

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY
May 13, 2020 **4:30 pm** **REGULAR MEETING**

The Regular Meeting of the Pequannock, Lincoln Park and Fairfield Sewerage Authority was held on Wednesday, May 13, 2020 at 4:30 p.m. via conference call. Executive Director Bongiovanni called the meeting to order at 4:30 p.m.

ROLL CALL:

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

ABSENT: None

ALSO PRESENT:

Cleary Giacobbe:	John Napolitano, Victoria Leblein
Mott MacDonald:	John Scheri
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/or websites and by serving said notice thereof to The Progress, Herald News, The Record and Suburban Trends newspapers. Notice of the change to remote meeting was posted on the Authority website on Thursday, May 7, 2020.

Mr. Robert Bongiovanni reviewed the procedures to facilitate the conference call meeting. He noted that all meeting materials had been provided to the members prior to the meeting.

MINUTES APPROVAL:

The Regular Meeting Minutes of April 8, 2020 were presented and approved by the following vote:

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

REPORTS OF COMMITTEES:

FINANCE:

Mr. Kerwin had nothing to report. Mr. R. Bongiovanni noted that the Treasurer's Report had been forwarded to Board Members and the vouchers will be paid as presented.

PURCHASING and PERSONNEL:

There were no Personnel Actions for the month of May.

PLANT OPERATIONS:

Mr. Schmidt noted the Operating Report was forwarded to the Board, reporting that flows were up due to rainfall.

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PLANNING and EXPANSION:

Mr. Notte had nothing to report. Mr. R. Bongiovanni noted that the Authority is waiting for the Future Plant Improvements Study to be completed.

CONSTRUCTION:

Mr. Verdonik noted the Construction Report sent to the Board.

INSURANCE & LEGISLATIVE REVIEW:

Mr. Runfeldt had nothing to report.

LEGAL & PUBLIC RELATIONS:

Mr. Campisi had nothing to report.

EXECUTIVE DIRECTOR'S REPORT:

1. Fraudulent ADP Payroll

Kroll has completed its forensic investigation of our computer systems. A report has been issued and reviewed. ESC will prepare a brief report summarizing our comments and next steps.

2. TBSA FY 2019 Audit

A draft of the FY 2019 Audit Report has been prepared and reviewed and is currently awaiting Pension and Health Insurance information from the state. We have been informed that this information will be available by the end of May thus allowing us to complete the audit report sometime in June.

3. Financial Disclosure Statements (FDS)

While the FDS filing deadline remains April 30, 2020, the Local Finance Board has extended the date for taking enforcement actions for non-filers to July 31, 2020.

4. Lincoln Blvd. Sewers

Abandonment of Lincoln Park's gravity sewers located on Lincoln Blvd. and connection of remaining residences to a new force main is being planned for inclusion with the Two Bridges Road Bridge Project. Lincoln Park has been coordinating with the County to issue a change order for this purpose.

5. FFY 17 UASI Grant

All of this \$150,000 grant has been spent on various facility target hardening items and has been closed out.

6. Covid-19 (Update)

We have been continuing with our alternate work schedule as previously described by Ernie DeGraw's April 3, 2020 memo. All TBSA employees are generally healthy. Authority facilities are being maintained and have been operating fairly well, with minimal interruptions. We have initiated discussions on planning for a return to (normal) work, which will be flexible and largely dependent on State and Federal directives, actions and guidance.

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ENGINEER'S REPORT:

Mr. Scheri referred to the monthly Engineers Report provided to bring the members up-to-date on all on-going projects. He reported that there was a phone conference regarding the Deepavaal roof project. It was decided that a demand notice would be sent to the contractor.

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.

