Eng Support	84.23

2020 BUDGET TOTAL

72,068.45

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 11, 2020.

Dated: March 11, 2020

Robert A. Voorman, Chairman

Jerry J. Notte, Treasurer

Karen Napolitano, Secretary to the Board