

**PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY**  
**REGULAR MEETING MINUTES**  
**November 7, 2023**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Tuesday, November 7, 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, David Kohle

Absent: David Runfeldt, Jerry Notte, Anthony Campisi

Also Present: Thomas Bongiovanni, Executive Director; Ernest DeGraw, Plant Superintendent; Brian Carey, Authority Engineer; Karen Napolitano, Secretary; John Napolitano, 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:** October 11, 2023 (Regular Meeting)

Mr. Schmidt called for a motion to approve the Regular Meeting Minutes of October 11, 2023, seconded by Mr. Verdonik.

AYES: Schmidt, Verdonik, Boorady, Kohle

ABSENT: Runfeldt, Notte, Campisi

ABSTAINED: Voorman

**REPORTS OF COMMITTEES**

**FINANCE**

Mr. Notte was absent. Mr. Kohle referred to the Treasurer's Report for the month of November (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 November.

**PLANT OPERATIONS**

Mr. Schmidt referred to the Operations Report on the table. Mr. DeGraw reported that the plant is running well.

**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

## **LEGAL and PUBLIC RELATIONS**

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

## **MANAGEMENT REPORT**

Mr. Bongiovanni provided updates on the following topics;

1. An update on the current status of the Service Agreement discussions was provided. Mr. Bongiovanni anticipates holding additional meetings before closing this task.
2. The Wage and Salary guide update, originally anticipated to be provided today, is on hold until sufficient progress is made in the Union negotiations.
3. TBSA reactivated the NJ Cash Management Fund account and anticipates depositing a portion of available funds in the coming weeks.
4. Adoption of both the TBSA and DCA budget are both on the agenda today. The TBSA budget allocations have not changed since first being presented for discussion.

## **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. Mr. Carey gave an update on the status of the NJ Natural Gas coordination for the Boiler Project.

## **UNFINISHED BUSINESS:** FY 2023 Preliminary User Charge Adjustments

Mr. Bongiovanni reviewed the latest User Charge Adjustment calculations. The total refund, through the month of October, is approximately \$464,000. Final adjustments and refund alternatives will be presented and decided at the December 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.

## **RESOLUTIONS:**

### **RESOLUTION #22-052 2024 ADOPTED BUDGET RESOLUTION Pequannock-Lincoln Park-Fairfield Sewerage Authority FISCAL YEAR: December 1, 2023 to November 30, 2024**

WHEREAS, the Annual Budget and Capital Budget/Program for the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning, December 1, 2023 and ending November 30, 2024 has been presented for adoption before the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority at its open public meeting of November 7, 2023; and

WHEREAS, the Annual Budget and Capital Budget as presented for adoption reflections each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereof, if any, which have been approved by the Director of the Division of Local Government Services; and

WHEREAS, the Annual Budget presented for adoption reflects Total Revenues of \$12,791,101.00, Total Appropriations including any Accumulated Deficit if any, of \$12,791,101.00 and Total Unrestricted Net Position planned to be utilized as funding thereof of \$0.00; and

WHEREAS, the Capital Budget as presented for adoption reflects Total Capital Appropriations of \$4,845,000.00 and Total Unrestricted Net Position planned to be utilized as funding thereof, of \$2,837,195.00; and

NOW, THEREFORE BE IT RESOLVED, by the governing body of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority, at an open public meeting held on November 7, 2023 that the Annual Budget and Capital Budget/Program of the Pequannock, Lincoln Park, and Fairfield Sewerage Authority for the fiscal year beginning, December 1, 2023 and ending November 30, 2024 is hereby adopted and shall constitute appropriations for the purposes stated; and

BE IT FURTHER RESOLVED, that the Annual Budget and Capital Budget/Program as presented for adoption reflect each item of revenue and appropriation in the same amount and title as set forth in the introduced and approved budget, including all amendments thereto, if any, which have been approved by the Director of the Division of Local Government Services.