CHANGE ORDERS:

None

RESOLUTIONS:

On motion by Mr. Verdonik, seconded by Mr. Notte, Resolution #20-039, Authorize Engineering Services for Interceptor Sewer System Rehabilitation, was approved by the following vote:

VOTED AYE: VERDONIK, NOTTE, KERWIN, RUNFELDT, SCHMDIT, PHELAN, CAMPISI, VOORMAN

RESOLUTION #20-039

Authorize Engineering Services for Interceptor Sewer System Rehabilitation

WHEREAS, the Pequannock, Lincoln Park and Fairfield Sewerage Authority (hereinafter the "Authority"), has need for Engineering Services for the Interceptor Sewer System Rehabilitation; and

WHEREAS, the Authority's Engineer, Mott MacDonald (hereinafter "MM"), has submitted a proposal for engineering services dated April 27, 2020, which the Authority has determined will meet the needs of the Authority; and

WHEREAS, by Resolution dated February 12, 2020, the Authority awarded the General Consulting Engineer's Agreement (hereinafter the "Agreement") to MM; and

WHEREAS, the Agreement provides the Authority may request MM to do additional consulting services; and

WHEREAS, the Authority wishes to retain MM to provide additional engineering services for the Interceptor Sewer System Rehabilitation; and

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WHEREAS, in accordance with N.J.A.C. 5:30-5.4(a)(3), the Authority certifies the availability of funds to cover the maximum dollar value of the pending contract as set forth in this Resolution;

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

1. Mott MacDonald is hereby authorized under its General Consulting Engineer's Agreement to provide additional engineering services for the Interceptor Sewer System Rehabilitation, in accordance with its April 27, 2020 proposal, in an amount not to exceed \$128,000.00.

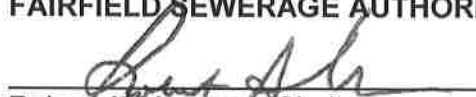
2. Notice of the action shall be published in one of the official Authority Newspapers.

ATTEST:



David A. Runfeldt, Secretary
Dated: May 13, 2020

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


Robert A. Voorman, Chairman

On motion by Mr. Verdonik, seconded by Mr. Kerwin, Resolution #20-040, Payment of the Operating Vouchers, (copy attached) and Resolution #20-041, Payment of Construction Vouchers (copy attached) were approved by the following vote:

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

Mr. Bongiovanni welcomed any comments or recommendations from the Board regarding the method of conducting the remote meetings.

ADJOURNMENT:

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



David A. Runfeldt, Secretary
Dated: May 13, 2020


Karen Napolitano, Recording Secretary

PEQUANNOCK, LINCOLN PARK AND FAIRFIELD SEWERAGE AUTHORITY

TREASURER'S REPORT

Board Meeting 5/13/20

Period Ending April 30, 2020

ACCOUNT BALANCES:

OPERATIONS AND ADMINISTRATION

Revenue Account	\$11,387,669.65	
Operating Checking Account	113,546.99	
Payroll Checking Account	40,615.96	
Renewal & Replacement	<u>5,123,800.79</u>	\$16,665,633.39

CONSTRUCTION AND GENERAL

Construction Improvements	\$3,949,367.47	
General	<u>236,924.07</u>	<u>4,186,291.54</u>

TOTAL FUNDS APRIL 30, 2020		<u><u>\$20,851,924.93</u></u>
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MONTHLY EXPENDITURES:

OPERATIONS AND ADMINISTRATION

Operating Bills	\$265,119.21 *	
Payroll - Salaries & Wages	250,480.05	
- Benefits	35,176.17 *	
- Taxes	<u>18,638.48</u>	\$569,413.91

CONSTRUCTION		<u>49,504.06 *</u>
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TOTAL EXPENDITURES FOR APRIL 2020		<u><u>\$618,917.97</u></u>
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* Amount shown has not been deducted from above account balances.



