

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
May 8, 2013 **6:00 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, May 8, 2013 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 6:00 p.m.

ROLL CALL:

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

Also Present:

Johnson & Conway: John Napolitano
Hatch Mott MacDonald: John Scheri
TBSA: Robert N. Bongiovanni
Michael E. Solla
Dale Allen

OPEN MEETING STATEMENT:

The following statement was read:

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. Kerwin, seconded by Mr. Phelan, the Minutes of the Meeting of April 10, 2013, were approved by the following vote:

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

ABSTAIN: VERDONIK, VOORMAN

REPORTS OF COMMITTEES:

FINANCE:

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

PURCHASING & PERSONNEL:

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

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

PLANT OPERATIONS:

Mr. Kerwin noted the Operating Report on the table.

PLANNING & EXPANSION:

Mr. Notte commented on the final report by Black & Veatch. It was noted that the committee is scheduled to meet on May 29th at 4 p.m. at the Authority.

CONSTRUCTION:

Mr. Verdonik stated that the project report list is on the table. He noted that the UV Project is now complete and that the final payment to the engineer is on tonight's voucher list.

He noted that a meeting is scheduled for tomorrow with Iron Hills regarding the Incinerator Project.

INSURANCE AND LEGISLATIVE REVIEW:

Mr. Wild had nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

1. **Discharge Permit and Related Items**

No changes in status.

2. **Title V and Incinerator MACT Compliance Cost Evaluation**

A meeting of the Planning and Expansion Committee is being scheduled for the end of this month. We plan to review a number of other items related to our decision on offsite sludge disposal (refer to my May 3, 2013 memo) and develop a recommendation for the Board to consider. One item still missing is a summary of legal aspects that Diane Alexander is preparing. Also of note, is the latest NACWA update which now indicates a "decent chance" of getting a victory.

3. **Early Redemption of 2003 Bonds**

By email on May 1, Bob Beinfield provided a preliminary review to get us started on this action. It appears that we can move forward and save the interest payment due in 2014 and 2015 which total over \$200,000. We will require services from several professionals: Bob Beinfield, Paul Cuva and our Trustee (Bank of New York/Mellon).

4. **IRS Review**

On Friday April 26, Mr. Vincent Urciuoli, IRS Specialist dealing with Federal State and Local Government, met with Dale Allen to conduct a review of our records. He primarily focused on I-9 forms, 1099s and Payroll Taxes. He generally commented that our records were good and consistent. We can expect a review letter with further details. One item that may require some correction is our reporting of miscellaneous income on employee W-2 forms. In particular, there are requirements for reporting meals paid by the Authority for its employees under certain circumstances. Mr. Urciuoli will send an IRS Publication on this subject with his review letter.

5. **New Local Banking Requirements**

On May 6 we received a FedEx package from our local bank, TD Bank. It requests our review

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and signatures on an updated "Service Agreement" which is 22 pages long. Some provisions in this Service Agreement appear to be similar to the provisions required by Valley National Bank that we previously found to be legally objectionable. TD Bank has requested return of the signed documents by May 30. John Napolitano has been asked to review the document. Dale Allen has contacted our 4 Participants for their basic banking arrangements and any new "Service Agreement" or fee structures. If needed, we will also consider going to a smaller, less complicated bank.

ASSISTANT EXECUTIVE DIRECTOR'S REPORT:

Mr. Solla noted that the Authority received a \$32,000 credit from NJMF; broken down \$15,000 is a dividend payment and the balance is due to the Authority salary structure and experience ratings.

ENGINEER'S REPORT:

Mr. John Scheri, of HMM distributed copies of the monthly Engineers Report and brought the members up-to-date on all on-going projects.

He noted that the UV Project is now complete and thanked the Authority for allowing HMM to be part of this award winning project.

UNFINISHED BUSINESS:

None

NEW BUSINESS:

None

CORRESPONDENCE:

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

PUBLIC DISCUSSION:

None

RESOLUTIONS:

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #13-041 Award of Contract for Reactor Sand was approved by the following vote:

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

RESOLUTION #13-041

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority advertised for bids for Reactor Sand and received 1 bid on May 2, 2013:

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

1. The bid is hereby awarded to the following lowest responsible bidder for a period of two (2) years:

Ricci Bros. Sand Co., Inc.