(Secretary's Signature)

November 7, 2023

(Date)

Governing Body Member:	Recorded Vote			
	Aye	Nay	Abstain	Absent
David G. Kohle	X			
David A. Runfeldt				X
Raymond Verdonik	X			
Arthur J. Schmidt	X			
Thomas Boorady	X			
Jerry J. Notte				X
Anthony G. Campisi, Jr.				X
Robert A. Voorman	X			

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

**RESOLUTION #23-053: Adoption of FY 2024 Budget - TBSA Format**

**WHEREAS**, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the “Authority”) approves various Resolutions which adopt and amend the Authority budget for the year ending November 30, 2024; and

**WHEREAS**, the said Resolutions and form of budget attached to them are required by the State of New Jersey, Division of Local Government Services; and

**WHEREAS**, the Authority has prepared its own form of budget for the fiscal year ending November 30, 2024, which details and supplements the budget form of the Division of Local Government Services; and

**WHEREAS**, the Authority does determine that the Authority form of budget is necessary for the orderly and efficient conduct of the Authority business during the course of its fiscal year;

**NOW, THEREFORE BE** It Resolved, by the Pequannock, Lincoln Park, and Fairfield Sewerage Authority that the Authority form of budget for the fiscal year ending November 30, 2024, a copy of which is on file with the Executive Director, is approved and adopted.

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

**RESOLUTION #23-054: Operating Vouchers Approval (copy attached)**

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

**RESOLUTION #23-055: Construction Vouchers Approval (copy attached)**

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

**RESOLUTION #23-056: 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:

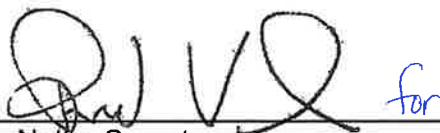
1. The following matters are to be discussed by the Authority on a confidential basis as provided for in Section 7B of the Act:
  - a. Union Contract Negotiations
2. The matters will be considered at this meeting and the public shall not be admitted to this discussion.
3. It is not known when or if the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

On motion by Mr. Schmidt, seconded by Mr. Voorman, and all in favor, Closed Session was approved.

The meeting went into Closed Session at 4:38 p.m. and reconvened to the public at 5:18 p.m.

**ADJOURNMENT**

There being no further business to come before the Authority, on motion by Mr. Schmidt, seconded by Mr. Voorman, and all in favor, the meeting was adjourned at 5:18 p.m.



Jerry J. Notte, Secretary  
Dated: November 7, 2023



Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 11/7/23

Period Ending October 31, 2023

**ACCOUNT BALANCES:**

OPERATIONS AND ADMINISTRATION

Revenue Account	\$6,962,304.16	
Certificates of Deposit - Revenue	\$7,269,496.83	
Operating Checking Account	145,411.62	
Payroll Checking Account	223,494.86	
Renewal & Replacement	2,226,993.27	
Certificates of Deposit - R&R	<u>4,093,000.00</u>	\$20,920,700.74

CONSTRUCTION AND GENERAL

Construction Improvements	\$1,788,315.61	
Certificates of Deposit - Construction	\$4,000,000.00	
General	<u>0.00</u>	<u>5,788,315.61</u>

TOTAL FUNDS OCTOBER 31, 2023		<u><u>\$26,709,016.35</u></u>
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**MONTHLY EXPENDITURES:**

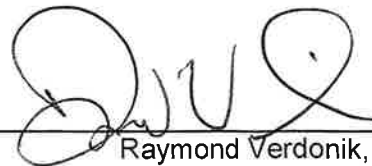
OPERATIONS AND ADMINISTRATION

Operating Bills	\$273,788.85 *	
Payroll - Salaries & Wages	187,397.69	
- Benefits	50,436.55 *	
- Taxes	<u>13,488.57</u>	\$525,111.66

CONSTRUCTION		<u>3,425.00 *</u>
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TOTAL EXPENDITURES FOR OCTOBER 2023		<u><u>\$528,536.66</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 #23-054

