

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JANUARY 8, 2014 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, January 8, 2014 at 6:00 p.m. in the evening, in its Administration Building, Lincoln Boulevard, Lincoln Park, New Jersey. Chairman Schmidt called the meeting to order at 6:02 p.m.

ROLL CALL:

On roll call, the members present were: Robert Voorman, Richard Phelan, Raymond Kerwin, James Wild, Jerry Notte, Arthur Schmidt

ABSENT: Raymond Verdonik, Anthony Campisi (*both excused*)

Also Present:

Johnson & Conway: John Napolitano

Hatch Mott MacDonald: John Scheri

Black and Veatch: Robert Rectanus, Jr., P.E.

TBSA: Robert N. Bongiovanni
Michael E. Solla
Dale Allen

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 mailing said notice and agenda to the following official newspapers:

THE CALDWELL PROGRESS
NORTH JERSEY NEWSPAPERS (RECORD & HERALD)
THE SUBURBAN TRENDS

MINUTES APPROVAL:

On motion by Mr. Voorman, seconded by Mr. Phelan, the Minutes of the Meeting of December 11, 2013 were approved by the following vote:

VOTED AYE: VOORMAN, PHELAN, KERWIN, WILD, NOTTE, SCHMIDT

ABSENT: VERDONIK, CAMPISI

REPORTS OF COMMITTEES:

FINANCE:

Mr. Voorman noted the Treasurer's Report for the month of January (copy attached), the monthly financial reports for Hatch Mott MacDonald and Johnson and Conway along with the vouchers. He recommended payment of the vouchers as presented.

PURCHASING and PERSONNEL:

Mr. Phelan presented the Personnel Actions for the month of January. On motion by Mr. Phelan, seconded by Mr. Wild the Personnel Actions were approved by the following vote:

VOTED AYE: PHELAN, WILD, VOORMAN, KERWIN, NOTTE, SCHMIDT

ABSENT: VERDONIK, CAMPISI

PLANT OPERATIONS:

Mr. Kerwin noted the Operating report on the table.

PLANNING and EXPANSION:

Jerry Notte turned the floor over to Bob Rectanus of Black and Veatch for a committee report. Mr. Rectanus gave the Board an update on the Project #1 Plant Upgrades. He noted that the 3rd project workshop was completed today with the Authority staff and that they are right on schedule in developing the basis of design of the facility upgrades. A defined scope of work was identified including the design needs and the Authority's expectations. Plans will be received by the Authority by the end of the month including drawings for a separate building for the plant headworks along with the comprehensive costs. Focus will now be on the submittal requirements for the NJEIT which is due on March 3rd. Work will continue on the design documentation to support that submittal. The next submittal for the Treatment Works Approval Permit will be completed and sent to the state in April. Mr. Rectanus also discussed the generator facilities and high voltage switch gear facility. The Plant Pumping Stations Upgrades were also discussed. John Scheri of HMM stated that they are moving ahead with the designs for the pumping stations as well. He said the next major step is to submit the packages to the state and follow with the permitting applications. Mr. Scheri discussed the wetlands permitting. Mr. Notte suggested that a technical memorandum be completed. It was noted that the minutes from all workshops be made available to the Board.

Mr. Rectanus of Black and Veatch left the meeting at 6:15 p.m.

CONSTRUCTION:

Chairman Schmidt stated that there are no active projects at the Authority at this time.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Wild had nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi was absent.

EXECUTIVE DIRECTOR'S REPORT:

Mr. Bongiovanni did not have a formal report. He discussed the possibility of moving all accounts to Valley National Bank, noting that John Napolitano will be reviewing the documents provided by the VNB for necessary signatures.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT:

1. Energy Group Meeting

The Meeting was held on December 9th and a decision was made to proceed with regular bidding instead of going with reverse auction. He noted the resolution on the agenda authorizing him to make the decision for the Authority as previously done.

2. Memorandum Of Understanding

The MOU was completed, signed and submitted for the FEMA Funding.

3. NACWA Letter

NACWA is trying to have the EPA stay the March 16, 2016 deadline. He noted the letter on the table signed by the Executive Director, addressed to the DEP officially informing them that the Authority will be shutting down the incineration by March 1, 2016. The Authority asked the state to verify that it does not have to be part of the Title 5 Permit and that the TBSA can still continue to operate until March 1, 2016.

4. Energy Curtailment:

The Authority is in receipt of another check. Patrick Tuohey is in contact with the curtailment representative to review the funds received. He feels there is an error and will get back to the Board next month.