\$91.00 per ton of Reactor Sand

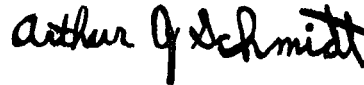
RESOLUTIONS CONT'D:

2. The Executive Director is hereby authorized to proceed with a written contract with the successful bidder.

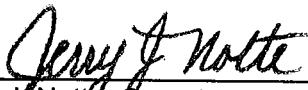
3. The above stated bid award and contract authorization is subject to review and concurrence by the Authority's attorney.

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

ATTEST:



Arthur J. Schmidt, Chairman


Jerry J. Notte, Secretary
Dated: May 8, 2013

On motion by Mr. Phelan, seconded by Mr. Voorman, Resolution #13-042 Operating Vouchers Approval was approved by the following vote (copy attached):

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

On motion by Mr. Voorman, seconded by Mr. Verdonik Resolution #13-043 Construction Vouchers Approval was approved by the following vote:

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

On motion by Mr. Phelan, seconded by Mr. Kerwin, and All in Favor, Resolution #13-044 Closed Session was approved by the following vote:

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

RESOLUTION #13-044

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) Personnel Matters

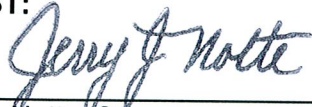
2. The matters will be considered at this meeting, and the public shall not be admitted to this discussion.

3. It is not known when or if the matters to be discussed in closed session can be disclosed to the public.

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
May 8, 2013 6:00 pm REGULAR MEETING

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

ATTEST:



Jerry J. Notte, Secretary

Dated: May 8, 2013

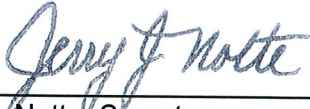


Arthur J. Schmidt, Chairman

The public portion of the meeting was adjourned at 6:35 p.m. to go into Closed Session.

The meeting was reconvened to the public at 7:06 p.m.

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 7:07 p.m.



Jerry J. Notte, Secretary

Dated: May 8, 2013



Dale Allen, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND
FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT
Board Meeting of 5/8/13

Period Ending April 30, 2013

OPERATIONS AND ADMINISTRATION
ACCOUNT BALANCES:

Operating Checking Account		\$350,802.79
Payroll Checking Account		\$200,705.79
Revenue Account - Trustee	\$3,251,354.47	
NJ Cash Mgm't Fund - Revenue	<u>\$2,612,491.99</u>	
Subtotal:	\$5,863,846.46	\$5,863,846.46
Total End of Month Balance:		<u>\$6,415,355.04</u>

EXPENDITURES THIS MONTH:

Operating Account - bills, benefits, etc.		\$357,960.66	*
Payroll Account - taxes		\$51,155.87	**
-salaries & wages (net)		\$100,153.39	**
Total Expenditures for:	May 2013	<u>\$509,269.92</u>	

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

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

TRUSTEE ACCOUNTS

ACCOUNT BALANCES:

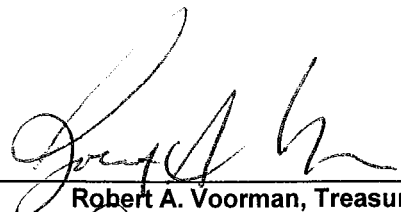
	<u>INVESTMENTS</u>	<u>CASH</u>	<u>TOTAL</u>
General:	\$276,812.69	\$0.00	\$276,812.69
Bond Service:	\$0.00	\$0.00	\$0.00
Bond Reserve:	\$1,740,567.71	\$0.00	\$1,740,567.71
Bond Renewal & Replacement - Bank:	\$618,284.91	\$0.00	\$618,284.91
- NJCMF:	\$1,678,986.88	\$0.00	\$1,678,986.88
Construction Improvements	\$1,398,814.66	\$0.00	\$1,398,814.66
Total End of Month Balance:			<u>\$5,713,466.85</u>


GRAND TOTAL: \$12,128,821.89

EXPENDITURES THIS MONTH:

Construction Improvements	\$102,357.03
Total Expenditures for May 2013:	<u>\$102,357.03</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: May 8, 2013

Personnel Actions:

	<u>Increase</u>	<u>Rate</u>	<u>Effective</u>
<u>Anniversary:</u>			
Donna Lee Peteja Lab Manager - 8.89 years	Employed: 21.23 years	2.5%	5/15/2013
<u>License C-2</u>			
William Murphy Jr. Employed: 26.45 years	\$200/Year		5/5/2013
Patrick Tuohey Employed: 19.14 years	\$200/Year		5/5/2013
<u>Termination:</u>			
Steven Osborn Maintenance/Repairman II	Employed: 22.35 years		4/29/2013

OPERATING

RESOLUTION # 13-042

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 #14333 through #14418 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 #
Accurate Pest Control, Inc.		14333	89.17	Pest Control/Apr'13	a51.41
Action Fuse		14334	303.50	Fuses/Shop Supplies/2ndStg Aerators	a51.31
ADP, Inc.		14335	408.91	Payroll Processing Charges	a31.38
Advanced Disposal		14336	1,059.85	Service/Mar'13/Incl \$55 Credit	a51.51
Air Liquide America Specialty Gases		14337	62.00	Rental (3/31)	a51.31s
AirGas Safety Inc.		14338	99.65	Lab Supplies/Gloves	a51.42
American Express		14339	165.35	Business Expenses	a31.21
American Express			61.80	Salad/Board Meeting	a31.36
American Wear		14340	443.55	Uniforms	a51.43
AP/Certified Testing		14341	125.00	Field Test/Backflow Preventor	a51.65
Apollo Flag Co.		14342	134.05	2 Flags/Snaps	a51.31
Aqua Pro-Tech Laboratories		14343	1,042.00	Chemical Analysis/Rec'd 3/1	a51.65
Avogadro Environmental Corp.		14344	3,750.00	Ser/RATA/CEMS/Inc#1	a51.65
Balco Industries, Inc.		14345	325.00	Gloves	a51.44
Bendlin Inc.		14346	4,444.00	Gear Joints&Seals/Moyno Sludge Pump	a61.20
Borough of Lincoln Park Water		14347	1,038.00	Two Bridges Rd/PS' (1/1-4/30/13)	a51.14
Cablevision		14348	109.90	Internet Service 4/16-5/15/13	a31.35
Carbon Sales, Inc.		14349	6,465.66	Filter Anthracite/Backwash	a61.10
Chavond-Barry Engineering Corp.		14350	73.00	Review/Cylinder Gas Audit Report	a51.63
Clark Transmission Co.		14351	495.53	Pts/Shop Supplies/Heat Circulator Pump	a51.31
Cole-Parmer Instrument Co.		14352	333.51	Tubing/PS Samplers	a51.31
Comprelli Equipment & Services, Inc.		14353	1,400.00	Install Gates/End of Deerpark Rd	a51.33
Coyne Chemical Co.		14354	8,803.22	Polymer	a51.24
Engineered Solutions Corporation		14355	3,076.00	Comp Supp/Operations	a51.52
Engineered Solutions Corporation			990.00	Inst TS/Engrg	a51.56
Engineered Solutions Corporation			3,060.00	Inc #1 Upgrade	a61.21
Engineered Solutions Corporation			760.00	Inc #1 Upgrade/OOS	a61.21
Environmental Resource Assoc.		14356	714.40	Lab Supplies	a51.42
Express Employment Professionals		14357	4,803.18	Temp Employee/J. Hardwick/April	a11.00
FedEx		14358	81.97	Postage	a31.34
Finch Fuel Oil Co. Inc.		14359	51,975.34	Fuel Oil/Plant	a51.13
Fisher Scientific		14360	2,017.71	Lab Supplies	a51.42
GA Industries, LLC		14361	965.77	Springs/Hi Flow Line	a51.31
GenServe Inc.		14362	1,000.00	Ser/PMServ"B"/PS'	a51.33
Goodyear Auto Service Center		14363	19.95	Rpr/Tire/Explorer	a51.36
Grainger, Inc.		14364	1,134.18	VFD Drive/Shop & Plant Supplies	a51.31
Grainger, Inc.			39.59	Paper Towels/HouseKeeping	a51.41
Grainger, Inc.			49.20	Safety Stickers	a51.44
Grainger, Inc.			83.58	Shovels & Cultivator/Landscaping	a51.54
Hatch Mott MacDonald		14365	298.17	Steel Pipe Assessment	a51.53
Hatch Mott MacDonald		14366	1,550.00	Gen'l Consulting/March	a51.53
Hatch Mott MacDonald		14367	3,414.15	IPP Services/Apr'13	a51.63
ISA		14368	110.00	Renew/ISA Membership/W. Murphy	a31.22
Jersey Central Power&Light		14369	19,615.63	Plant	a51.11
Jersey Central Power&Light			2,786.32	PS'	a51.12
Johnson & Conway, LLP		14370	5,233.46	Ser/Gen'l & Retainer/Apr'13	a51.58
Konica Minolta Business Solutions		14371	137.50	Service Contract/1/6/13-4/5/13	a31.31
Kuehne Chemical Co.		14372	3,080.75	Sodium Hypochlorite	a51.23
Liberty Process Equipment, Inc.		14373	5,208.69	Pts/Stators/SFP	a51.20
Maraziti, Falcon & Healey, L.L.P.		14374	132.00	Gen'l - Mar'13	a51.68
Maraziti, Falcon & Healey, L.L.P.		14375	484.00	TMDL Appeal - Mar'13	a51.68
Maraziti, Falcon & Healey, L.L.P.		14376	2,222.00	Air Issues - Mar'13	a51.68
McMaster-Carr Supply Co.		14377	51.40	Shop Supplies	a51.31
McMaster-Carr Supply Co.			21.52	Caps/Lower Inc Control Room UPS	a51.52
Microbac Laboratories, Inc.		14378	255.00	Arsenic Analysis	a51.65