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 #24119 through #24193 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.		24119	89.17	Pest Control/Oct'23	51.41
Amazon		24120	728.18	Calendars/Planners/Plant	31.33
Amazon			29.48	Lysol Wipes/Admin	51.41
American Aquatic Testing, Inc.		24121	1,035.00	Acute Bioassay/Ammonia Analysis	51.65
American Wear		24122	497.00	Uniforms	51.43
Blue Diamond Disposal, Inc.		24123	454.75	Garbage Disposal (11/1-11/30/23)	51.51
Borough of Lincoln Park Water		24124	1,453.40	Lincoln Boulevard (7/1-9/30/23)	51.14
Clark Transmission Co.		24125	1,330.94	V-Belts/Couplings/PM & Shop Supplies	51.31
Cleary Giacobbe Alfieri Jacobs, LLC		24126	1,800.00	General & Retainer/Sep'23	51.58
Corrosion Products, Inc.		24127	20,670.75	Impeller/Wear Rings/2nd Stg Eff Pump #1	61.10
Costello's Hardware		24128	1,048.27	Parts/Air Compressor/Shop Supplies	51.31
Costello's Hardware			119.73	Paint & Supplies/Operations	51.35
Costello's Hardware			99.31	Wash/Scrub Brushes/Shop Supplies	51.41
Costello's Hardware			7.35	Ant Traps/Shop Supplies	51.54
David Weber Oil Company		24129	5,967.15	Gear Oil/Hydraulic Oil/Grease/Plant PM	51.34
Direct Energy Business		24130	41,106.89	Plant Electric (9/21-10/19/23)	51.11
Direct Energy Business			224.80	Pumpstations Electric (9/8-10/1/23)	51.12
Donna Peteja		24131	587.70	Retiree Health Benefits/Nov'23	21.12R
Engineered Solutions Corp.		24132	4,895.70	Computer Support/Operations	51.52
Engineered Solutions Corp.			2,720.00	Instrumentation Troubleshooting	51.56
Fairfield Maintenance Inc.		24133	339.00	Monthly UST Inspection/Sep'23	51.65
Fisher Scientific		24134	1,198.78	Filters/Chemicals/Lab	51.42
Flow Assessment Services LLC		24135	616.50	Calibration of M14	51.56
Garden State Laboratories		24136	545.00	Chemical Analysis/Sep'23	51.65
Grainger, Inc.		24137	1,554.71	Scaffold Tower/Shop Supplies	31.31
Grainger, Inc.			2,591.31	Diverter/Bulbs/Cabinet/Shop Supplies	51.31
Grainger, Inc.			190.80	Rain Jackets/Shop Supplies	51.43
Grainger, Inc.			572.95	Fire Rated Pants/Safety Lanyard/Supplies	51.44
Grainger, Inc.			57.58	Garden Hose Hanger/Shop Supplies	51.54
Hogan Security Group, LLC		24138	5,738.16	WWTP Perimeter Door Repairs	51.33
Home Depot		24139	29.76	Kneeling Pads/Operations	51.31
Home Depot			291.16	Pressure Washer/Dish Soap/Operations	51.41
Idexx Laboratories		24140	1,298.52	Colilert/Quanti-Trays/Lab	51.42
In-Line Air Conditioning Co., Inc.		24141	11,970.08	Repl.Compressor/Refrigerant/Lab HVAC	51.33
Jersey Central Power & Light		24142	12,788.58	Plant Electric	51.11
Jersey Central Power & Light			40.47	Pumpstations Electric	51.12
McMaster-Carr Supply Co.		24143	853.28	Parts/Time Delays/Splice Kit/Shop Supplies	51.31
Michael E. Solla		24144	700.00	Retiree Health Benefits Nov'23	21.12R
Miller Energy Inc.		24145	4,248.65	Pulsar Duet Transducers	51.31
Mott MacDonald		24146	2,002.00	Transformer & Switchgear	51.53
Mott MacDonald		24147	2,100.00	General Consulting/Oct'23	51.53
Mott MacDonald		24148	2,783.35	IPP Services 2023-2024	51.63
Mott MacDonald		24149	1,996.50	Solids Building Boiler Replacement	61.25e
Mott MacDonald		24150	1,519.00	JPS Upgrade	61.26e
New Jersey Manufacturers Ins. Co.		24151	8,704.00	Workers Compensation	51.48
North Jersey Media Group Inc .		24152	114.28	Public Notice/Synopsis of Audit	31.32
One Call Concepts		24153	51.48	One Call Messages/Oct'23	51.62
Optimum (Cablevision)		24154	180.70	Internet Service (10/16-11/15/23)	31.35
Pace Analytical Services, LLC		24155	4,095.00	PFAS Testing	51.65