UNFINISHED BUSINESS:

None

NEW BUSINESS: Appointment of Nominating Committee

Chairman Schmidt appointed the following Nominating Committee: Jerry Notte of Fairfield as Chairman; Robert Voorman of PRBRSA, Richard Phelan of Pequannock, and Raymond Kerwin of Lincoln Park.

CORRESPONDENCE:

All members received copies of the correspondence prior to the meeting. The correspondence was reviewed and discussed. All correspondence is on file with the Authority Secretary.

PUBLIC DISCUSSION:

None

RESOLUTIONS:

On motion by Mr. Phelan, seconded by Mr. Kerwin, Resolution #14-001, Renewal of Contract for Computer Systems Engineering Services (ESC-not to exceed \$50,000) was approved by the following vote:

VOTED AYE: PHELAN, KERWIN, VOORMAN, WILD, NOTTE, SCHMIDT

ABSENT: VERDONIK, CAMPISI

RESOLUTION #14-001

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (the "Authority") requires the services of a computer systems engineer to assist the Authority with its operations; and

WHEREAS, Engineered Solutions Corporation ("ESC") has submitted a proposal dated December 27, 2013 to perform said services; and

WHEREAS, it is the Authority's desire to award a contract to ESC for this work; and

WHEREAS, a contract for professional services may be let without the requirement for bidding as set forth in the New Jersey Public Contract Law.

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

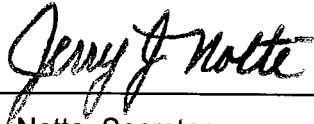
1. The Authority is authorized and directed to renew the December 13, 2000 agreement, as amended, with Engineered Solutions Corporation for the proposed work, at a not to exceed annual amount of \$50,000, commencing on February 1, 2014 for a period of one (1) year.

RESOLUTIONS CONT'D:

2. The agreement with ESC shall be in a form acceptable to the Authority counsel.
3. The Authority is directed to publish notification of this contract pursuant to Local Public Contract Laws.

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

ATTEST:



Jerry J. Notte, Secretary
Dated: January 8, 2014



Arthur J. Schmidt, Chairman

On motion by Mr. Phelan, seconded by Mr. Wild, Resolution #14-002, Renewal of Contract for Instrumentation Engineering Services (ESC-not to exceed \$25,000) was approved by the following vote:

VOTED AYE: PHELAN, WILD, VOORMAN, KERWIN, NOTTE, SCHMIDT
ABSENT: VERDONIK, CAMPISI

RESOLUTION #14-002

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for engineering services for an instrumentation service engineer which includes but is not limited to the inspection analysis and electrical repair of instrumentation and controls; and

WHEREAS, the Authority has determined that such engineering services need to be conducted by an individual specialized instrumentation engineering and with repair capabilities; and

WHEREAS, the engineering services and the repair services are extraordinary unspecifiable services because the Authority is currently unaware of its needs, and as its needs arise the necessary instrumentation engineering services and repairs are not ordinarily known until such time as the engineering person retained has an opportunity to inspect and/or test; and

WHEREAS, Engineering Solutions Corporation ("ESC"), 263 Herbert Avenue, Closter New Jersey 07624, is a Firm whom the Authority has determined is particularly trained, qualified and experienced to provide the services required by the Authority;

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

1. That a Professional Services/Extraordinary Unspecifiable Services Contract be awarded to ESC to serve as Instrumentation Service Engineer for a term of one (1) year, commencing February 1, 2014, at a contract price not to exceed \$25,000.

RESOLUTIONS CONT'D:

2. The Authority Chairman is hereby authorized to execute an Agreement to renew this contract with ESC in accordance with the form of Agreement on file and the December 27, 2013 letter proposal from Engineering Solutions Corporation.

3. A Notice of this Professional Services/Extraordinary Unspecifiable Services Contract is to be published in accordance with law.

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

ATTEST:



Jerry J. Notte, Secretary
Dated: January 8, 2014



Arthur J. Schmidt, Chairman

On motion by Mr. Wild, seconded by Mr. Phelan, Resolution #14-003 Authorize Assistant Executive Director to Award Bid on Energy Supply Contract was approved by the following vote:

VOTED AYE: WILD, PHELAN, VOORMAN, KERWIN, NOTTE, SCHMIDT

ABSENT: VERDONIK, CAMPISI

RESOLUTION #14-003

WHEREAS, the Pequannock, Lincoln Park & Fairfield Sewerage Authority ("Authority"), is a participating member of the New Jersey Municipal Utilities Authority Electrical Supply Aggregation (the "Group"); and