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board

OPERATING
RESOLUTION #20-040

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 #xxxxx through #xxxxx 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
Accurate Pest Control, Inc.		20824	178.34	Pest Control/Mar-Apr'20	51.41
ADP, Inc (Louisville)		20825	591.85	Payroll Processing	31.38
Allen Paper & Supply Co.		20826	1,605.32	Cleaning Supplies	51.41
American Wear		20827	201.30	Uniforms	51.43
Atlantic Plumbing Supply Corp.		20828	1,150.00	Manhole Risers/Beaverbrook Paving	51.31
Balco Industries, Inc.		20829	320.00	Hand Sanitizer/Wipes/Shop Supplies	51.41
Balco Industries, Inc.			220.00	Gloves/Shop Supplies	51.44
Borough of Lincoln Park Water & Sewer		20830	1,504.85	Two Bridges Rd (1/1-3/31/20)	51.14
Cintas First Aid & Safety		20831	822.67	Re-Stock First Aid Kits	51.44
Cleary Giacobbe Alfieri Jacobs, LLC		20832	2,750.00	General Retainer/Apr'20	51.58
Comprelli Equipment & Services, Inc.		20833	370.00	Repair Back Gate	51.33
Constellation NewEnergy, Inc.		20834	37,227.35	Plant (3/20-4/20/20)	51.11
Control Sales, Inc.		20835	23,068.00	Analyzers/Sensors/Hardware/Process Monitoring	61.10
Costello's Hardware		20836	6.29	Batteries/Shop Supplies	51.31
Costello's Hardware			109.55	Hand Sanitizer/Operations	51.41
Costello's Hardware			69.27	Lawnmower Blade/Weed Killer	51.54
Engineered Solutions Corp.		20837	150.00	Eaton Meters Troubleshooting	51.32
Engineered Solutions Corp.			89.95	Monthly Off-Site Backup Storage	51.52
Engineered Solutions Corp.			150.00	RemoteCompAccess/Annual Subscrip - N/C	51.52
Engineered Solutions Corp.			2,255.00	Comp Supp/Operations	51.52
Engineered Solutions Corp.			2,670.00	Instrumentation Troubleshooting	51.56
Engineered Solutions Corp.			1,082.50	Network Extension/Collection System	61.10
Environmental Resource Assoc.		20838	1,844.60	Annual PT & Quarterly Samples	51.65
Fairfield Maintenance Inc.		20839	298.00	Monthly UST Inspection/Apr'20	51.65
Finch Fuel Oil		20840	11,944.17	Fuel Oil	51.13
Fisher Scientific		20841	856.65	Lab Supplies	51.42
Garden State Laboratories		20842	950.00	Chemical Anaylsis/Mar'20	51.65
GenServe Inc.		20843	520.00	Ser/ATS PM/CPS & PPS	51.33
Goldberg Segalla		20844	5,005.00	Cybersecurity Services thru 3/31/20	6999
Grainger, Inc.		20845	1,109.28	Parts/Lighting/Shop & Plant Supplies	51.31
Grainger, Inc.			289.90	Cleaning Supplies	51.41
Grainger, Inc.			504.73	Gloves/Fire-Rated Clothing	51.44
Home Depot		20846	39.98	Table/Operations	31.31
Home Depot			163.28	Parts/Bulbs/Cement	51.31
Home Depot			38.30	Swiffer Refills/Garbage Bags/Operations	51.41
Jersey Central Power&Light		20847	12,563.43	Plant	51.11
Jersey Central Power&Light			4,476.74	Pumpstations	51.12
Kroll Associates		20848	5,875.00	CyberDetect ER Endpoint/Labor	6999
Loraine Tuohey		20849	700.00	Retiree Health Benefits May'20	21.12R
McMaster-Carr Supply Co.		20850	283.38	Sanding Mesh/Strut Channel Mounts	51.31
McMaster-Carr Supply Co.			158.36	Weed Killer	51.54
Michael E. Solla		20851	700.00	Retiree Health Benefits May'20	21.12R
Mott MacDonald Group, Inc.		20852	1,850.00	Gen'l Consulting/Apr'20	51.53
Mott MacDonald Group, Inc.		20853	3,504.33	Operations	51.53
Mott MacDonald Group, Inc.		20854	237.59	Intermediate Settling Tanks	61.10
Mott MacDonald Group, Inc.		20855	629.75	Unit Substations	61.10
Mott MacDonald Group, Inc.		20856	12,010.36	Medium Voltage Transformer	61.10
New Jersey Manufacturer's Ins. Co.		20857	6,771.00	Worker's Compensation	51.48
North Jersey Media Group Inc .		20858	283.26	Public Notices	31.32
One Call Concepts		20859	89.54	One Call Messages/Mar'20	51.62
Optimum (Cablevision)		20860	180.38	Internet Service 4/16-5/15/20	31.35
Parker Publications		20861	53.87	Legal Notice/Board Meeting Re-Schedule	31.32
Passaic Valley Sewerage Commission		20862	31,280.00	Liquid Sludge 4/1-4/30/20	51.55D
Passaic Valley Sewerage Commission		20863	37,904.00	Liquid Sludge 3/1-3/31/20	51.55D
Pitney Bowes/Reserve Account/Postage		20864	500.00	Postage for Meter	31.34
Power Place		20865	33.28	Blades/Push Mower	51.54