Payee	Check #	Voucher #	Amount	Description	Account
Passaic Valley Sewerage		24156	42,821.25	Liquid Sludge Disposal (10/1-10/31/23)	51.55D
Primepoint, LLC		24157	229.12	Payroll Processing/Oct'23	31.38
PSE&G		24158	2,153.46	Fairfield & Jane Roads Electric	51.12
PSE&G		24159	3,557.32	Glenroy Road Electric	51.12
R&D Trucking		24160	24,610.95	Sludge Removal (10/1-10/31/23)	51.55H
Raritan Supply Company		24161	5,410.86	Flange Adapters/Pressure #4 Leak	61.10
Ready Refresh		24162	628.58	Water/Oct'23	51.14
Recchia Landscaping		24163	1,950.71	Lawn Maintenance/Oct'23	51.54
Robert Bongiovanni		24164	700.00	Retiree Health Benefits/Nov'23	21.12R
Sherwin Williams		24165	697.85	Paint/Pressure Filters	51.35
Skyline Environmental, Inc.		24166	6,082.50	Health & Safety Training	51.44
State of NJ/Pensions & Benefits		24167	60,432.91	Health & Dental Benefits	21.12
State of NJ/Community Affairs		24168	191.00	Life Hazard Use Renewal Fee	51.62
TBSA/Brian Carey		24169	1,961.32	Expenses/WEFTEC (9/30-10/5)	31.21
TBSA/Brian Carey		24170	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Ernest DeGraw		24171	2,015.26	Expenses/WEFTEC (9/30-10/5)	31.21
TBSA/Ernest DeGraw		24172	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Jason Tillery		24173	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Joseph Gibson		24174	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Karen Napolitano		24175	161.92	Office Supplies/Plant/Admin	31.33
TBSA/Karen Napolitano			300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Nicholas Stein		24176	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Patrick Tuohey		24177	1,826.04	Expenses/WEFTEC (9/30-10/5)	31.21
TBSA/Patrick Tuohey		24178	300.00	Cell Phone/Jun-Nov'23	31.35
TBSA/Petty Cash		24179	114.85	Food/Board Meeting (10/11)	31.36
TBSA/Petty Cash			20.00	Flu Vaccine	51.64
TBSA/Richard Walter		24180	300.00	Cell Phone/Jun'23-Nov'23	31.35
TBSA/Thomas Bongiovanni		24181	1,961.87	Expenses/WEFTEC (9/30-10/5)	31.21
TBSA/Thomas Bongiovanni		24182	562.62	Cell Phone/Jun-Nov'23	31.35
United Equipment & Fabricators		24183	1,142.00	Modify Grating/Install Hatch/2nd Stg Aeration	51.31
USA Blue Book		24184	1,680.31	Lab Supplies	51.42
USA Blue Book			167.80	Marking Flags/Carrier/Safety	51.44
USALCO Baltimore Plant, LLC		24185	11,743.19	Polyaluminum Chloride	51.25
Verizon		24186	790.53	Telephone 10/13-11/27/23	31.35
Verizon Wireless		24187	380.56	PS Modems	31.37
W. B. Mason Co., Inc.		24188	451.51	Office Supplies	31.33
Wallington Plumbing & Heating		24189	313.86	Faucet/Braided Line/Shop Supplies	51.31
Water Environment Federation		24190	117.00	M Nix Membership	31.22
Wayne Auto Supply		24191	36.72	Hydraulic Spin Filters/Shop Supplies	51.31
Wayne Electrical Supply Company		24192	2,170.72	Parts/RAB LED Lighting/Shop Supplies	51.31
William Murphy		24193	700.00	Retiree Health Benefits/Nov'23	21.12R

2023 BUDGET TOTAL

334,221.76

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 November 7, 2023.

Dated: November 7, 2023

David G. Kohle, Chairman

Raymond Verdonik, Treasurer

Karen Napolitano, Secretary to the Board

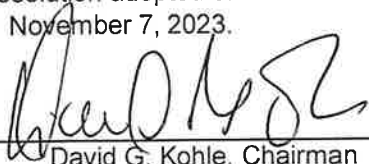
CONSTRUCTION  
RESOLUTION #23-055

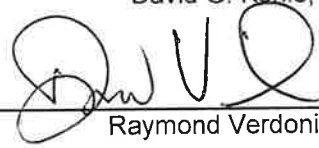
BE IT RESOLVED, by The Pequannock, Lincoln Park and Fairfield Sewerage Authority, that the bills on the list annexed hereto and made a part hereof be approved for payment and that after Voucher #1076 through #1076 have been approved by the Chairman or the Treasurer, the Treasurer shall issue warrants in payment thereof, when there are sufficient funds available to meet them.

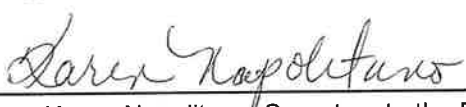
Payee	Check #	Voucher #	Amount	Description	Account
Engineered Solutions Corp.		1076	3,425.00	Control Enhancements/Headworks	81.10
2023 BUDGET TOTAL			3,425.00		

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 November 7, 2023.

Dated: November 7, 2023

  
\_\_\_\_\_  
David G. Kohle, Chairman

  
\_\_\_\_\_  
Raymond Verdonik, Treasurer

  
\_\_\_\_\_  
Karen Napolitano, Secretary to the Board