WHEREAS, it is the Group's intention to receive bids for the supply of electrical generation service; and

WHEREAS, bids for electrical generation services are valid for a limited time period and must be accepted or rejected at the time of receipt of bid; and

WHEREAS, the bid documents include several pricing options, including, but not limited to, a variable floating rate, a fixed rate and a 50% fixed and 50% variable pricing option which need to be reviewed and an option selected; and

WHEREAS, the Authority wishes to authorize the Assistant Executive Director, Michael E. Solla, in consultation with the Authority's Executive Director, upon receipt and review of the bids to select and accept the lowest responsible bid, other factors included, on behalf of the Authority;

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

Assistant Executive Director, Michael E. Solla, is authorized to accept the lowest responsible bid, other factors included, as required by the electrical generation specifications.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
JANUARY 8, 2014 **6:00 pm** **REGULAR MEETING**


1. Michael E. Solla is authorized to consult with the Executive Director, Legal Counsel, and the Chairman of the Authority as required.

**PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY**

ATTEST:



Arthur J. Schmidt, Chairman




Jerry J. Notte, Secretary
Dated: January 8, 2014

On motion by Mr. Voorman, seconded by Mr. Phelan, Resolution #14-004, Operating Vouchers Approval was approved by the following vote (copy attached):

VOTED AYE: VOORMAN, PHELAN, KERWIN, WILD, NOTTE, SCHMIDT

ABSENT: VERDONIK, CAMPISI

On motion by Mr. Phelan, seconded by Mr. Notte and all in favor and there being no further business to come before the Authority, the meeting was adjourned at 6:36 p.m.



Jerry J. Notte, Secretary
Dated: January 8, 2014



Dale Allen, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT
Board Meeting of 1/8/14

Period Ending December 31, 2013

OPERATIONS AND ADMINISTRATION
ACCOUNT BALANCES:

Operating Checking Account		\$144,021.02
Payroll Checking Account		\$152,573.20
Revenue Account - Trustee	\$1,073,678.87	
NJ Cash Mgm't Fund - Revenue	<u>\$2,613,370.13</u>	
Subtotal:	\$3,687,049.00	\$3,687,049.00
 Total End of Month Balance:		<u>\$3,983,643.22</u>

EXPENDITURES THIS MONTH:

Operating Account - bills, benefits, etc.		\$253,537.87	*
Payroll Account - taxes		\$48,967.62	**
-salaries & wages (net)		\$108,014.76	**
 Total Expenditures for:	December 2013	<u>\$410,520.25</u>	

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

** Amount shown has been deducted from above account balances.

TRUSTEE ACCOUNTS
ACCOUNT BALANCES:

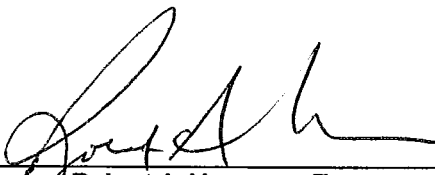
	<u>INVESTMENTS</u>	<u>CASH</u>	<u>TOTAL</u>
General:	\$1,752,905.71	\$0.00	\$1,752,905.71
Bond Service:	\$113.10	\$0.00	\$113.10
Bond Reserve:	\$1,740,790.82	\$0.00	\$1,740,790.82
Bond Renewal & Replacement - Bank:	\$618,364.05	\$0.00	\$618,364.05
- NJCMF:	\$1,679,551.24	\$0.00	\$1,679,551.24
Construction Improvements	\$0.01	\$0.00	\$0.01
 Total End of Month Balance:			<u>\$5,791,724.93</u>

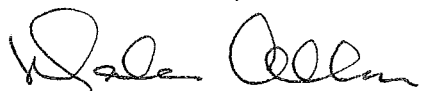
GRAND TOTAL: \$9,775,368.15

EXPENDITURES THIS MONTH:

Construction Improvements	\$0.00
 Total Expenditures for December 2013:	<u>\$0.00</u>

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


Robert A. Voorman, Treasurer


Dale Allen, Secretary to the Board

The Pequannock, Lincoln Park & Fairfield Sewerage Authority

Date: January 8, 2014

Personnel Actions:

Increase **Rate** **Effective**

New Hire

Karen Napolitano
Assistant Office Manager

\$55,000/Yr

February 2014
(Date to be determined)

Union Members

12 members

2.5%

1/1/2014

Vehicle Use Policy

Revised (copy attached)