PSE&G	20866	487.21	PS/Jane Rd/Fairfield Rd	51.12
PSE&G	20867	815.69	Glenroy Rd PS	51.12
Quench USA	20868	399.00	Contract 5/1/20-4/30/21/Admin	51.14
R&D Trucking	20869	17,888.00	Sludge Removal 4/1-4/30/20	51.55H
Raritan Supply Company	20870	10,129.83	Elbows/Caps/2nd Stage RAS	61.10
Seton Identification Products	20871	311.71	Phenolic Name Plates/Safety	51.44
Sherwin Williams	20872	160.34	Paint/Operations	51.35
Staples	20873	85.02	Office Supplies/Admin & Operations	31.33
State of NJ/Pensions & Benefits/SHBP	20874	46,377.30	Medical & Dental Benefits	21.12
TBSA/Donna Peteja	20875	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Ernest DeGraw	20876	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Joseph Gibson	20877	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Nicholas Stein	20878	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Patrick Tuohey	20879	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Petty Cash	20880	53.25	Mileage/Post Office/L. Ciampa	31.21
TBSA/Petty Cash		67.54	Tire Repair/Ford F350	51.36
TBSA/Petty Cash		19.17	Cleaning Supplies	51.41
TBSA/Richard Walter	20881	300.00	Cell Phone (Dec'19-May'20)	31.35
TBSA/Thomas Bongiovanni	20882	300.00	Cell Phone (Dec'19-May'20)	31.35
UBS/United Business Systems	20883	78.48	Staples for Copier	31.33
USA Blue Book	20884	894.58	Lab Supplies	51.42
USALCO Baltimore Plant, LLC	20885	6,009.12	Polyaluminum Chloride	51.25
Verizon	20886	230.82	Telephone 4/20-5/19/20	31.35
Verizon Wireless	20887	344.19	Modems (Mar-Apr)	31.37
W. B. Mason Co., Inc.	20888	584.71	Office Supplies	31.33
Waste Mgmt. of New Jersey, Inc.	20889	2,999.04	Dumpsters/Mar-May	51.51
Wayne Auto Supply	20890	59.28	Motor Oil	51.34
Wayne Auto Supply		124.95	Battery/Ford F350	51.36
Wayne Electrical Supply Company	20891	300.88	Lamps/Anchor Kit/Shop Supplies	51.31
William Murphy	20892	700.00	Retiree Health Benefits May'20	21.12R
Wizard Printing Co.	20893	36.00	Signature Stamp/R.Voorman	31.33

2020 BUDGET TOTAL

311,496.51

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 13, 2020.

Dated: May 13, 2020


Robert A. Voorman, Chairman


Jerry J. Notte, Treasurer


Karen Napolitano, Secretary to the Board

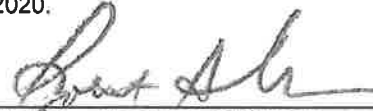
CONSTRUCTION
RESOLUTION #20-041

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 #1015 through #1019 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.

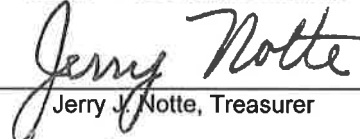
2020 BUDGET Payee	Ck#	Vou.#	Check Amt.	Description	Account
Black & Veatch Corporation		1015	37,008.53	Project#1/Construction Phase	84.23
Engineered Solutions Corp.		1016	306.25	Project #1 Completion/Headworks	84.23
Mott MacDonald Group, Inc.		1017	5,088.17	Future Plant Improvements/Nitrate Study	82.30
Mott MacDonald Group, Inc.		1018	2,446.11	TBSA Site Restoration	84.23
Mott MacDonald Group, Inc.		1019	831.57	Odor Control Platform	84.23
Mott MacDonald Group, Inc.			3,823.43	Proj. #1 Closeout Tasks/Eng Support	84.23
2020 BUDGET TOTAL			49,504.06		

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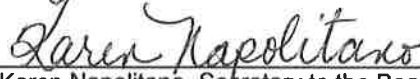
Dated: May 13, 2020



Robert A. Voorman, Chairman



Jerry J. Notte, Treasurer



Karen Napolitano, Secretary to the Board