Nestle Pure Life	14379	374.52	Water/Mar'13	a51.14
New Jersey Manufacturers Ins. Co.	14380	8,370.00	W.Comp/Pym't #5 of 11	a51.48
NJDEP/Hazardous Waste Compl Fees	14381	30.00	HazWaste Compliance Monitoring Fee	a51.62
NJWEA, Registrar	14382	2,513.00	Regist/AEA Conference/10 Employees	a31.24
North East Technical Sale, Inc.	14383	1,198.63	Transmitter/JPS/Safety	a51.44
North Jersey Media Group	14384	51.65	Public Notice/Dry Polymer Bid	a31.32
Oakstone Publishing	14385	253.80	Annual Subscription/Top Health	a31.22
One Call Concepts	14386	45.82	One Call Messages/Mar'13	a51.62
Pitney Bowes (Supplies)	14387	25.48	E-Z Seal/Postage Meter	a31.33
PPL EnergyPlus	14388	58,273.17	Plant	a51.11
PPL EnergyPlus		9,396.07	PS'	a51.12
Precision Electric Motor Works, Inc.	14389	3,685.00	Rpr/Low Pump#1/JPS	a51.32
PSE&G	14390	384.14	PS/Jane Rd.	a51.12
PSE&G	14391	955.11	PS/Fairfield Rd.	a51.12
PSE&G	14392	1,236.06	PS/Glenroy Rd.	a51.12
R & R Pump & Control Services, LLC	14393	385.20	Rpr/Starter Contact/1st Stg Mixer	a51.32
Raritan Supply Company	14394	2,765.00	Clamps/Cat Walk/P.F.#4	a51.31
Spectraserv, Inc.	14395	52,123.75	Sludge Cake Pumping/Pynt #2	a61.20
State of NJ Pensions & Benefits	14396	2,019.21	Dental Insurance	a21.12
State of NJ Pensions & Benefits	14397	43,367.53	Health Insurance	a21.12
Suburban Energy Services	14398	77.61	Propane	a51.26
TBSA/Donna Peteja	14399	61.98	Exp/Lab Certification Program Mtg.	a31.21
TBSA/Ernest DeGraw	14400	101.75	Exp/Lunch (4)	a31.21
TBSA/Michael Solla	14401	57.30	Exp/Lunch (2)	a31.21
TBSA/Michael Solla		97.85	Cell Phone	a31.35
TBSA/Patrick Tuohey	14402	50.00	C2 License Renewal	a51.61
TBSA/Petty Cash	14403	83.90	Reimburse 4/3-5/1/13	a31.36
TBSA/William Murphy	14404	50.00	C2 License Renewal	a51.61
TD Bank	14405	454.21	Service Charge/February & March	a31.11
The Home Depot	14406	290.80	Shop & Operation Supplies	a51.31
The Home Depot		107.29	Supplies/Polymer Testing	a51.31s
Trimboli & Prusinowski	14407	1,925.00	Professional Svcs-2/26-4/25/13	a51.58
True Value	14408	85.95	Shop Supplies	a51.31
True Value		238.87	Landscaping Supplies	a51.54
United Cooling & Refrigeration	14409	1,098.75	PM/May-Jul'13/Pynt 1 of 4	a51.33
USALCO Baltimore Plant, LLC	14410	11,005.82	Polyaluminum Chloride	a51.25
VanGuard Cleaning Systems	14411	323.00	Cleaning Service/May'13	a51.41
Verizon	14412	577.19	Telephone 4/13	a31.35
Verizon		1,841.88	Lease Lines 4/13	a31.37
Verner-Cadby Ford	14413	1,458.63	Ser/06 Ford F-350	a51.36
Voss Technologies, Inc.	14414	237.14	Lab Supplies	a51.42
W. B. Mason Co., Inc.	14415	14.29	Office Supplies/\$13 Ink	a31.33
Wallington Plumbing & Heating Supply	14416	93.44	Shop Supplies	a51.31
Wallington Plumbing & Heating Supply		236.62	Toilet/Hardware/DPS	a51.41
Wayne Auto Supply	14417	121.64	Oil	a51.34
Wayne Auto Supply		70.06	Supplies/Plant Vehicles	a51.36
Wayne Auto Supply		9.65	Supplies/Lawnmowers	a51.54
Wayne Electrical Supply Company	14418	87.20	Shop Supplies	a51.31
Wayne Electrical Supply Company		675.00	Breakers/Substation Side "B"	a51.31
Wayne Electrical Supply Company		2,370.59	Pts/Computer Rm/UPS Front Office & Inc.	a51.52