1/1/2014

OPERATING

RESOLUTION # 14-004

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 #15045 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	Ck #	Vou. #	Ck. Am't	Description	Acc't #
ADP, Inc (Louisville)		15045	143.25	Payroll Processing Chrg	a31.38
Air Liquide America Specialty Gases		15046	131.10	Rental (11/30)	a51.31s
Baxter Rubber Company		15047	76.50	Rubber Sheets/Shop Supplies	a51.31
Cablevision		15048	139.90	Internet Service 12/16-1/15/14	a31.35
Electronic Drives and Controls		15049	1,608.93	Repl/Coil Assembly/CPS Pump#1	a51.32
Electronic Drives and Controls		15050	9,423.87	Factory Rebuild/VFD/SPS Pump#3	a61.10
FedEx		15051	136.13	Postage	a31.34
Ferraioli, Wielkotz, Cerullo & Cuva		15052	2,080.00	Refunding E Bonds	a51.57
Fisher Scientific		15053	379.63	Lab Supplies	a51.42
G & S Tool & Manufacturing Co., Inc.		15054	400.00	MillDown Face/StuffingBox/2ndStg	a51.33
Grainger, Inc.		15055	304.73	Plant Supplies/Meter-Holding Tanks	a51.31
Hatch Mott MacDonald		15056	1,550.00	Gen'l Consult/Nov'13	a51.53
Hatch Mott MacDonald		15057	198.78	NJPDES Review	a51.63
Interstate Waste Services		15058	1,162.88	Service/Nov'13	a51.51
Jersey Central Power&Light		15059	17,430.45	Plant	a51.11
Jersey Central Power&Light			1,773.65	PS'	a51.12
Maraziti, Falcon & Healey,L.L.P.		15060	97.70	TMDL Appeal - Nov'13	a51.68
Maraziti, Falcon & Healey,L.L.P.		15061	352.00	Air Issues/Nov'13	a51.68
MKG Sales Associates, Inc.		15062	1,441.00	Cleaning Supplies/Oper & Maint	a51.41
One Call Concepts		15063	59.50	One Call Messages/Nov'13	a51.62
Power Place		15064	5,489.00	Repl/John Deere Mower	a61.10
PSE&G		15065	268.84	PS/Jane Rd	a51.12
PSE&G		15066	989.69	PS/Fairfield Rd	a51.12
PSE&G		15067	1,221.50	PS/Glenroy Rd	a51.12
RJM Sales, Inc.		15068	311.28	Disposal Air Filters/Oper/Inc#1	a51.31s
SourceMedia		15069	4,081.20	Bond Redemption Advertisements	a31.32
TD Bank		15070	194.59	Service Charge/November	a31.11
Township of Fairfield		15071	307.25	Water/PS' 10/1/13-1/1/14	a51.14
TRI-DIM Filter Corp.		15072	345.09	Filters/H&V PM	a51.31
TRI-DIM Filter Corp.			114.48	Filters/Air Conditioner/Replace Parts	a51.31s
Wallington Plumbing & Heating Supply		15073	116.19	Pts/Shop Supplies/Garage Heat	a51.31
TOTAL 2013 BUDGET			52,329.11		

*1/23/14
moved to
PIF
QES
VL*


2014 BUDGET

Payee	Ck #	Vou. #	Ck. Am't	Description	Acc't #
Accurate Pest Control, Inc.		15074	89.17	Pest Control/Dec'13	b51.41
ADP, Inc (Louisville)		15075	60.50	Time & Attendance Software	b31.38
ADP, Inc (Louisville)			130.07	Payroll Processing Chrg	b31.38
ADP, Inc (Louisville)			150.00	Timeclock Annual Maintenance	b31.38
AllMax Software, Inc.		15076	2,275.00	Renew SoftwareSupport Contract	b51.52
American Express		15077	195.56	Business Expenses	b31.21
American Express			30.00	Salad/Board Meeting	b31.36
American Express			175.34	Project Initiation Meeting	b51.47
American Express			1,799.05	Holiday Functions	b51.47
American Wear		15078	487.85	Uniforms	b51.43
Caldwell Toyota		15079	899.70	New Tires/2010 Highlander	b51.36
Clark Transmission Co.		15080	120.16	Shop Supplies/Pts/Intermediate #3	b51.31
Engineered Solutions Corporation		15081	61.25	Power Supply/Operations Computer Rpr	b51.52
Engineered Solutions Corporation			125.00	RemoteCompAccess/Yrly Subscrip/CEMS	b51.52
Engineered Solutions Corporation			720.00	Comp Supp/Operations	b51.52
Engineered Solutions Corporation			1,432.00	iFIX Drivers Software	b51.52
Engineered Solutions Corporation			1,705.00	Inst TS/Engrg	b51.56
Entel Systems, Inc.		15082	2,356.00	Annual Maint. Contract 1/1/14-12/31/14	b31.35