TOTAL 2013 BUDGET

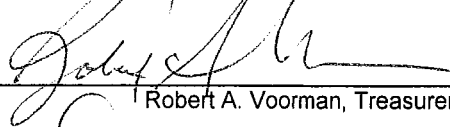
357,960.66

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 May 8, 2013.

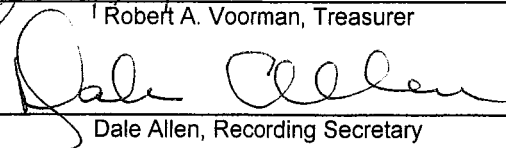
Dated: May 8, 2013



Arthur J. Schmidt, Chairman



Robert A. Voorman, Treasurer



Dale Allen, Recording Secretary

CONSTRUCTION FUND
RESOLUTION # 13-043

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 Vouchers #0622 through #0623 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.

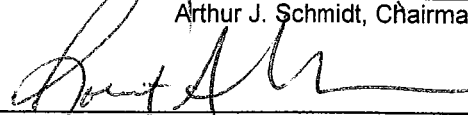
Payee	Ck#	Vou. #	Ck. Am't	Description	Acc't #
Engineered Solutions Corporation		0622	2,400.00	CO Servers 2012	a83.42
Hatch Mott MacDonald		0623	99,957.03	UV Construction Phase (Final)	a83.41
TOTAL 2013 BUDGET			102,357.03		

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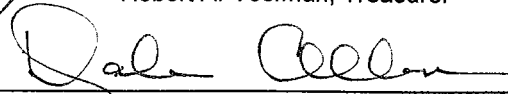
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Arthur J. Schmidt, Chairman



Robert A. Voorman, Treasurer



Dale Allen, Recording Secretary