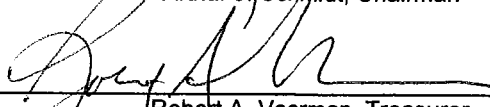
Finch Fuel Oil Co. Inc.	15083	54,717.14	Fuel Oil/Plant	b51.13
Fisher Scientific	15084	799.18	Lab Supplies	b51.42
GCF Inc.	15085	162.16	Relays/Shop Supplies	b51.31
Goodyear Auto Service Center	15086	843.56	Rpr/Tires/F250 Truck	b51.36
Grainger, Inc.	15087	1,352.15	Pts/Shop Supplies/Batteries/Shovels	b51.31
Grainger, Inc.		13.77	Ice Melt	b51.41
Grainger, Inc.		516.33	Rubber Boots/Emergency Lights	b51.44
Hach Company	15088	18.12	Lab Supplies	b51.42
Johnson & Conway, LLP	15089	2,067.05	Ser/Gen'l & Retainer/Dec'13	b51.58
McMaster-Carr Supply Co.	15090	530.41	Pts/Shop Supplies	b51.31
McMaster-Carr Supply Co.		66.34	Tubing/Polymer System	b51.31s
New Jersey Manufacturers Ins. Co.	15091	6,953.56	W.Comp/Pym't #1 of 11	b51.48
PPL EnergyPlus	15092	48,983.91	Plant/40004	b51.11
PPL EnergyPlus		6,884.94	PS'	b51.12
Quench USA	15093	99.75	Contract 1/1/14-3/31/14 Lunchrm	b51.14
R & R Pump & Control Services, LLC	15094	978.04	Spare Level Transducer/CPS	b51.31
State of NJ - Pensions & Benefits	15095	2,009.56	Dental Insurance (1/1-1/31/14)	b21.12
State of NJ - Pensions & Benefits	15096	44,049.42	Health Insurance (1/1-1/31/14)	b21.12
TBSA/Michael Solla	15097	69.23	Pizza/All Employees/Snow Emerg (1/3)	b31.21
TBSA/Michael Solla		109.85	Exp/Meals/Mtgs (12/5 & 12/23)	b31.21
TBSA/Michael Solla		97.87	Cell Phone	b31.35
TBSA/Petty Cash	15098	54.99	Petty Cash (12/4-1/2/14)	b31.36
Township of Randolph	15099	1,100.00	Member/Morris County Co-op	b31.22
True Value Hardware	15100	4.99	Floor Flange/Shop Supplies	b51.31
True Value Hardware		23.96	Dish Soap/Brooms	b51.41
United Equip. & Fabricators	15101	447.00	Enlarge Holes/Adapter Plate/2ndStg	b51.33
Universal Analyzers Inc.	15102	808.65	Pts/CEMS/Inc	b51.31s
USA Blue Book	15103	99.95	Bio Blocks	b51.21
USA Blue Book		177.13	Manhole Cushion/Basin Filters	b51.31
USA Blue Book		530.06	Lab Supplies	b51.42
USALCO Baltimore Plant, LLC	15104	8,898.74	Polyaluminum Chloride	b51.25
VanGuard Cleaning Systems	15105	323.00	Cleaning Service/Jan'14	b51.41
Verizon	15106	491.49	Telephone 12/13	b31.35
Verizon		1,841.88	Lease Lines 12/13	b31.37
Verner-Cadby Ford	15107	102.02	Mirror Replacement/Ford Explorer	b51.36
W. B. Mason Co., Inc.	15108	99.99	Fax Machine	b31.31
W. B. Mason Co., Inc.		279.42	Office Supplies	b31.33
W. B. Mason Co., Inc.		329.40	UPS	b51.52
Wallington Plumbing & Heating Supply	15109	83.65	Shop Supplies	b51.31
Wayne Electrical Supply Company	15110	1,128.45	Shop Supplies/Pts CPS & SPS	b51.31
Wayne Electrical Supply Company		250.00	Emergency Lamps/Safety Supplies	b51.44
TOTAL 2014 BUDGET		201,208.76		
TOTAL 2013 BUDGET		52,329.11		
TOTAL 2014 BUDGET		201,208.76		
TOTAL BOTH BUDGETS		253,537.87		

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 January 8, 2014.


Dated: January 8, 2014



 Arthur J. Schmidt, Chairman



 Robert A. Voorman, Treasurer



 Dale Allen, Recording Secretary